Ground Transportation Expense Type

This expense type has eight sub-mosaic tiles, which include: Car Rental, Fuel, Mileage, Parking, Bus/Shuttle, Subway/Train, Taxi/Ride Share, and Toll.

Except for Mileage, which is covered in the next section, 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 (PDF, PNG, or JPEG format)
  - *Tip*: The Car Rental sub-mosaic will also require the Car Rental Agency to be selected.
  - *Tip*: The Bus/Shuttle and the Taxi/Ride Share sub-