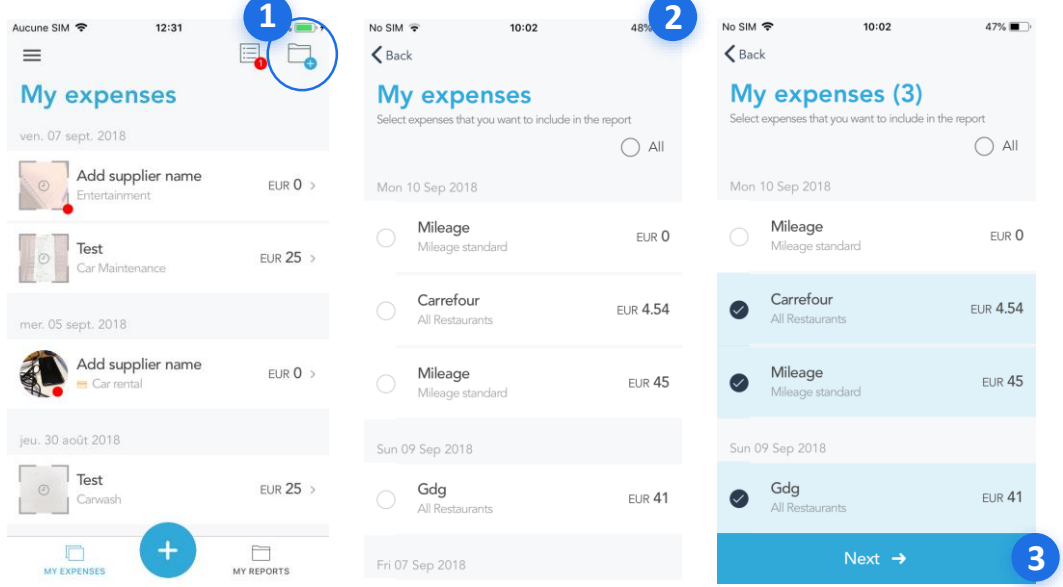




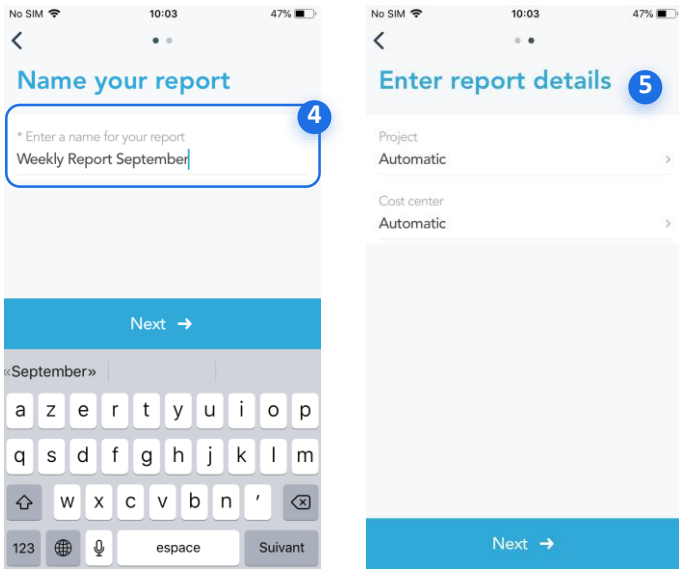
CREATE AND SUBMIT A REPORT

Step 1: Select the expenses



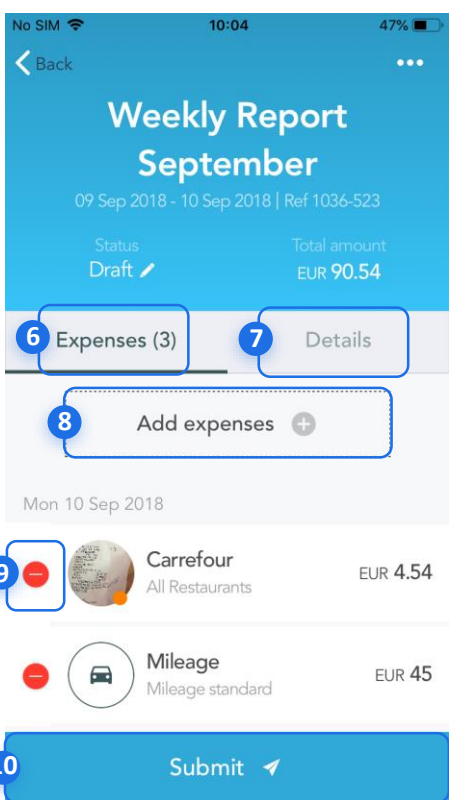
- 1 Tap the “folder” icon on the top right of the screen to create a new report. You will then be able to select the expenses you want to include in the new report.
- 2 You will then be able to select the expenses you want to include in the new report.
- 3 Once you have chosen the expenses to report. Select “Next” to continue your report creation.

Step 2: Enter the details

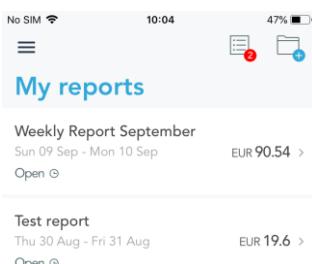


- 4 First of all, you will have to name your report.
- 5 Details will be asked. Various fields can appear depending on your company configuration. Tap any field to complete it.

Step 3: Submit your report



- 6 View the list of the expenses or details of your report.
- 7 You can add as many other expenses as needed by tapping the “add expense” button.
- 8 You can delete expenses from the report
- 9 Select details to display the details of your Report.
- 10 Submit the report for approval !



You can view all your reports and their status on the “My reports” page.