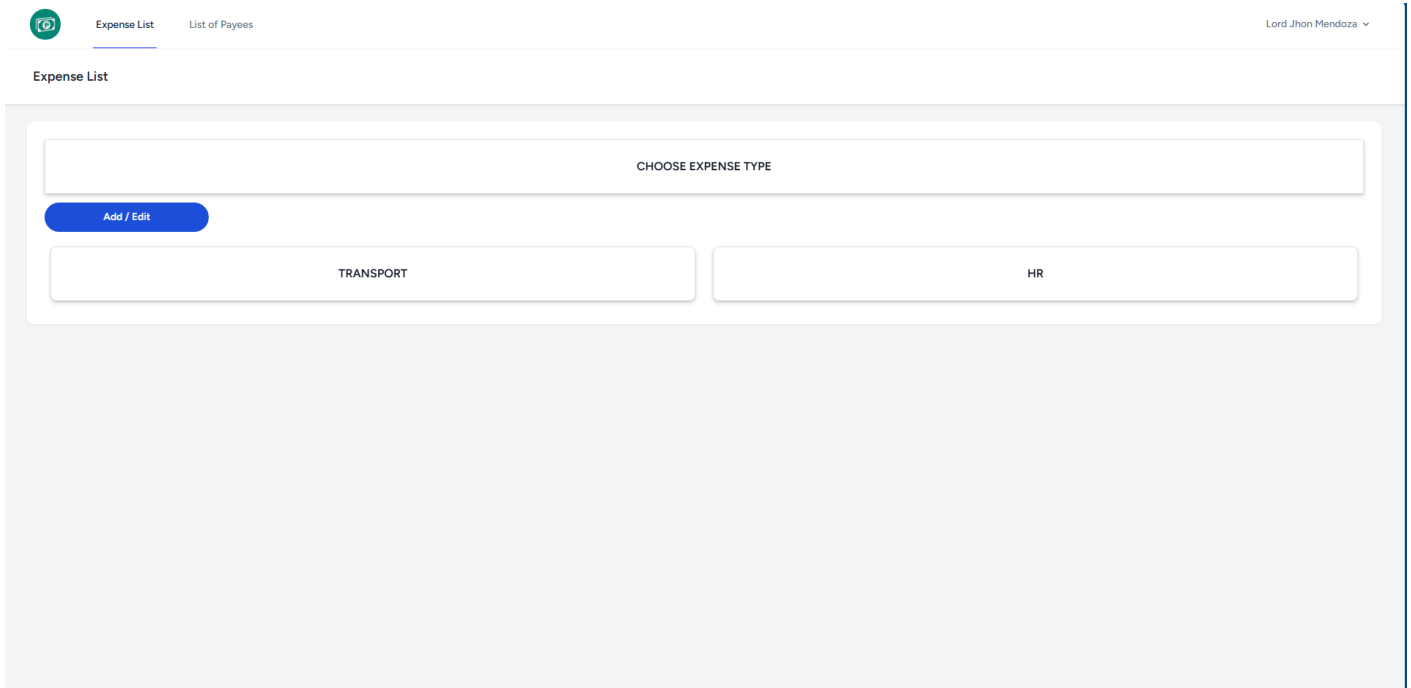


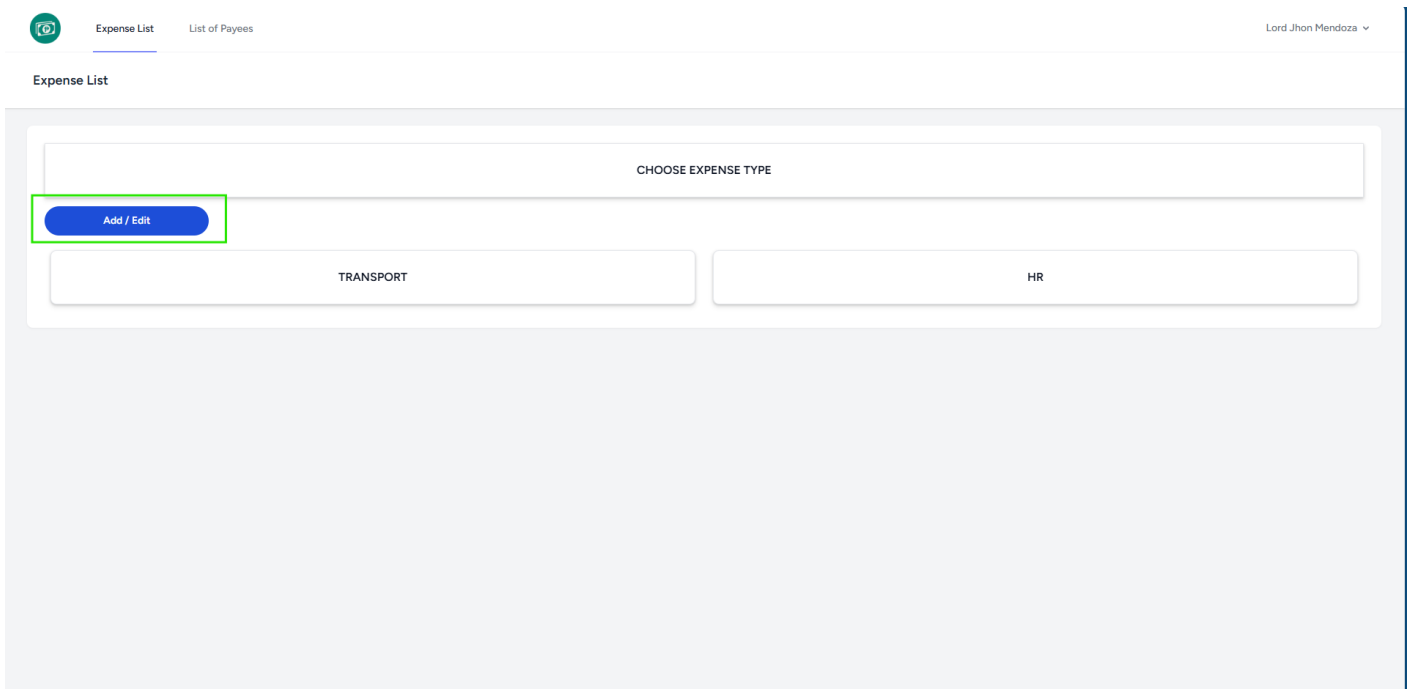
Add Expense Type

To add a new Expense Type, go to the Expense List page:

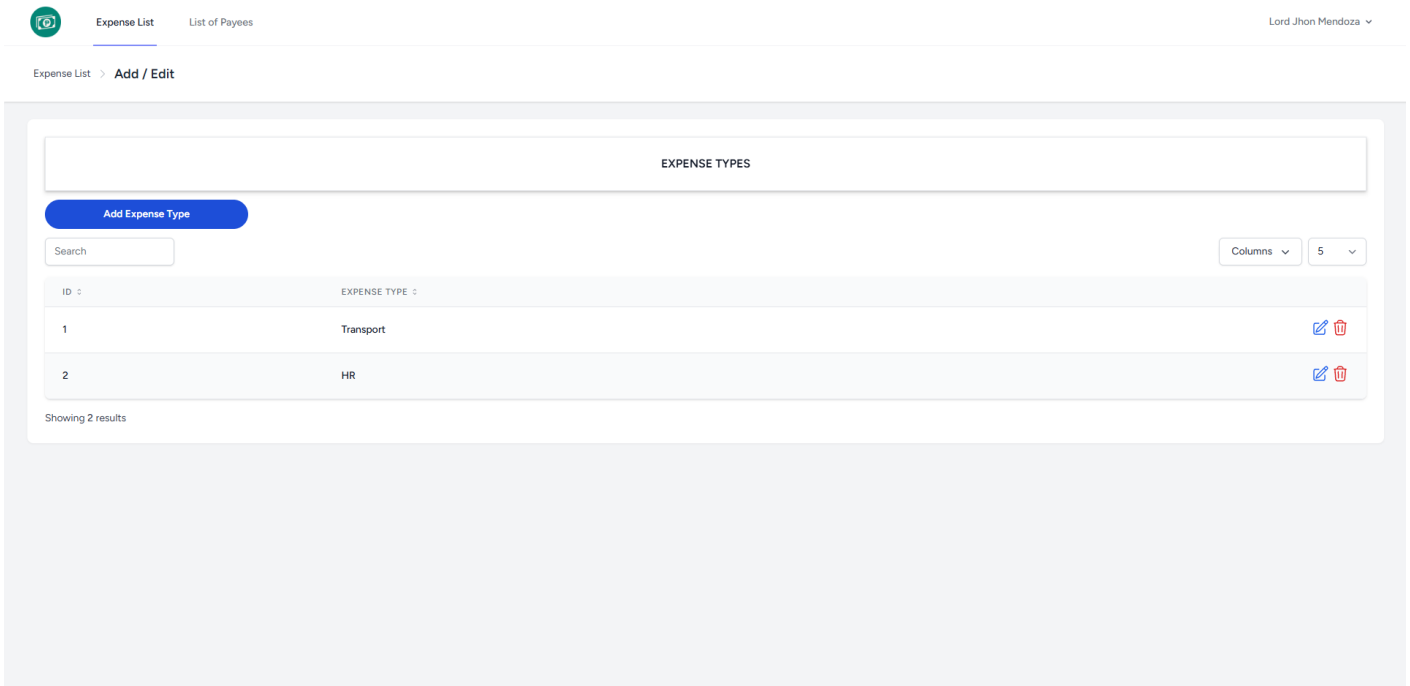
- Once logged in, the system redirects you to the **Expense List** page.



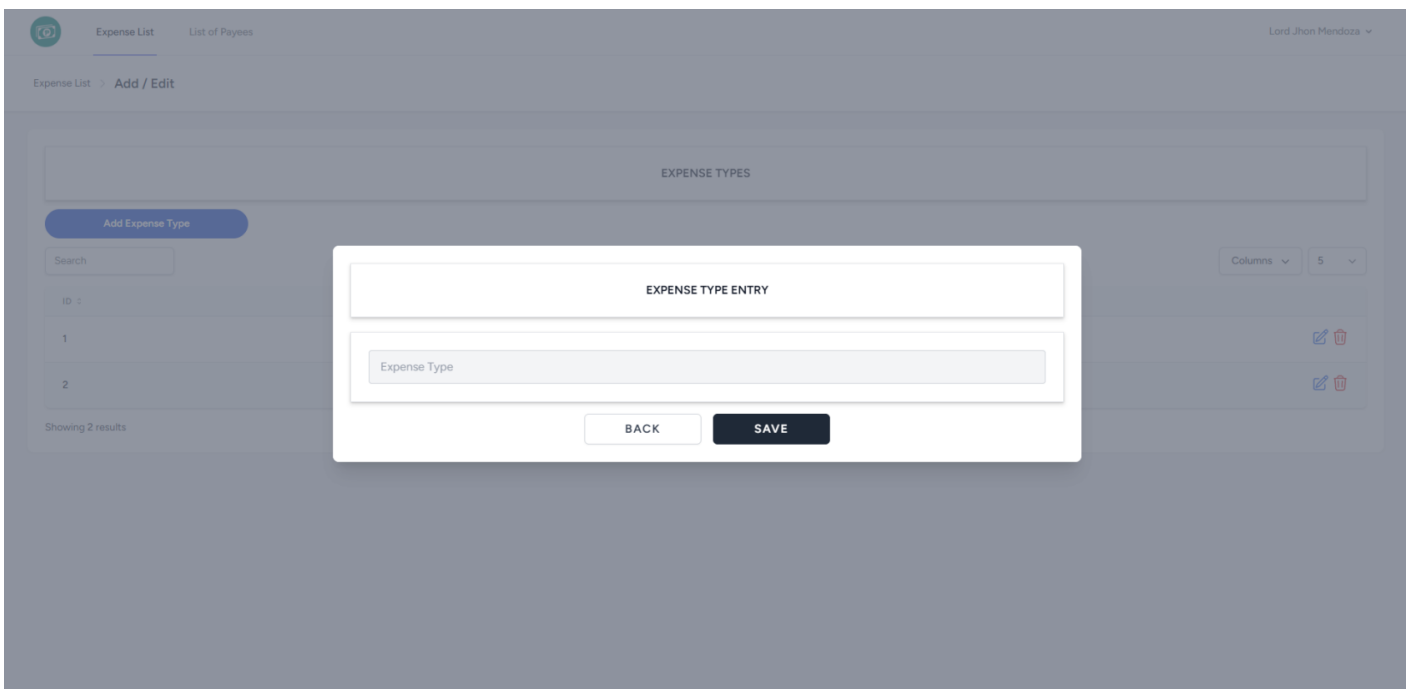
- Click the **Add / Edit** button.



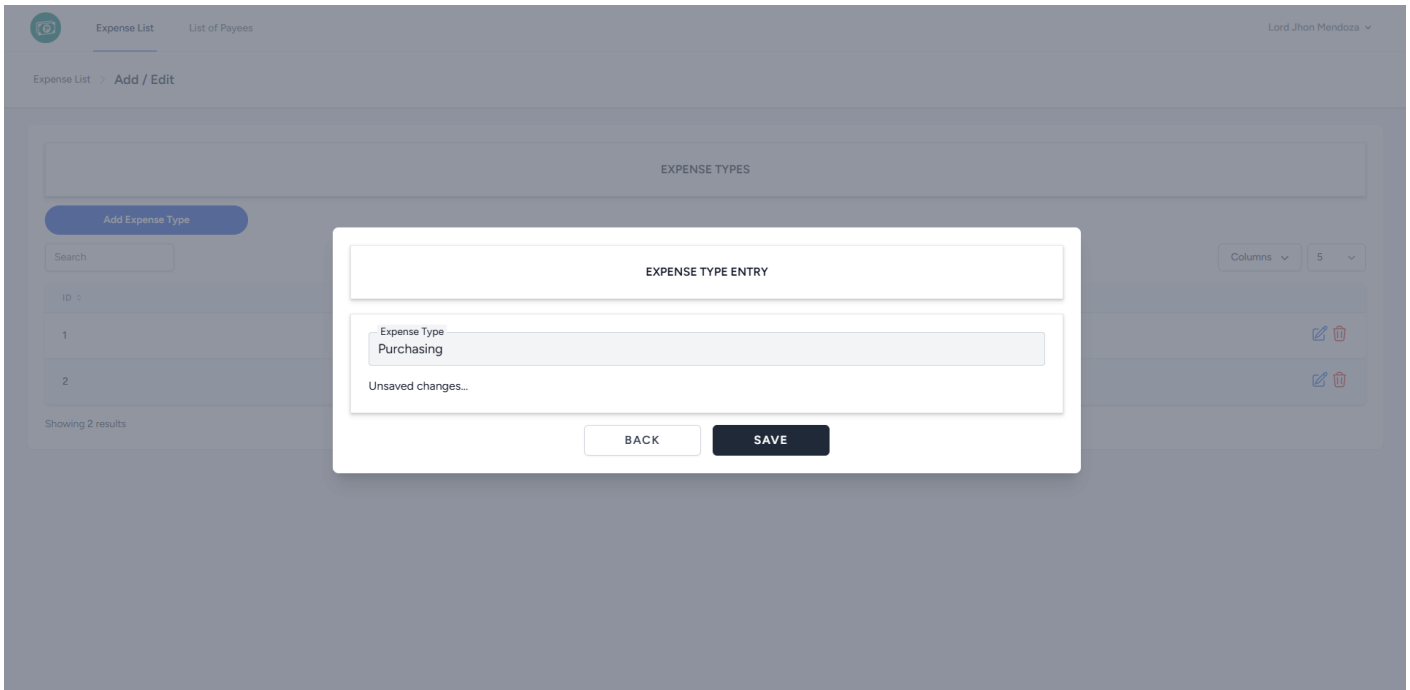
- The system redirects you to the **Expense Types** page.



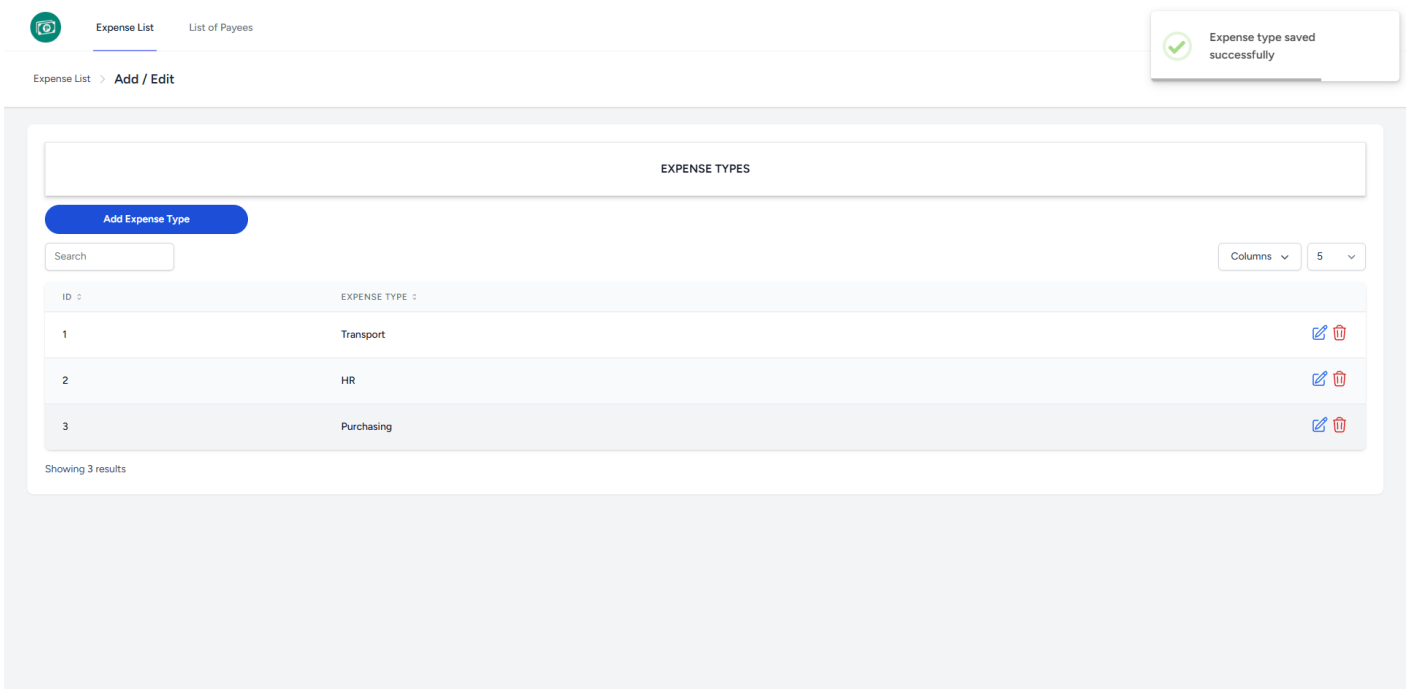
- Click **Add Expense Type** button to add.



- Type desired **name** of **Expense Type** then click save.



- The system displays a notification indicating that the Expense Type saved successfully and added to the list.



Revision #4

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