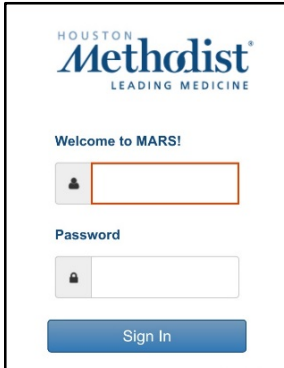


Mobile – MARS Travel and Expense

How to create an expense report using My Wallet

Step 1 – Log in



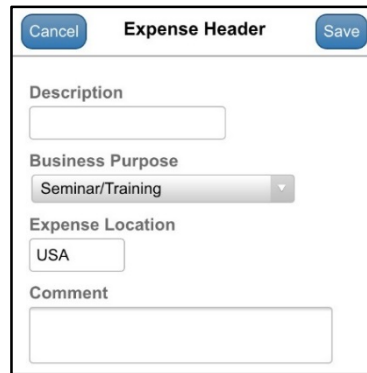
Step 2 – Click Expenses



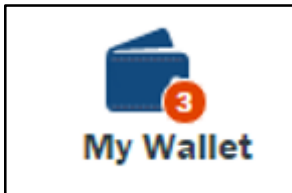
Step 3 – Click My Wallet



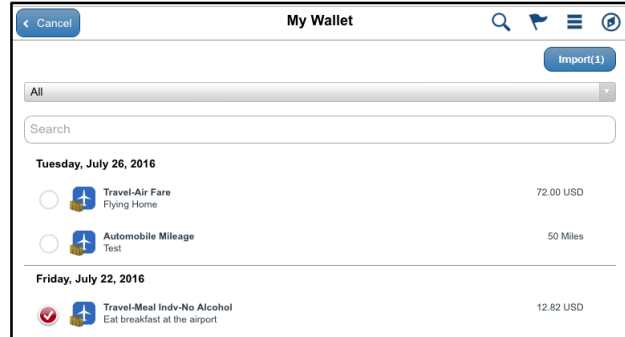
Step 4 – Input Expense Header information; then click Save



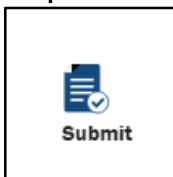
Step 5 – Click My Wallet



Step 6 – Select the item you wish to attach and click Import.



Step 7 – Click Submit



Step 8 – Check your expense report status under Expense History; and Sign Out

