Air Travel Expense Type

This expense type has five sub-mosaic tiles, which include: Airfare, Baggage Fee, Change Ticket Fee, Seat Purchase Fee, and Upgrade Fee. Each of these sub-mosaic tiles will require the following fields to be populated:

Date: date of receipt

Spent: total of receipt

Attachments: receipt related to the expense

To add any of these expense types, click the **Air Travel** mosaic and then click the respective sub-mosaic tile.

Tip: If any of these expense types were estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.