1. **Options/Settings:**

   - **SAFETY**
     - Check In Location
     - Leave Feedback
   - Help
   - Privacy Policy
   - Settings
   - Sign Out

2. **Refresh**

3. **Messages**

4. **Trips:** displays any upcoming trips

5. **Expenses:** create a new expense. Click on the + within this section to expand options.

6. **Expense Reports:** view active (saved or submitted reports) or create a new expense report

7. **Approvals:** view and approve trips

8. **Book:** airfare, hotels, and car rental

9. **ExpenseIt:** application to capture receipts using mobile device camera or saved images

10. **Create:** manually create an expense and upload an image

11. **Mileage:** add mileage to an expense report