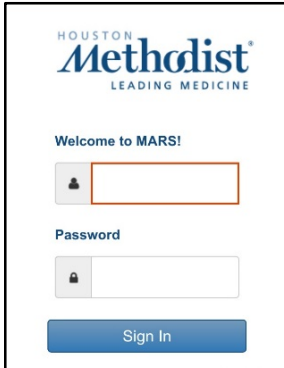


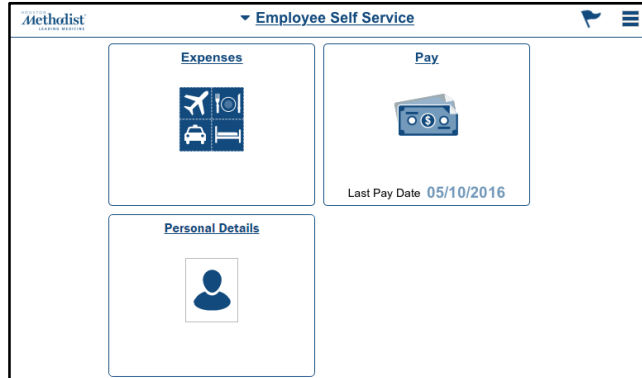
Mobile – MARS Travel and Expense

How to save a receipt in My Wallet

Step 1 – Log in



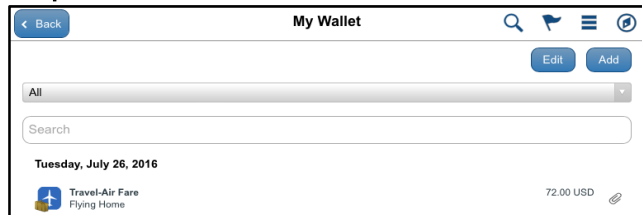
Step 2 – Click Expenses



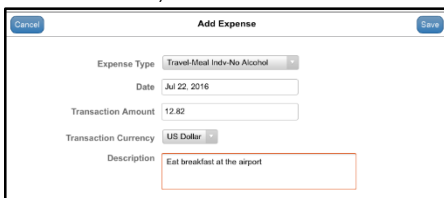
Step 3 – Click My Wallet



Step 4 – Click Add



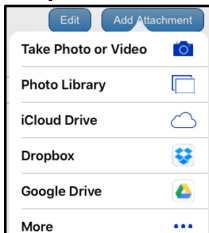
Step 5 – Input Expense Line information; then click Save



Step 6 – In My Wallet, click the Expense Line; then click Add Attachment



Step 7 – Find and select your receipt



Step 8 – Click Save & Return to load the attachment and validate receipt is attached

