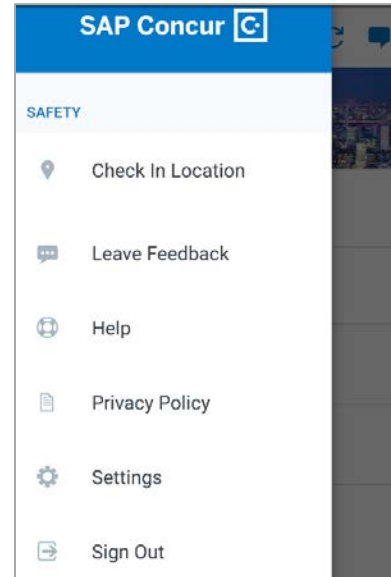
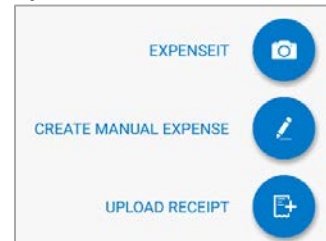


1. *Options/Settings:*



- 2. *Refresh*
- 3. *Messages*
- 4. **Trips:** displays any upcoming trips
- 5. **Expenses:** create a new expense. Click on the **+** within this section to expand options.



- 6. **Expense Reports:** view active (saved or submitted reports) or create a new expense report
- 7. **Approvals:** view and approve trips
- 8. **Book:** airfare, hotels, and car rental
- 9. **Expenselt:** application to capture receipts using mobile device camera or saved images
- 10. **Create:** manually create an expense and upload an image
- 11. **Mileage:** add mileage to an expense report