

JOB AID – COMBINE EXPENSE REPORTS

All expenses related to the same purpose should be submitted together on one expense report. If you submitted separate expense reports that need to be combined, the below outlines the easiest method for doing so.

EXAMPLE: THE FOLLOWING EXPENSE REPORTS SHOULD BE COMBINED SINCE THE EXPENSES ARE RELATED TO THE SAME CONFERENCE.

Expense Report A: Mileage for attending XYZ Conference in Atlantic City, NJ

Expense Report B: Tolls for attending XYZ Conference in Atlantic City, NJ

- 1) Delete Expense Report A by clicking on the “x” located on the right side.

29.00 USD
10/16/19 

- 2) Select “Yes”. The mileage expense item will be saved.

 **Warning** ✕

If you delete this expense report, the expense items included in this report will be available for you to add to future reports. Do you want to continue?

- 3) Open Expense Report B.

- 4) Click “Add Existing”.

Expense Items

Actions ▼	+	<input type="button" value="Add Existing"/>
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- 5) Select the saved mileage expense item. Click “Apply” then “OK”.

Add Expense Items

Travel - Transportatio... - United States	11/22/16 Mileage Reimbursement
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- 6) Expense Report B now has two expense items: Tolls and Mileage.

- 7) Re-add any attachments which did not transfer over from Expense Report A.