1. **Create the Expense Report.**

2. **Click the drop down for Trip Type and re-select the Trip Type.**
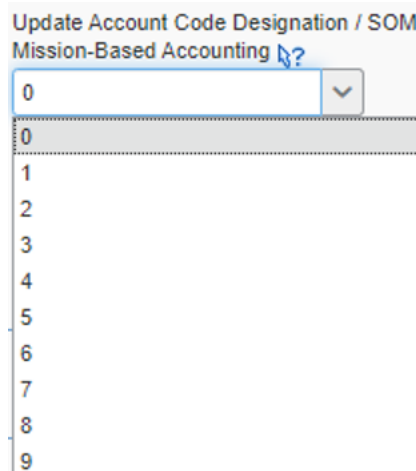
3. **In the Update Account Code Designation drop down, select the last digit of the account code.**

4. **Complete the rest of the Expense Report.**