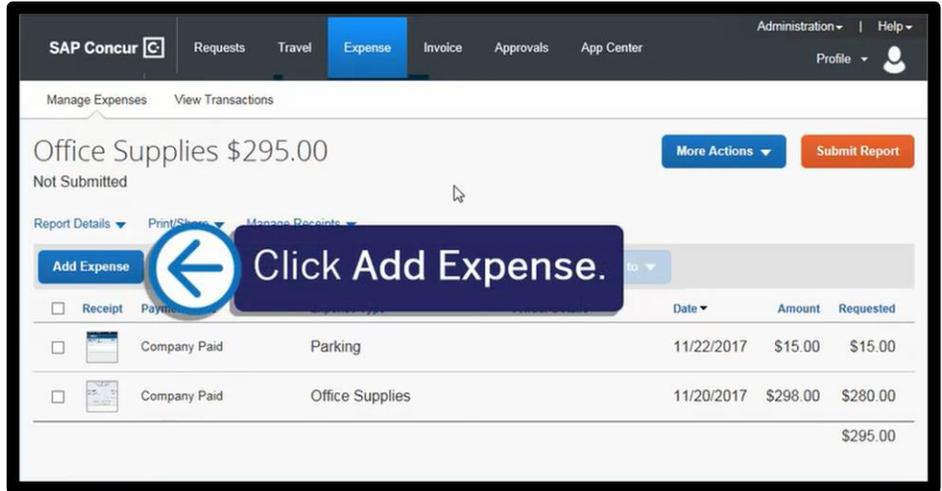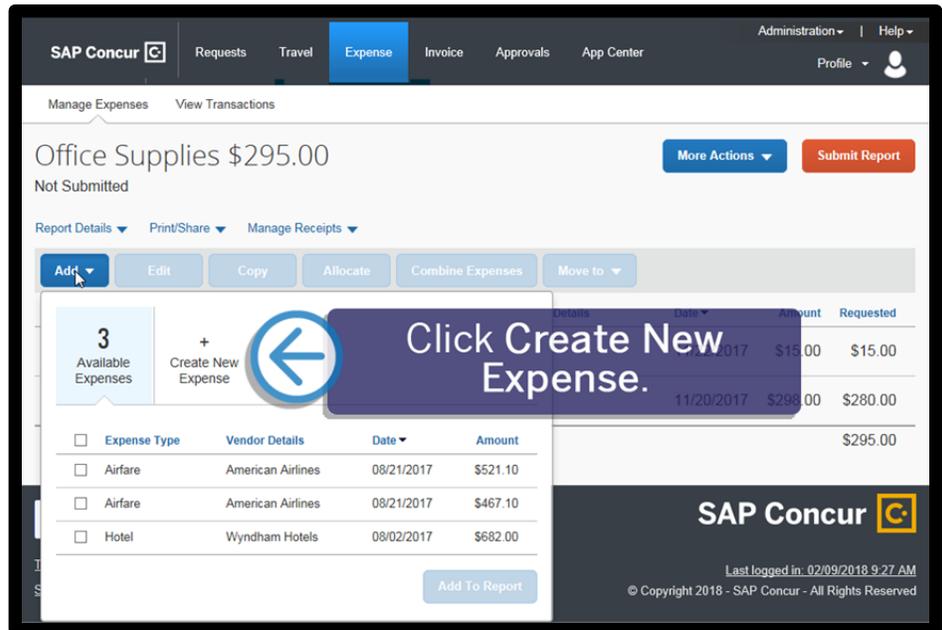# Adding an Out-of-Pocket Expense to a Report

If you pay for an expense with your own money, you will need to create an out-of-pocket expense to account for the transaction.
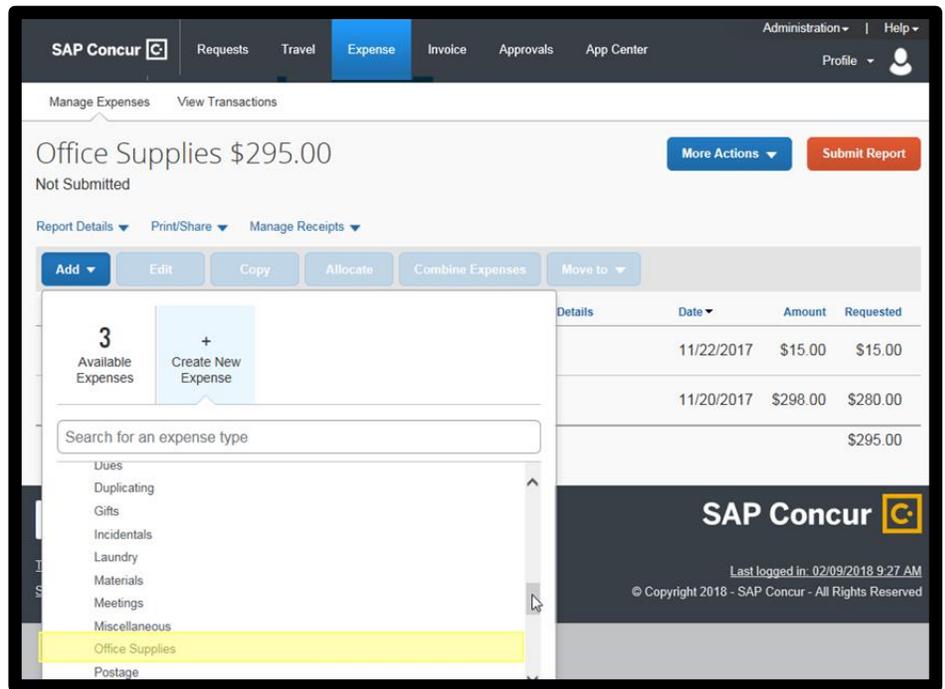
1. To add a new expense, from the report page, click **Add Expense**.


2. Click the **Create New Expense** tab.

3. Select the appropriate expense type.

4. On the **New Expense** page, complete all the required fields and any additional information.

   Your company defines the fields on the expense entry form (required fields are indicated by a red asterisk).

5. To attach a receipt, select the **Receipt Status** dropdown arrow, select **Receipt**, and then click **Attach Receipt Image**.
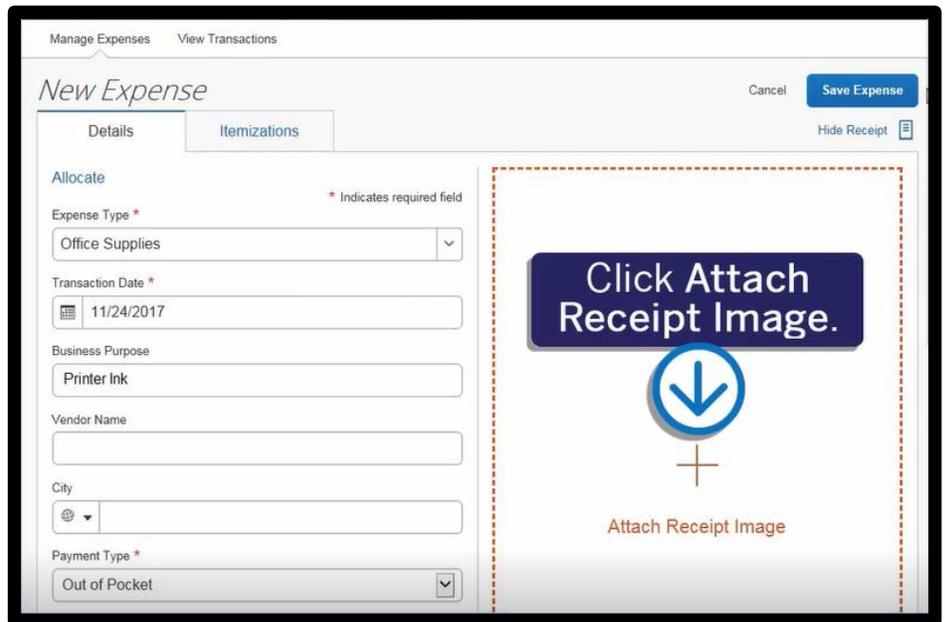
6. Select the appropriate receipt from your available receipts or click **Upload Receipt Image**.
7. Click **Attach**.
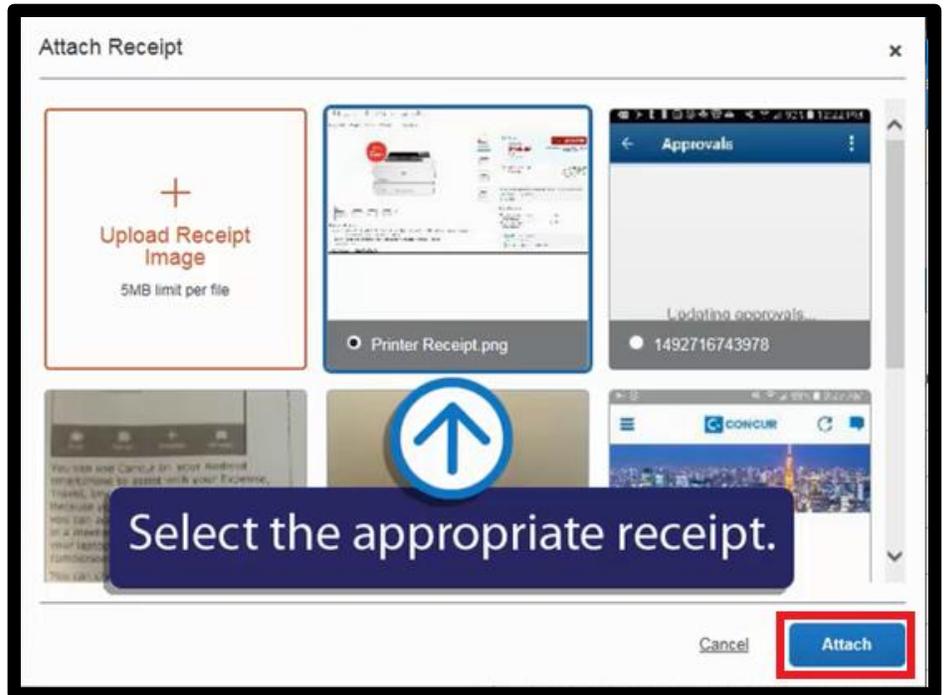
8. Click **Save Expense**.

The new out-of-pocket expense is added to your expense report.