

❖ Addition airline fees include:


1. Baggage
 - Receipt is required
2. Ticket Change Fee
 - Receipt is required
 - Provide comment explaining the reason for the change
3. On Board Internet Access
 - Not allowed; use Personal/Non-Reimbursable
4. Seat Selection / Reservation
 - Not allowed; use Personal/Non-Reimbursable
5. Upgrade
 - Not allowed; use Personal/Non-Reimbursable
6. Priority Access
 - Not allowed; use Personal/Non-Reimbursable
7. Other
 - Provide a comment to explain expense

How to process an Airfare, additional fee:

1. Select expense type “Airfare, additional fee”.
2. Fill in required fields
 - a. Transaction Date
 - b. Airline
 - c. City of Purchase
 - d. Airline Fee Type
 - e. Amount

All Expense Types

01-Travel & Entertainment

Airfare
Airfare, Additional Fees 
Awards
Business Services
Car Rental
Conference Registration
Employee Morale Event Entrance Fees

Expense Type Airfare, Additional Fees	Transaction Date 	Business Purpose
Airline 	City of Purchase 	Payment Type Out of Pocket
Airline Fee Type 	Amount USD	Comment

3. Select “save”.

The screenshot shows a form titled "Available Receipts" with the following fields and values:

- Expense Type: Airfare, Additional Fees
- Transaction Date: 07/02/2017
- Business Purpose: (empty)
- Airline: Southwest Airlines
- City of Purchase: Davis, California
- Payment Type: Out of Pocket
- Airline Fee Type: (dropdown menu open showing options: 1. Baggage, 2. Ticket Change Fee, 3. On Board Internet Access, 4. Premium Economy/Seat Selection Fee, 5. Business/First Class Upgrade, 6. Priority Access, 7. Other)
- Amount: 25.00
- USD (currency)
- Comment: (empty)

At the bottom, there are buttons for "Save", "Itemize", "Allocate", "Attach Receipt", and "Cancel". A red arrow points to the "Save" button.

This will return you to the home page.

The screenshot shows the home page of the expense reporting system. At the top, it displays "7/2 - 7/4/2017 163SSA255" and buttons for "Delete Report" and "Submit Report".

Below the header, there are navigation options: "+ New Expense", "Import Expenses", "Details", "Receipts", and "Print / Email".

The main area is titled "Expenses" and contains a table:

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	07/02/2017	Airfare, Additional Fees Southwest Airlines, Davis, Calif	\$25.00	\$25.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$25.00	\$25.00

On the right side, there is a sidebar with "New Expense" and "Available Receipts" tabs. Under "Recently Used Expense Types", there is a list of categories:

- Airfare, Additional Fees
- Student Program Entrance Fees
- Meeting Room Rental
- Entertainment Meal, Over 10 Guests
- Mileage - Google Maps

Below this, there are sections for "All Expense Types" and "01-Travel & Entertainment" with a list of sub-categories like Airfare, Awards, Business Services, etc.

Continue on to adding more expenses or attaching receipts and allocating.