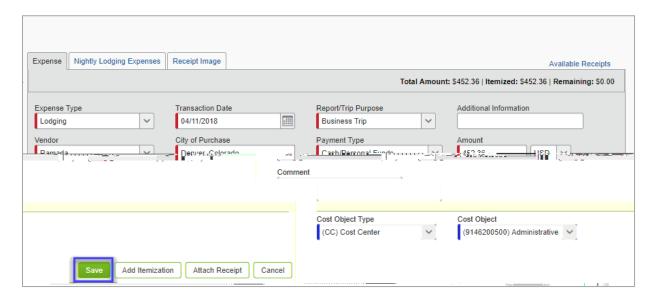
## Travel Quick Reference Guide

4. Additional one-time charges can be added



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## 9. Click on save.



The details for the lodging itemization appear below the expense type.

