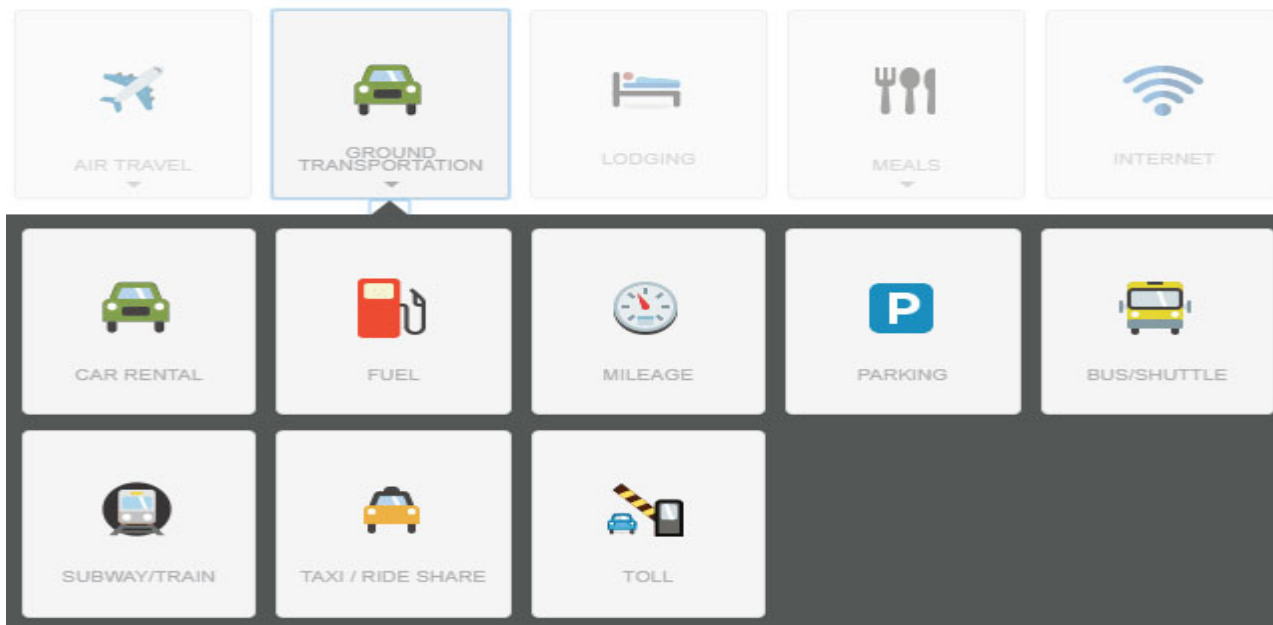


Ground Transportation Expense Type

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-mosaics will also require an entry of where you are traveling to/from (e.g., Airport to Hotel or Hotel to Conference Center)
 - *Tip:* Travel to non-business function meals is a personal expense

To add any of these expense types, click the **Ground Transportation** mosaic and then click the respective sub-mosaic tile.

- *Tip:* If any of these expense types were estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.