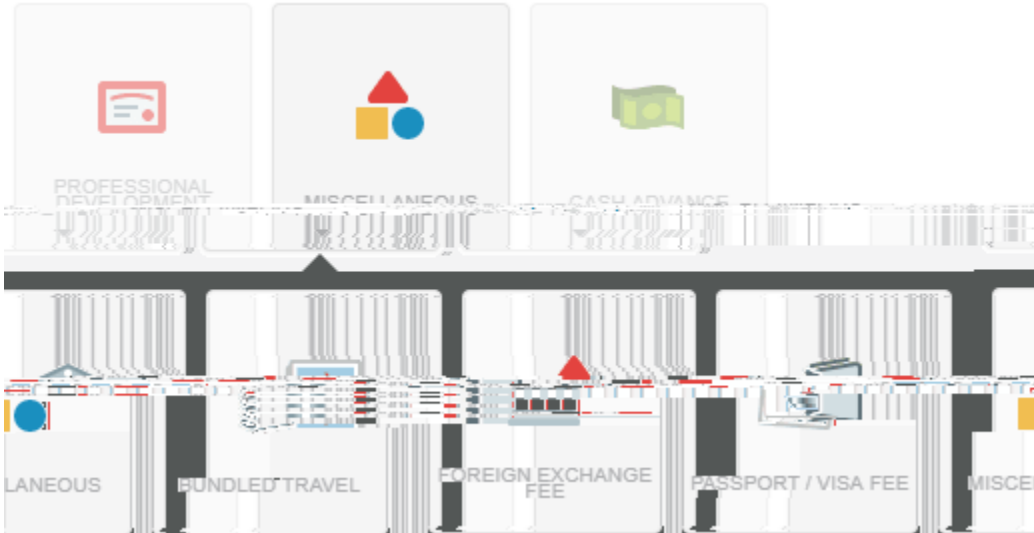


## Miscellaneous Expense Type

This expense type has four sub-mosaic tiles, which include: Foreign Exchange Fee, Passport/Visa Fee, Miscellaneous, and Bundled Travel.



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

To add this expense type, click the **Miscellaneous** mosaic tile.

*Tip:* If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.