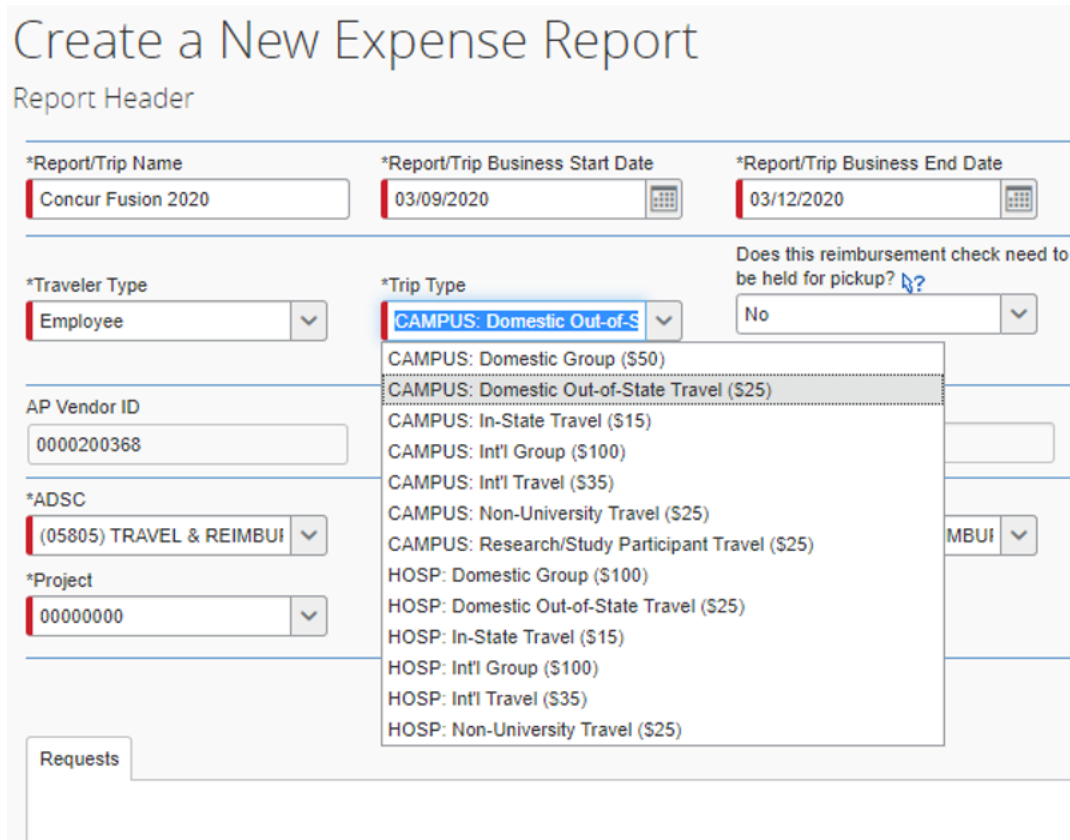


1. Create the Expense Report.
2. Click the drop down for Trip Type and re-select the Trip Type.



The screenshot shows the 'Create a New Expense Report' form. The 'Trip Type' dropdown menu is open, displaying a list of options. The current selection is 'CAMPUS: Domestic Out-of-S'. The list includes various travel categories with their respective amounts in parentheses.

Report/Trip Name	Report/Trip Business Start Date	Report/Trip Business End Date
Concur Fusion 2020	03/09/2020	03/12/2020

Traveler Type	Trip Type	Does this reimbursement check need to be held for pickup?
Employee	CAMPUS: Domestic Out-of-S	No

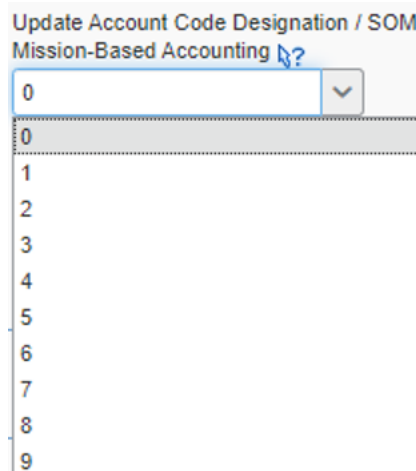
  

AP Vendor ID	*ADSC	*Project
0000200368	(05805) TRAVEL & REIMBUI	00000000

Update Account Code Designation / SOM Mission-Based Accounting
0
1
2
3
4
5
6
7
8
9

3. In the Update Account Code Designation drop down, select the last digit of the account code.



The screenshot shows the 'Update Account Code Designation / SOM Mission-Based Accounting' dropdown menu. The current selection is '0'. The list includes digits from 0 to 9.

4. Complete the rest of the Expense Report.