

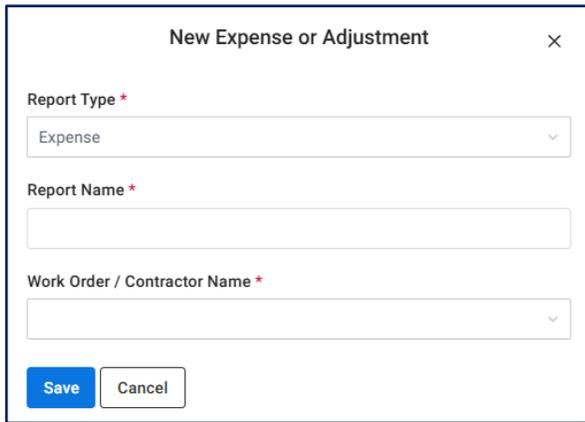
VNDLY Training

Adding Expenses

Role: Supplier

1. Navigate to **More > Expenses & Adjustments**.
2. Select **+ Add New**.
3. From the Report Type pull-down menu, select **Expenses**.

Enter a Report Name. Please include your name within the report name.



4. From the pull-down menu, choose a **Work Order / Contractor Name**.
5. Select **Save**.
6. Select **+Add Expense**.
7. Enter an Expense Title.
 - a. Please use a title that includes the expense category and your name.
 - b. Items such as gas, food (minus alcohol), car rental, mileage, airfare, and lodging. Some expenses may be denied based on policy.
8. From the pull-down menu, select a **Category**.
9. From the pull-down menu, select a **Type**.
10. Use the calendar functionality to enter the **From Date**.
Use the calendar functionality to enter the **To Date**.
11. Enter the **Amount** of the expense.
12. Attach receipt by selecting "Select File" below Attachments.
13. Review Cost Center designation within the Cost Center drop down to confirm accuracy.
14. Select **Save**.
If applicable, select **+Add Mileage**.

Add Mileage Expense

Mileage Expense Title*

From Date* To Date*

From Location* To Location*

Miles*

Cost Allocation Code

Cost Center* Project

Capitalization

Comment

15. Enter a Mileage Expense Title.
Use the calendar functionality to enter the **From Date**.
16. Use the calendar functionality to enter the **To Date**.
17. Enter the From Location. Be specific with address, city and state.
18. Enter the To Location. Be specific with address, city and state.
19. Add an attachment that includes google maps imaging to document the milage amount listed above.
20. Enter the number of Miles.
If applicable, from the pull-down menu, select the Cost **Center Code**.
21. Select **Save**.
22. Review the completed report and select **Submit**
23. To review approval chain, scroll down to the bottom of the page under Approvals.

Invoice Details

Charge Code	Fee Type	Amount	Tax Amount	Billing Cycle	Invoice Number
CC42870 --	Expense-Expense-Lodging	USD 300.00	USD 0.00	Apr 16, 2025 - Apr 16, 2025	Not Yet Invoiced
Total		USD 300.00	USD 0.00		

Activity

Expense Report submitted

- Action completed by [redacted]

Apr 16, 2025, 2:22 PM

Approvals

[View Approval Chain](#)

Remind

CLP Analyst (7.in.group)

Approval Required

APPROVAL COMMENTS