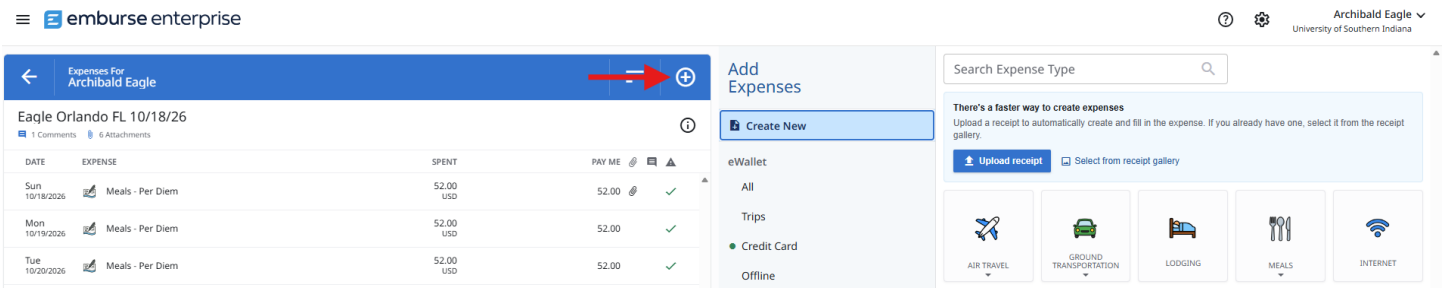
Emburse User Guide:
Add a New Expense Line Item

There are two main options for an expense:

- Travel Card Expense: a trip item paid with a USI corporate Travel Card (TCard).
    - Tip: Transactions are loaded daily into Emburse and can be applied to related Expense Reports.
- Direct Expense: a trip item paid by the traveler with personal funds and needs to be reimbursed.

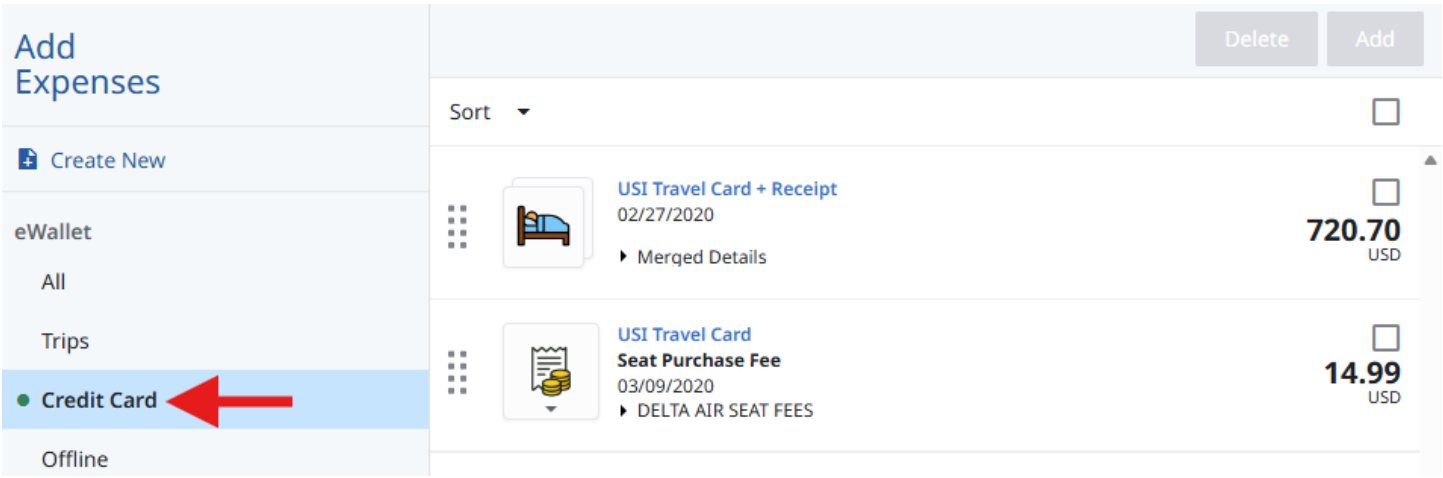
Adding a TCard Expense

To add a credit card expense line, click the **circle with a plus sign** in the Expense Summary blue banner.



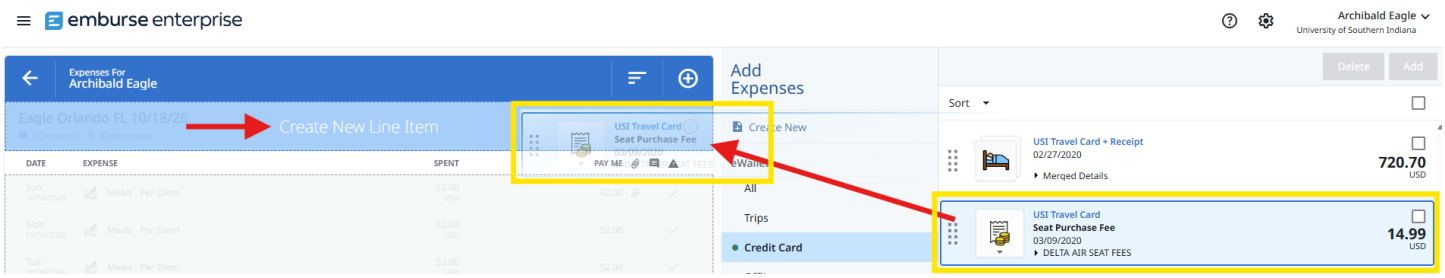
Find and click **Credit Card** from the menu in the Add Expenses section. Once posted, all transactions from the USI corporate travel card will be displayed here.

- Tip: If a transaction has a question mark (?) symbol, then click the icon. Choose the appropriate tile for the charge (e.g., Lodging for hotel receipts, Air Travel for baggage fees, etc.).

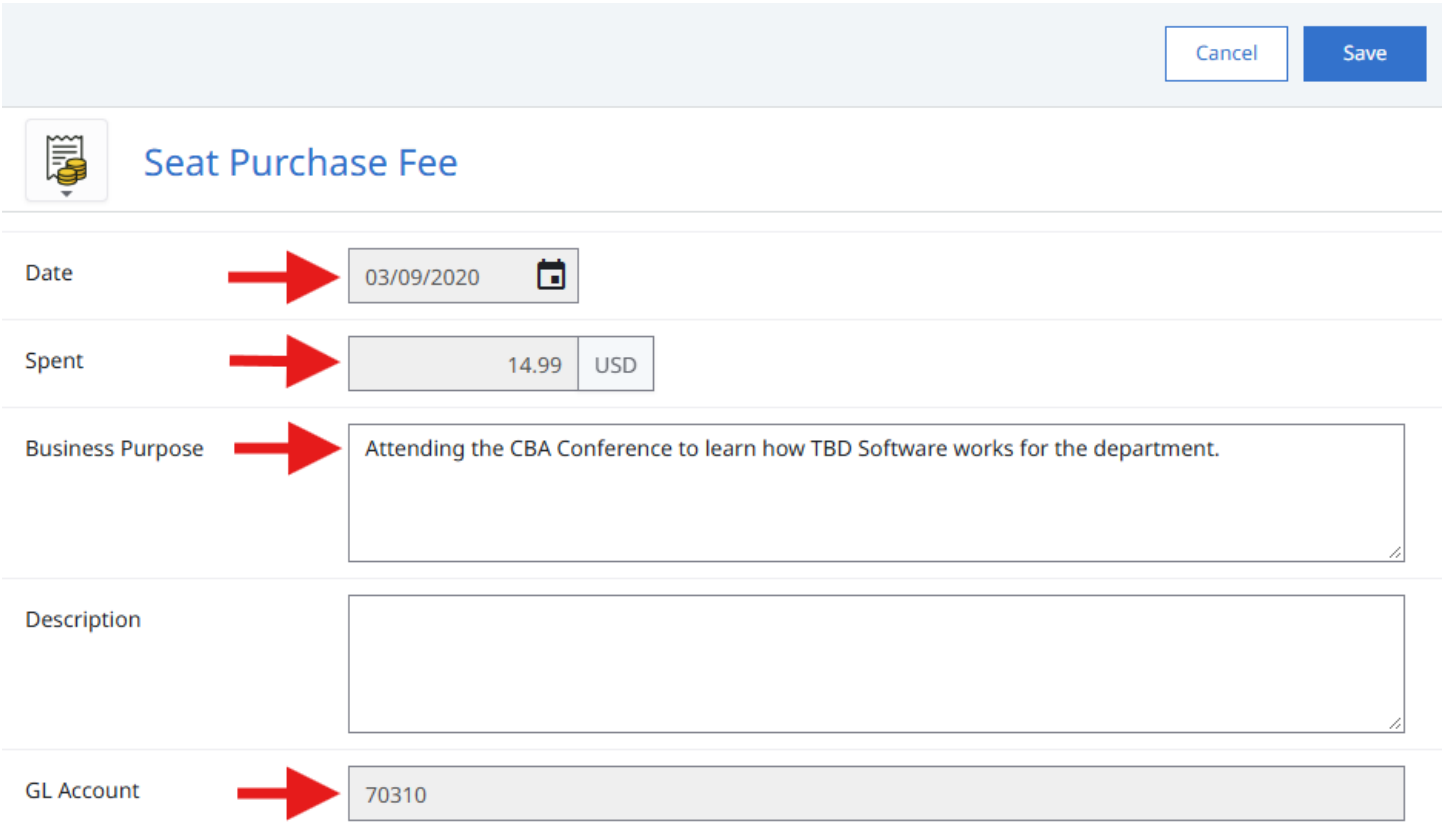


Select the expense that needs to be added.

To create a new line, drag and drop the transaction into the Expense Summary to the left, on top of the header.

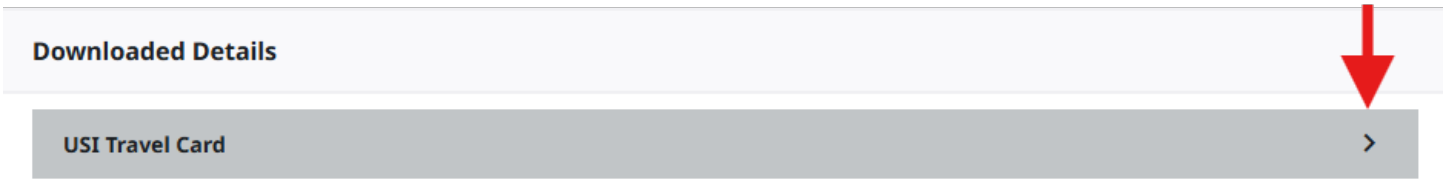


A new screen will appear on the right. Notice that it has prepopulated the required fields.

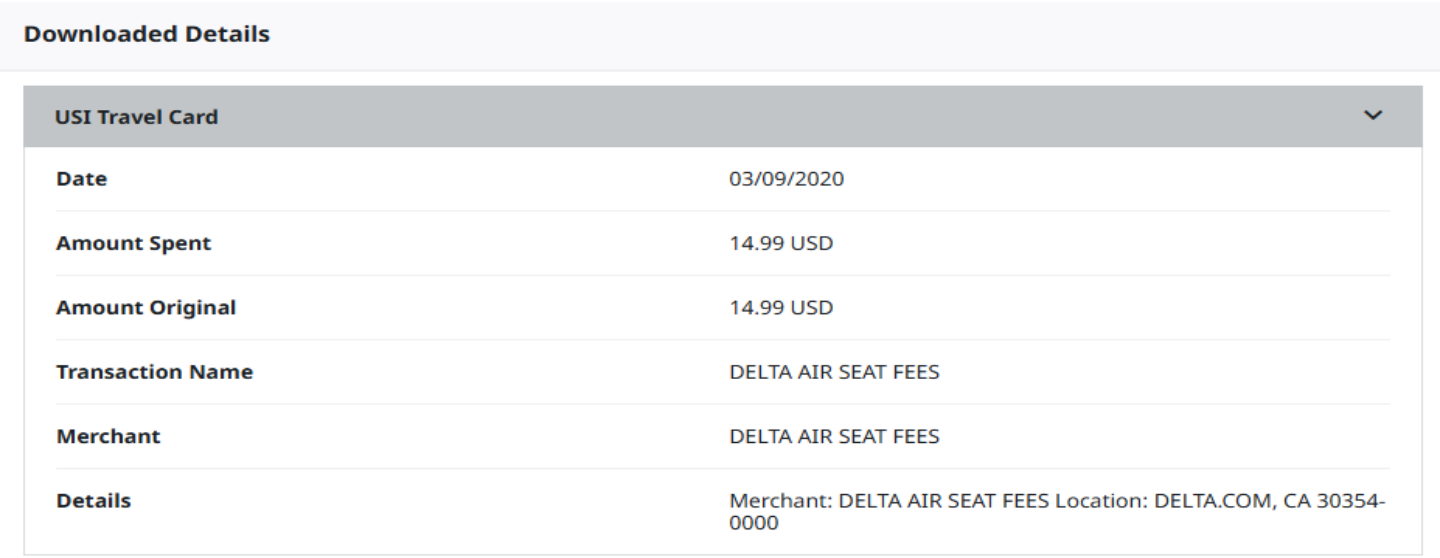


Scroll down until the **Downloaded Details** and **Attachments** sections are in view.

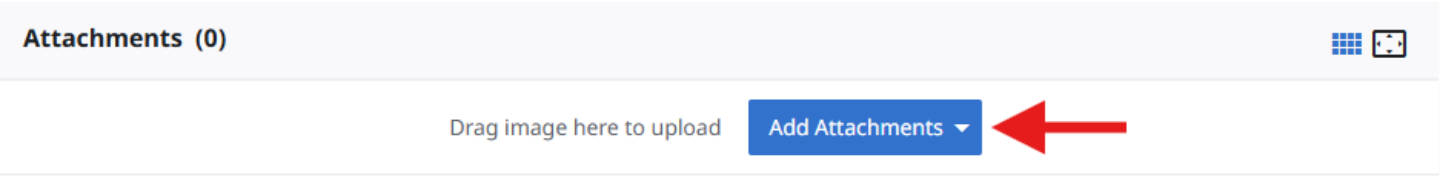
In the **Downloaded Details** section, click the arrow to the right of the USI Travel Card.



The details of the transaction will appear.

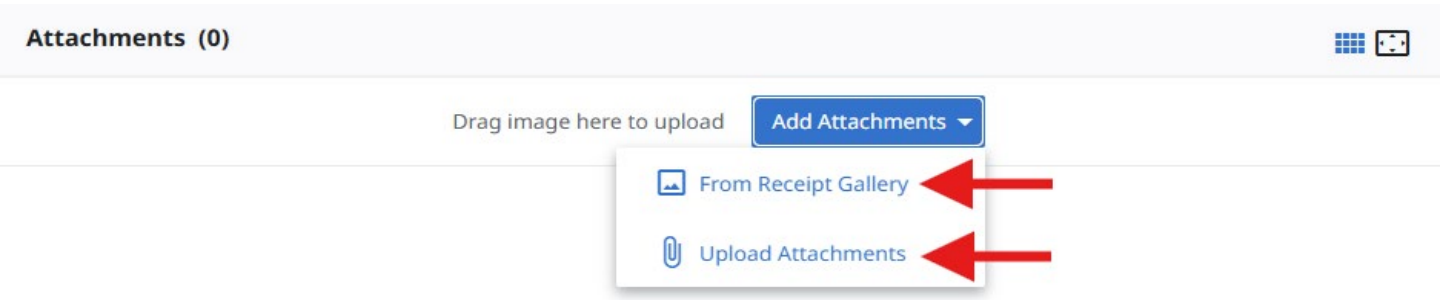


A receipt needs to be attached in the Attachments section. If a receipt is not already attached, click **Add Attachments**.



Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt.

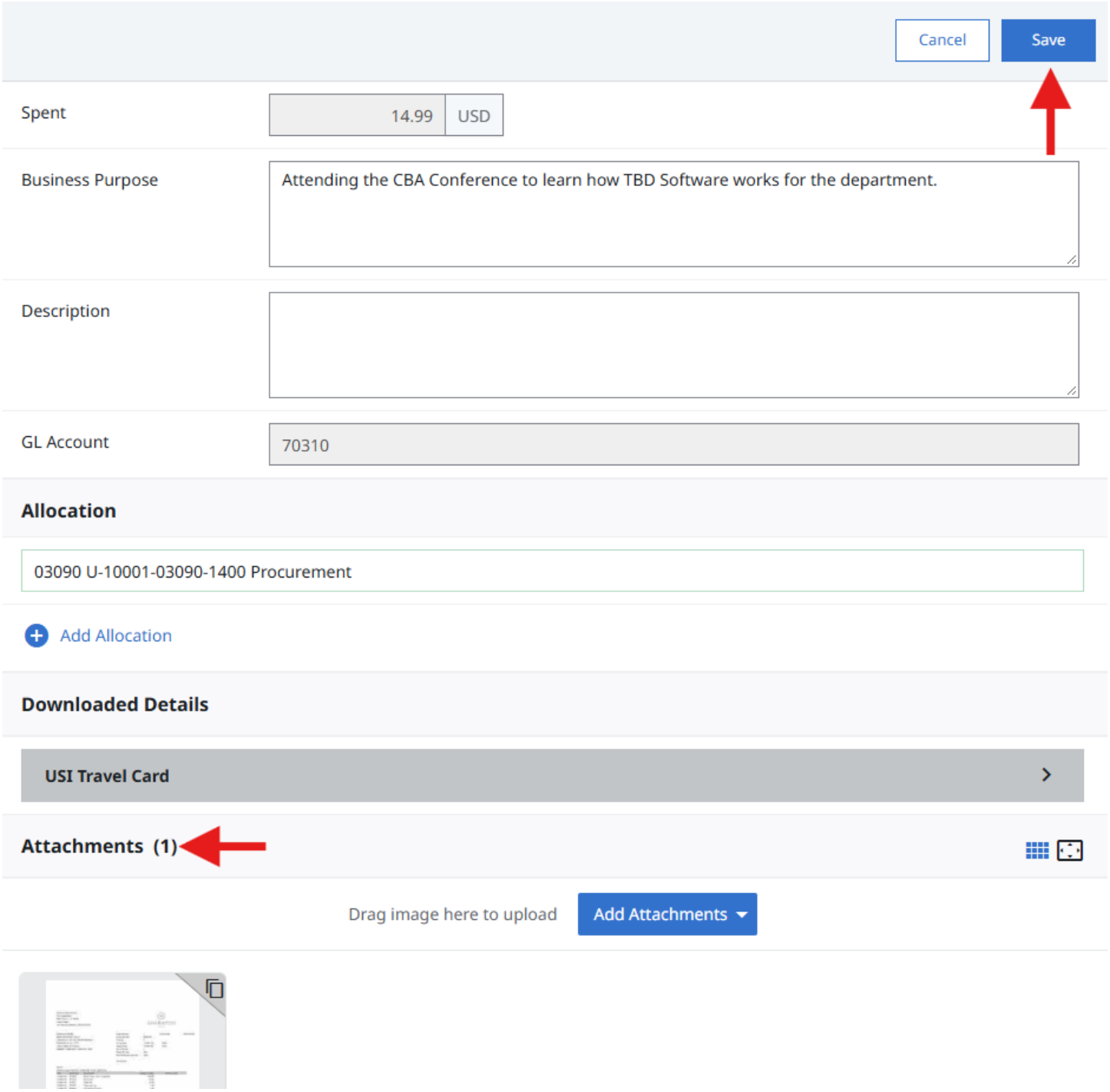
- Tip: From Receipt Gallery will open the Receipt Gallery in the traveler's Emburse account, where the traveler may choose the correct attachment to upload to the credit card transaction.
- Tip: Upload Attachments will allow the traveler to select a file from the computer to upload to the credit card transaction.



When documents are uploaded, the images will appear under the Attachments section.

- Tip: To remove an attachment, click the file in the Attachments section. A window will appear on the left, displaying the document. Click the paperclip in the upper left-hand corner to delete it.
- Tip: If required, enter a note in the Description box.

After uploading the receipt, click **Save** to add the credit card transaction to the Expense Report.

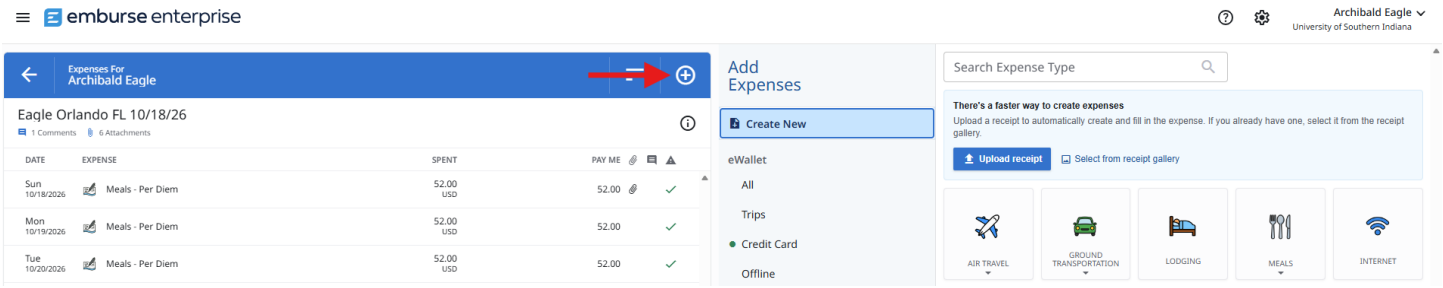


Adding a Direct Expense (top)

If an expense incurred is not listed on the Expense Report, then a new expense line item will need to be created.

The Add Expenses section is on the right. This section allows you to add expenses that were not on the Pre-Approval.

- Tip: If the **Add Expenses** section is not viewable, then click the circle with the plus sign, and it will open to the right.



Choose the appropriate tile for the new expense line item being created.

- Tip: Tiles with a gray triangle indicate additional options within those tiles. To see those selections, click the tile.

After selecting a tile, a new window will open on the right. Fill in the required fields.

- Tip: Depending on the expense line-item type, there may be other fields to fill in besides the ones listed below.

Date
Is the date of the receipt.

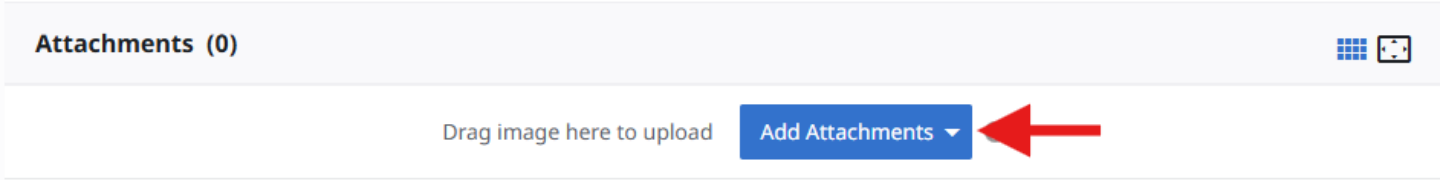
Spent
Is the amount listed on the receipt. This amount must match the amount on the attached backup documentation.

Business Purpose
Is required for all line items. The information provided should answer the question of 'WHY' this is considered a business expense.

Description
Is required for specific line items.

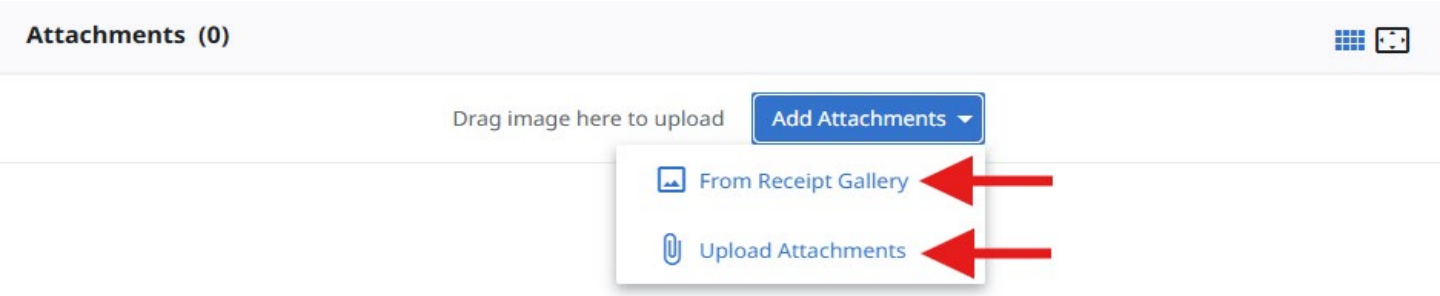
Allocation
Is based on the information provided in the Pre-Approval (fund/org).

Attachments
Each expense requires a receipt. If a receipt still needs to be uploaded, then click **Add Attachments**.



Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt.

- Tip: From Receipt Gallery will open the Receipt Gallery in the traveler's Chrome River account, where the traveler may choose the correct attachment to upload to the credit card transaction.
- Tip: Upload Attachments will allow the traveler to select a file from the computer to upload to the credit card transaction.



When documents are uploaded, the images will appear under the Attachments section.

- Tip: Click the file in the Attachments section to remove an attachment. A window will appear on the left, displaying the document. **Click** the paperclip in the upper left-hand corner to delete it.

After all required fields are populated and documentation is attached for the expense line, click **Save** in the upper right-hand corner.

- Tip: If a warning/violation box appears, then follow its instructions. For more information about warning and violation boxes, view the Policy Compliance Warnings and Violations for an Expense Report guide.

