HELPFUL HINT

• Additional receipts can be submitted from the same approved travel request if the current date has not exceeded the 60-day reimbursement deadline from the last date of travel.
• When creating a new expense report to submit additional receipt(s), select the existing itinerary that was created with the original expense report. A new itinerary cannot be created.

PROCEDURE

If an expense report has been submitted and approved by the financial approver, yet additional reimbursable receipts have been discovered, the traveler can submit another expense report from the approved travel request.

From the requests tab, locate the approved request and click on the Expense link at the right.

It is recommended to note this is a second expense report from an approved travel request. Within the Report Header, add information in the Comments To/From Approvers/Processor field.
Click on Next. When applicable (lodging or meals receipts), click on Yes in the Travel Allowances pop-up box.

When the Travel Allowances for Report pop-up appears, click on Available Itineraries. Do not create a new itinerary.

Select the available itinerary at the bottom and click on Assign. Click on Next. Continue to complete the expense report.