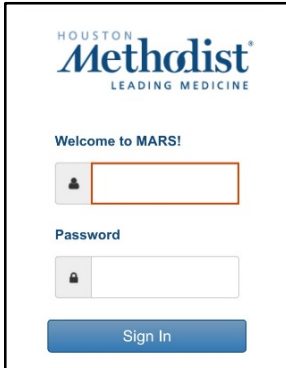


# Mobile – MARS Travel and Expense

## How to update an unsubmitted expense report

### Step 1 – Log in



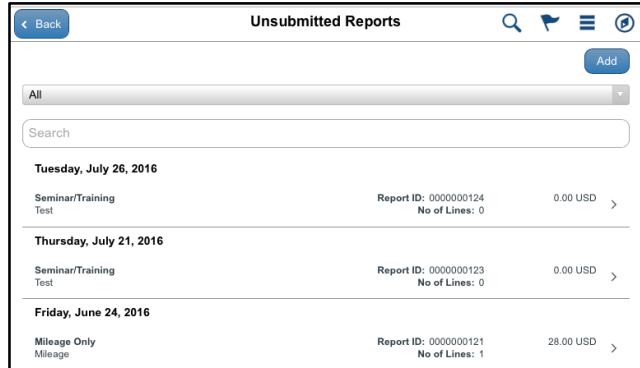
### Step 2 – Click Expenses



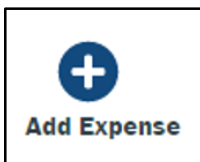
### Step 3 – Click Unsubmitted Reports



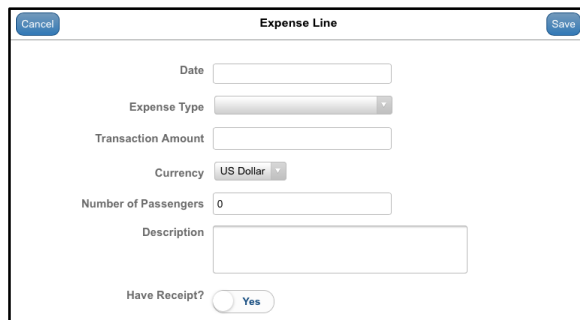
### Step 4 – Click the report you will update



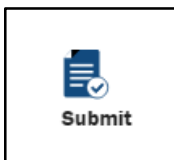
### Step 5 – Click Add Expense



### Step 6 – Input Expense Line information and click Save



### Step 7 – Click Submit



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

