

# CreateExpense



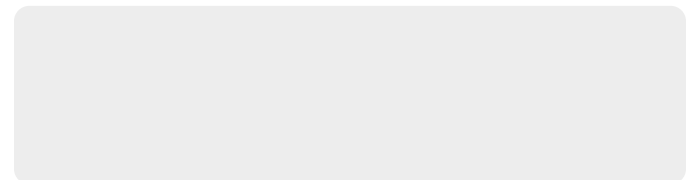
- Personal Expense Charged on PCARD: If the expense is associated with a WSU issued pcard transaction

10. Complete the expense form and click **Save** in upper right corner of the screen to continue.

## Submit

11. When you have completed all the entries for the Expense Report, click the **Submit** button at the lower right side of the screen.

12. A submit confirmation will appear in the upper right corner of the screen.



- **Cancel:** Clicking cancel allows you to return to the expense report to make any needed changes. You can choose to leave the report in draft status.
- **Pre-Approval:** If linking a preapproval to the expense report, select the Pre-Approval button.
- **Submit:** Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.