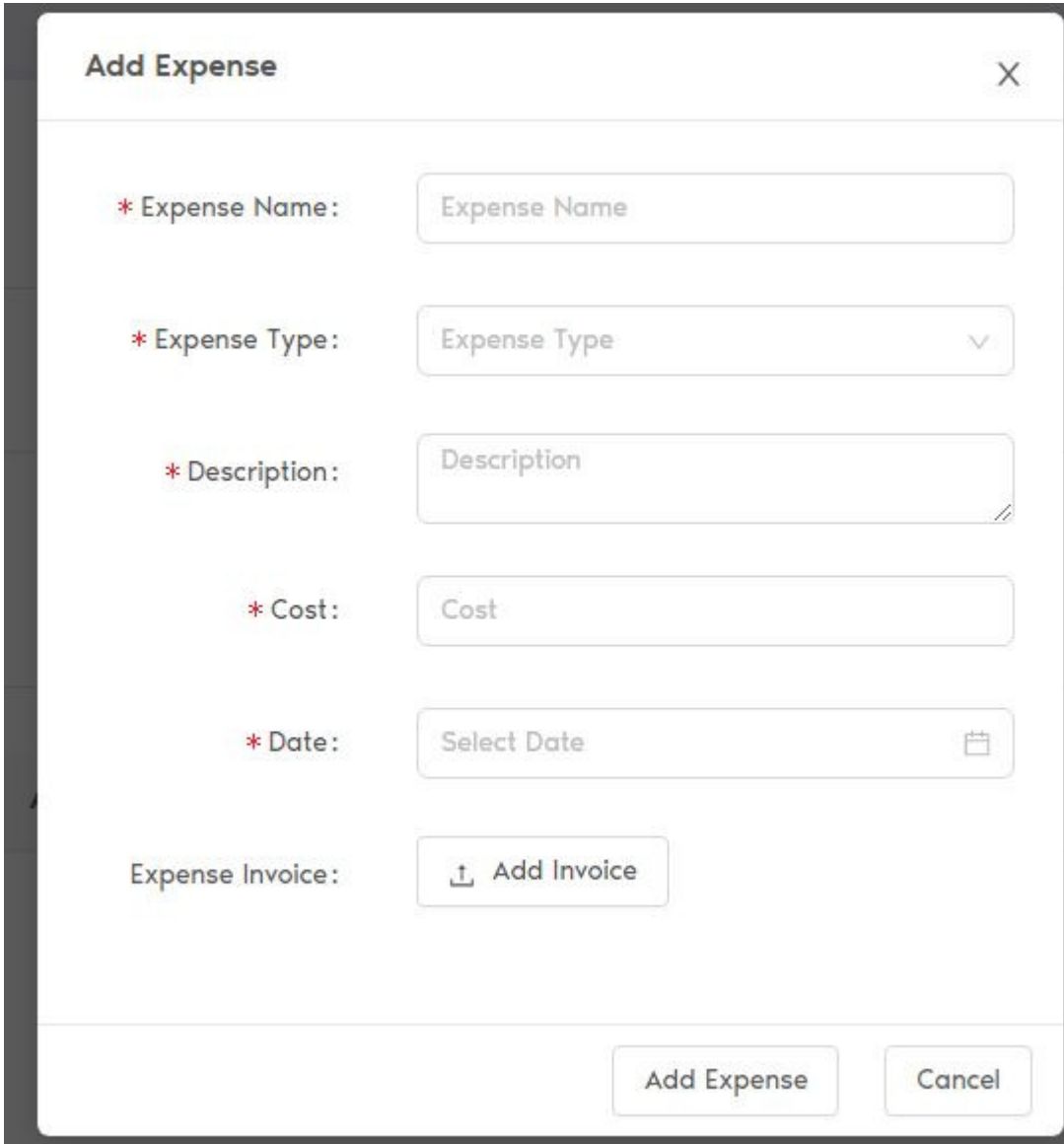


# Requesting a Reimbursement

If you have made an expense for the company which needs to be Reimbursed , like leaves you need to visit the Requests Page and this time select the Expense Tab.

There you will see the "Add Expense" Button , use that to bringup the expense form.

A screenshot of a web application's "Add Expense" form. The form is enclosed in a light gray border with a title bar at the top left that says "Add Expense" and a close button (X) at the top right. The form contains several input fields, each preceded by a red asterisk indicating it is required. The fields are: "Expense Name" (text input), "Expense Type" (dropdown menu), "Description" (text area), "Cost" (text input), and "Date" (date picker). Below these fields is a section labeled "Expense Invoice:" with a button that has an upload icon and the text "Add Invoice". At the bottom right of the form are two buttons: "Add Expense" and "Cancel".

**Add Expense** X

\* Expense Name:

\* Expense Type:

\* Description:

\* Cost:

\* Date:

Expense Invoice:

Fill in the expense details and it will be sent for approval.

Revision #3

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