

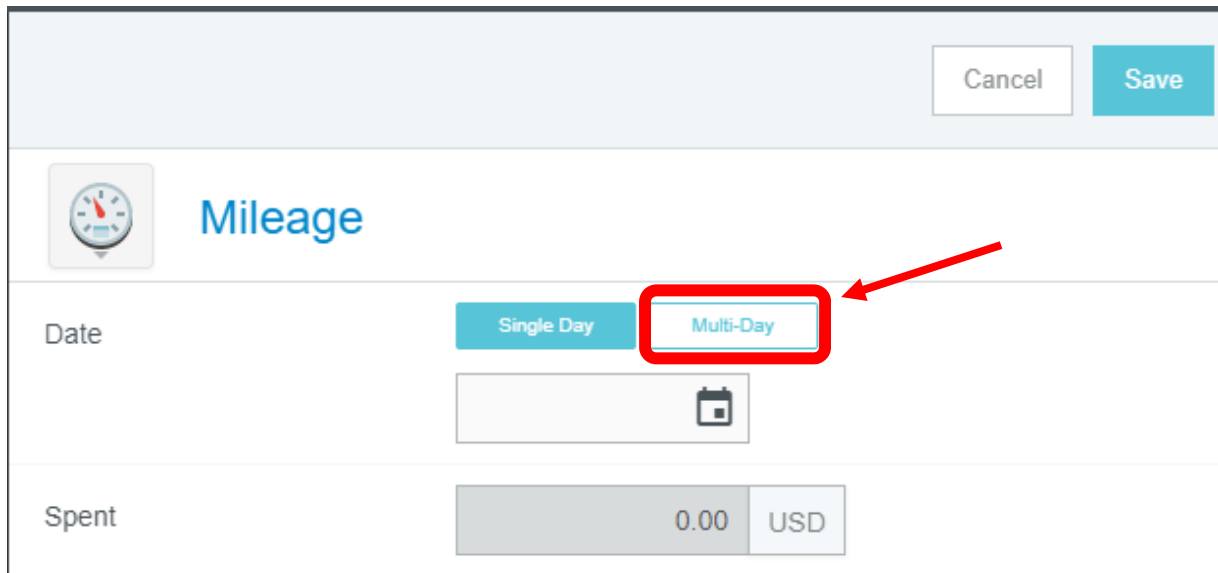
## ***Multi-Day Line-Item Entry***

Multi-Day Line-Item Entry is used to enter information for a single line item and apply it across multiple days in order to create multiple lines. This can only be used for reimbursements.

- This is helpful to use for repetitive/frequent trips that an individual claims mileage on. For example, if an individual travels to Sikeston 3 times a week for the same purpose, they can use this feature to enter their mileage for the whole month with only one entry.
- This feature DOES NOT work IF:
  - An attachment is added to the expense
  - The Map feature in the Mileage expense type is used

### *To Create Multi-Day Expense*


1. Add/Select the Expense Type (example: Mileage)
2. On the Expense Entry screen, above the Date Selector, tap **Multi-Day**



The screenshot shows the 'Expense Entry' screen for 'Mileage'. At the top right, there are 'Cancel' and 'Save' buttons. Below the 'Mileage' header, there are two buttons: 'Single Day' and 'Multi-Day'. The 'Multi-Day' button is highlighted with a red box and a red arrow pointing to it. Below the date selector, there is a calendar icon. At the bottom, the 'Spent' amount is shown as '0.00 USD'.

3. Click on the days in the calendar for which you want to create the expenses
  - a. Click **Clear Selection** if you make a mistake and need to start over

Cancel Save



## Mileage

Date

Single Day Multi-Day


10 Days Selected [Clear Selection](#)

◀ **November 2018** ▶

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4. Continue filling out the rest of the fields on the Expense Entry screen. When you are done, click **Save**
  - a. Please remember to NOT use the Map feature next to miles and DO NOT add an attachment. Just type the number of miles for one day's travel.

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## Mileage

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Date

10 Days Selected [Clear Selection](#)

◀ November 2018 ▶

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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Spent

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Description

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Rate Optional

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Miles

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Deduction

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**Allocation**

5. Line items will be added to your report for each of the days you selected. Each line contains the same mileage, amount, description, and allocation.

Nov 2018 UI 100 Sikeston Teaching (i)

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME			
Fri 11/02/2018	Mileage	24.42 USD	24.42			✓
Mon 11/05/2018	Mileage	24.42 USD	24.42			✓
Wed 11/07/2018	Mileage	24.42 USD	24.42			✓
Fri 11/09/2018	Mileage	24.42 USD	24.42			✓
Mon 11/12/2018	Mileage	24.42 USD	24.42			✓
Wed 11/14/2018	Mileage	24.42 USD	24.42			✓
Fri 11/16/2018	Mileage	24.42 USD	24.42			✓
Mon 11/26/2018	Mileage	24.42 USD	24.42			✓
Wed 11/28/2018	Mileage	24.42 USD	24.42			✓
Fri 11/30/2018	Mileage	24.42 USD	24.42			✓

6. If necessary, you may edit individual multi-day expenses as you would any other line item. Any changes made to a line-item **after** the multi-day expenses are added to the report **will only be saved to that specific line-item**. Therefore, you can add attachments, if necessary, to each line-item after the multi-day expenses are added to the report.