

Expense type “Ground Transportation” covers:

1. Parking / Tolls
2. Taxi / Uber / Lyft
3. Shuttle bus
4. Train / Light Rail / Rapid Transit
5. Other

To add any of the above expenses you will begin by selecting the expense type “Ground Transportation”.

All Expense Types

01-Travel Expenses

- Airfare
- Airfare, Additional Fees
- Car Rental
- Gas or Fuel
- Ground Transportation
- Group Airfare
- Mileage - Google Maps
- Mileage Log
- Travel Agency Fees

Expense Type
Ground Transportation

Transaction Date

Business Purpose

Select Vendor Type

Next enter the date the expense occurred in “Transaction Date”.

No Business purpose is needed here, it was already added to the header. Only areas marked with a red line at the beginning are required.

Use the drop down menu under “Select Vendor Type” and choose the expense type that was used.

Select Vendor Type

- 1. Parking/Tolls
- 2. Taxi/Uber/Lyft
- 3. Shuttle Bus
- 4. Train/Light Rail/Rapid Transit
- 5. Other

(continued)

City of Purchase

Payment Type

Out of Pocket

Amount

 USD

Comment

Save Itemize

Add "City of Purchase". As you type the name of the city the system will pull up city names matching what you have typed so far. Choose the correct city.

City of Purchase

Sacramenia, SPAIN

Sacramenia, SPAIN

Sacramento, California

Sacramento, BRAZIL

All Countries

Enter the amount of the expense and click "save".

A receipt is required for any ground transportation expense of over \$75.00.