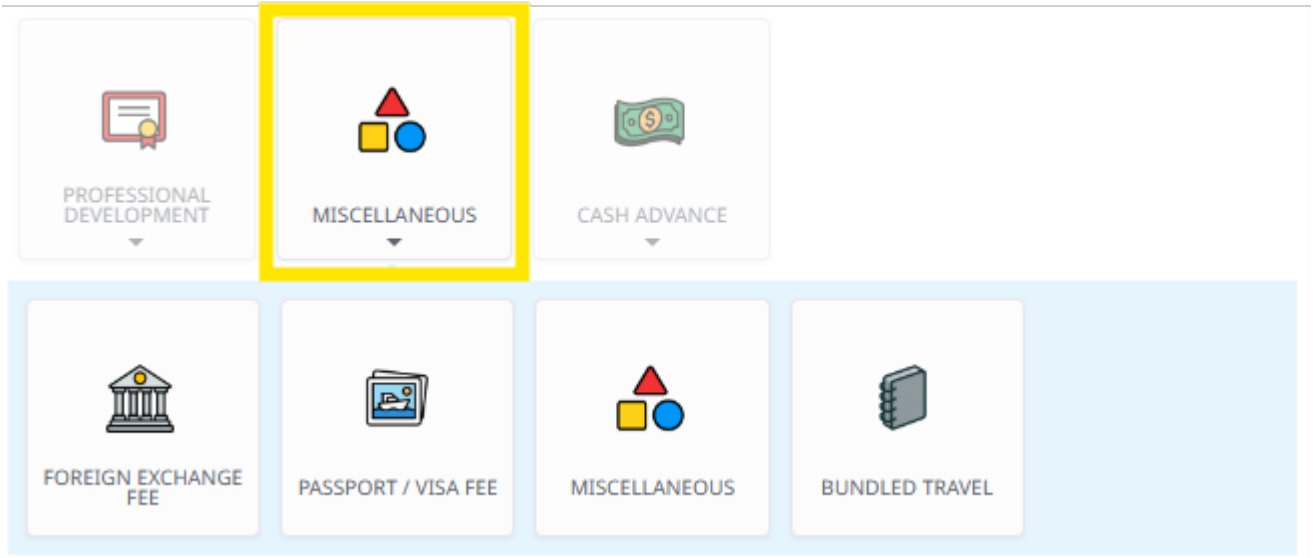
Emburse User Guide:
Miscellaneous Expense Type

This expense type has four sub-tiles: Foreign Exchange Fee, Passport/Visa Fee, Miscellaneous, and Bundled Travel

- Tip: If these expense types were estimated on the Pre-Approval, then click that expense type in the Expense Report to edit.
- Tip: If these expense types were not estimated on the Pre-Approval, then add them to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).
- Tip: This tile should only be used when no existing tile is better suited for the expense.



Each of these sub-tiles will require the following fields to be populated:

- **Date**: date of receipt
- **Spent:** total of receipt
- **Attachments:** receipt related to the expense