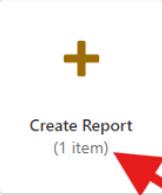


## Selecting Available Expenses

End users can create expense reports by selecting card transactions from their Available Expenses queue. Open **Expenses** and select the appropriate card transactions from the **Available Expense Items** queue by clicking on the checkbox next to each transaction. Once an item is selected, the **'Create Report'** button will update and will show how many transactions have been selected.

**Expense Reports**



**Create Report**  
(1 item)

Not Submitted UT000253266044

**test Entertainment Itemization/Attendees**

Updated 27 days ago

2 items **300.00 USD**

Not Submitted UT000250563104

**UTM In State Expense Types**

Updated 29 days ago

18 items **1,627.00 USD**

Not Submitted UT0002507337

Updated 47 d

1 item

**Available Expense Items (29)**

Actions + Create Item

<input type="checkbox"/>	Date	Type	Amount	Merchant
Cash and Credit Card Expense Items (29)				
<input checked="" type="checkbox"/>	5/29/2024	Airfare	563.56 USD Card	AMERICAN AIR

Click on **'Create Report'** and all the transactions selected will now show in a new report.

Create Expense Report Report Total

Purpose

Attachments None

Start Date

End Date

Employer Pays You 0.00 USD

Employer Pays Card Issuer 563.56 USD

**563.56 USD**

I have read and accept the corporate travel and expense policies.

**Expense Items (1)**

Actions + Create Item Add Existing Apply Account Split Allocation

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description
<input type="checkbox"/>	5/29/2024	Airfare	563.56 USD Card	AMERICAN AIR	Fort Worth, TX	Add description

The user can now enter information for the report header. Once the appropriate information is entered, the user can then click on the expense item and select the appropriate expense template as well as enter comments or add any necessary itemizations for the transaction. After all required information and documentation has been entered or attached, the user can select the *'I have read...'* attestation and click **'Submit'** to enter the report into workflow.

Save **Submit** Cancel

**Report Total**

Employer Pays You 0.00 USD

Employer Pays Card Issuer 563.56 USD

**563.56 USD**

I have read and accept the corporate travel and expense policies.

