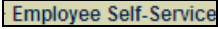
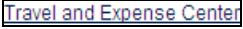
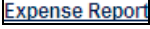

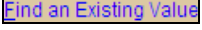
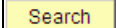
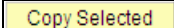
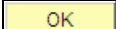


Copying Expense Report Expense Lines

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Expense Report link. 
5.	Click the Find an Existing Value tab. 
6.	Enter the desired information into the begins with field. Enter a valid value e.g. " 0000181131 ".
7.	Click the Search button. 
8.	Click the Select option. To choose which items you wish to copy. <input type="checkbox"/>
9.	Click the Copy Selected button. To copy your selected items. 
10.	Click the OK button. You will get this message when copying expense line items. 
11.	Click the Copy to Range of Dates option. This will allow you to copy the selected expense to multiple dates. <input type="radio"/> Copy to Range of Dates
12.	Enter the desired information into the From Date field. Enter a valid value e.g. " 03/02/2009 ".
13.	Enter the desired information into the To Date field. Enter a valid value e.g. " 03/04/2009 ".
14.	Click the Include Holidays and Include Weekends option. If you do not select these, the date range will only apply the copy to work week days. <input type="checkbox"/> Include Weekends <input type="checkbox"/> Include Holidays

15.	<p>Click the OK button.</p> 
16.	<p>Click the Select option.</p> 
17.	<p>Click the Delete Selected button.</p> <p>If you want to delete a selection in the Overview field.</p> 
18.	<p>Click the OK button.</p> <p>To confirm your Delete action.</p> 
19.	<p>Click the scrollbar.</p>
20.	<p>Click the Update Totals button.</p> <p>To update all of your entries.</p> 
21.	<p>Click the View Additional Fields For This Expense button.</p> <p>This will allow you to enter more specific information about the individual expense.</p> 
22.	<p>Click in the Description field.</p> <p>Change the Domestic Lodging to "La Quinta".</p> 
23.	<p>Click the Submit button.</p> <p>When you are done editing your expenses.</p> 
24.	<p>Click the OK button to confirm.</p>
25.	<p>Click the Home link.</p> 
26.	<p>Congratulations. You have successfully copied Expense Report Expense Lines.</p> <p>End of Procedure.</p>