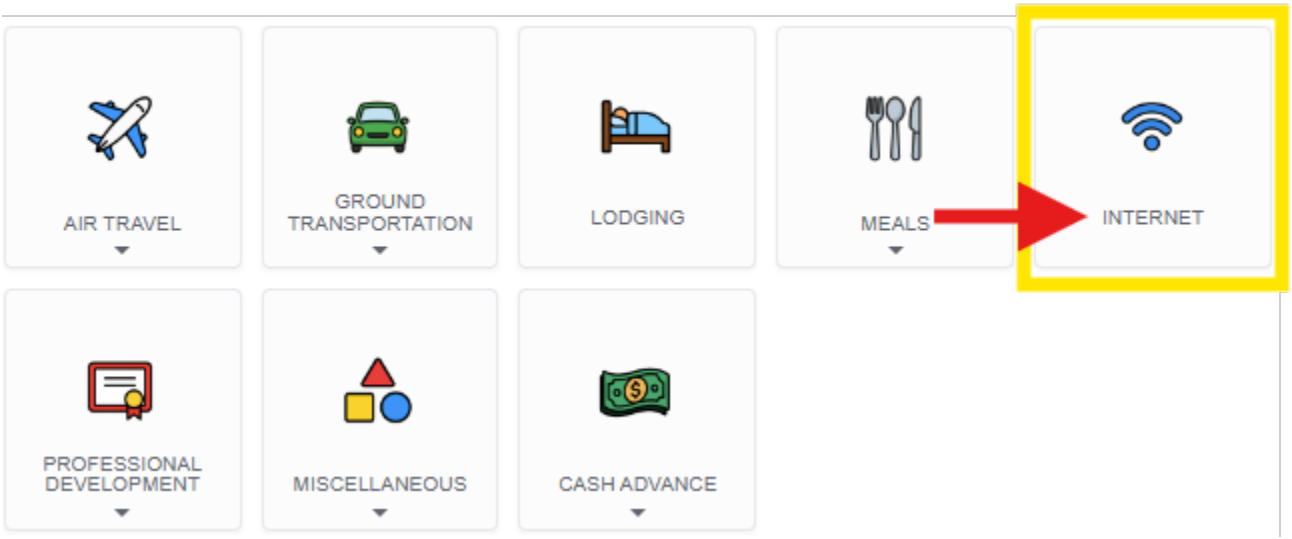
Emburse User Guide:
Internet Expense Type

This expense type does not have sub-tiles.

- Tip: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.
- Tip: If this expense type was not estimated on the Pre-Approval, then add it to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).



This expense type will require the following fields to be populated:

- **Date**: date of the receipt
- **Spent**: total of the receipt
- **Attachments**: receipt related to the expense (PDF or JPEG format)

To add this expense type, click the **Internet** expense type tile.

- Tip: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.