

How to Add reimbursable expense to a ticket

1. Open the ticket you wish to add Expense to.
2. Add a new line in the hours tab of the ticket
3. Add the expense you wish to be reimbursed for
4. Click the flag to reimburse expense
5. Save the ticket and Accounts Payable Voucher will be automatically created.

Test hours

| Hours Worked | | | | | | | | | | | | |
|--|-----------------|-------|-----------|--------------------|----------|---------------|-------------------------------------|-------------------------------------|------------|---------|----------|-----------|
| Actual Milestone Hours | | 20 | | Non-Billable Hours | | 0 | | | | | | |
| Agent* | Estimated Hours | Hours | Date | Start Time | End Time | Item No.* | Billable | Reimbursable | Voucher No | Rate | Currency | Rate Type |
| <input type="checkbox"/> george olney | 0.00 | 4.00 | 7/3/2018 | | | Hours for ... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | 16.0... | USD | Spot |
| <input type="checkbox"/> george olney | 0.00 | 5.00 | 7/4/2018 | | | Hours for ... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | ... | USD | Spot |
| <input type="checkbox"/> George M Olney | 0.00 | 5.00 | 7/23/2018 | | | LABOR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | ... | USD | Spot |
| <input type="checkbox"/> George M Olney | 0.00 | 2.00 | 7/23/2018 | | | LABOR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | ... | USD | Spot |
| <input type="checkbox"/> George M Olney | 0.00 | 3.00 | 8/27/2018 | | | LABOR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | ... | USD | Spot |
| <input type="checkbox"/> George M Olney | 0.00 | 0.00 | 4/1/2019 | | | LABOR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | ... | USD | Spot |
| <input checked="" type="checkbox"/> George M Olney | 0.00 | 1.00 | 4/1/2019 | | | LABOR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BL-21833 | 10.0... | USD | Spot |

Flag to reimburse expense

Voucher created on save and referenced