

## Example for What Looks Like a Duplicate Travel Expense:

A US Airfare P-Card expense and its corresponding Trip Itinerary both appeared in the user's Available Expenses queue.

The user created an expense report and imported both lines. After clicking the boxes for each, the **Combine Expenses** button became available.

Test - Trip Itinerary Delete Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts

Add Edit Delete Copy Allocate **Combine Expenses** Move to

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		JP Morgan-Chase Corporate Card	53101-US AIRFARE EXPENSE	American Airlines Seattle, Washington	09/21/2018	\$899.95
<input checked="" type="checkbox"/>		Trip Itinerary	53101-US AIRFARE EXPENSE	American Airlines Seattle, Washington	09/20/2018	\$899.95
						<b>\$1,799.90</b>

Clicking the **Combine Expenses** button removes the trip itinerary, so that only the true credit card charge remains on the report page. Note that the duplicated \$ amount has also been removed from the report.

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Not Submitted

Report Details Print/Share Manage Receipts

Add Edit Delete Copy Allocate **Combine Expenses** Move to

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<input checked="" type="checkbox"/>		JP Morgan-Chase Corporate Card	53101-US AIRFARE EXPENSE	American Airlines Seattle, Washington	09/21/2018	\$899.95
						<b>\$899.95</b>