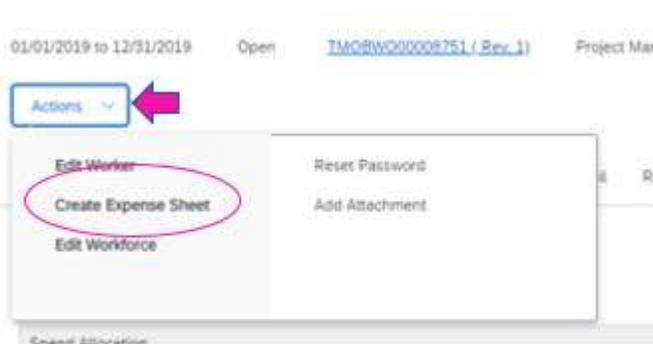


Fieldglass: Expense Entry (NTWs)

Submitting Expenses

PLEASE NOTE:

- NTWs must receive manager approval before submitting expenses
- From the ACTIONS drop down menu, select "Create Expense Sheet"



- On the next screen, select the correct Expense Code. (A list of codes will be provided)

Expense Code	Expense Name	General Ledger Account Code	Expense Type	Billable
<input type="text" value="Enter Criteria"/>	All			
Airfare	Airfare	Default		Yes
Airfare	Airfare	Default		Yes
Breakfast	Breakfast	Default		Yes
Breakfast	Breakfast	Default		Yes
Dinner	Dinner	Default		Yes
Dinner	Dinner	Default		Yes
Hotel	Hotel	Default		Yes

- Once a code is selected, enter the date the expense was incurred, the Merchant name, and a description of the expense in the Billable section of the expense sheet

The screenshot shows the 'Billable' section of the expense sheet. It includes a header 'DTD Corporate System (1003524)' and a sub-header 'Hotel (Hotel)-Default'. Below this are several input fields: a 'Copy' button, a date field with a calendar icon (circled in red), a 'Merchant' field, and a 'Description' field (circled in red). A 'Total' field is at the bottom.

- Once all the fees have been entered, click Submit