Add travel expenses to report actual trip costs paid by UA. Trip expenses paid by an external entity are not added to the Expenses list. Instead, the Header reports total monetary support provided by the external source and pertinent documentation (e.g., flight itinerary to support time in travel status) is attached to the Report under Receipts>Attach Receipt Images.

**Note:** Individual per diem is added through the Travel Allowance and not Expenses.

Add expenses one of three ways:

1. Assign one or more from Available Expenses by selecting desired expense(s) and choosing associated Report from Move drop-down menu

2. Click “+ New Expense” and select one from the list of Expense Types
3. Click “Import Expenses,” select one or more from the list of Available Expenses, and choose “To Current Report” from the Move drop-down menu.

Once added, verify entry information:

1. Fields with a red bar are required and editable.
2. Some Expense Types such as “Airline Fees” require a subcategory selection to better define the type of fee (use Expense Type “Booking Fees” for the CTM agent fees).
3. Business justifications or additional information for individual expenses is entered in the Comment field.
4. Use the expense entry options to itemize, allocate, and attach receipts.