Basic Airfare Expense

* Select Airfare from Add Item box
* Click Flight details box



* Click Add



* Click grey circle with white arrow to select both origin and destination



* Click Search for more…



* Type in city, click search , click select



* Click on calendar icon to select date



* Type in name of airline, Select class flown, anything other than coach requires justification, click done



* Type in ticket price under amount, type in agency fee under fee, if change fee type in amount and enter justification, then click done

