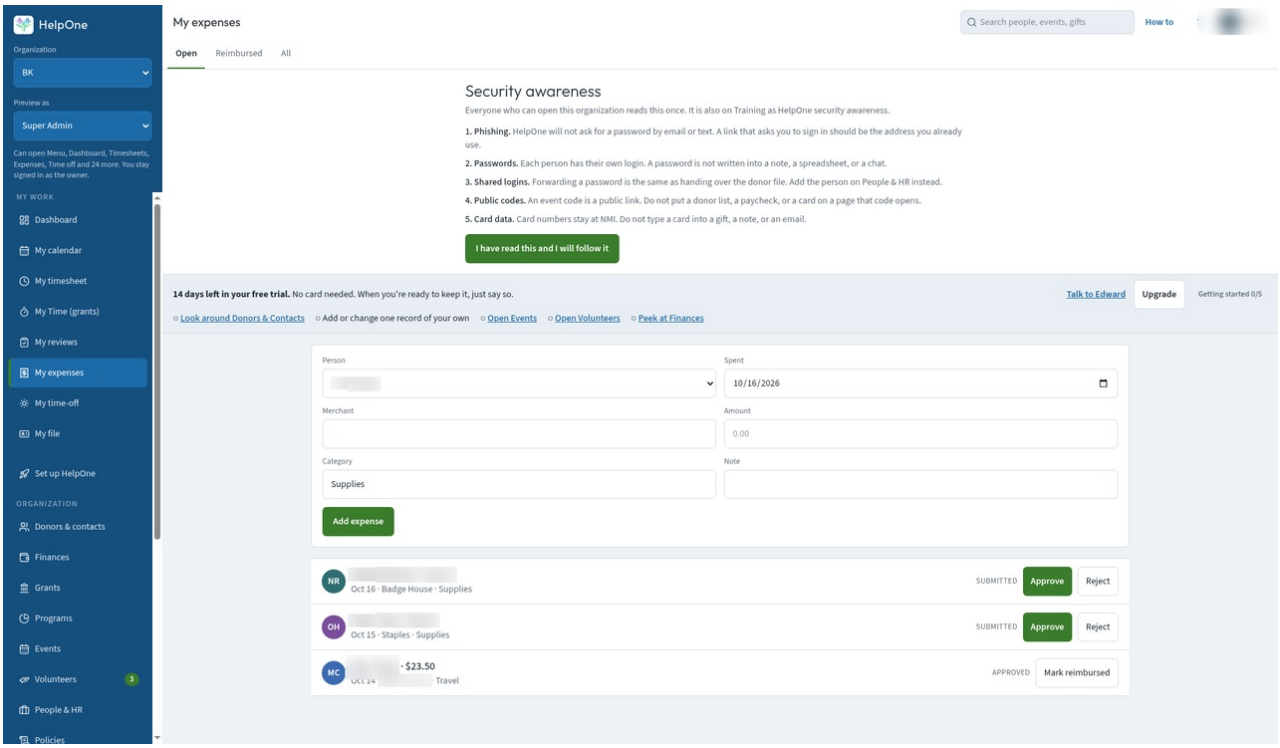
How to add and track an expense

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Add an expense

1. In the sidebar, go to My work > My expenses.
2. Pick the Person.
3. Enter the date Spent, Merchant, Amount, Category, and a Note.
4. Click Add expense.



Approve and reimburse

1. Approvers see new expenses on the Dashboard under Expense Approval, or in My expenses.
2. Click Approve or Reject.
3. When the money is paid back, click Mark reimbursed.

Use the Open, Reimbursed, and All tabs to see each list.

Bills from vendors

Bills your organization owes go in Finances > Bills. Enter the Vendor, Fund, Due date, Amount, and Memo, then click Add bill. Click Mark paid when it's paid.

Tip: Use the same categories every time so your reports make sense.