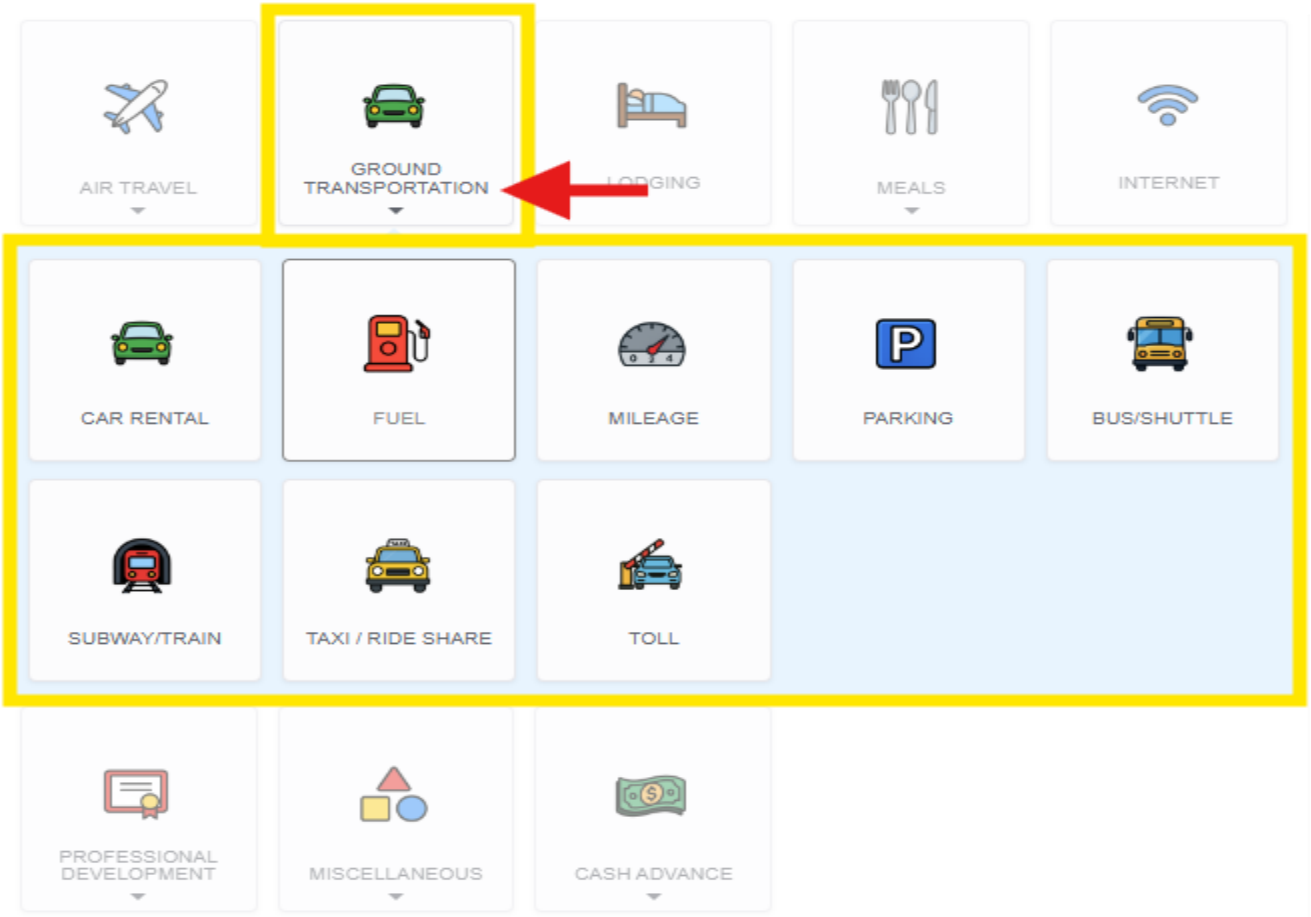
Emburse User Guide:
Ground Transportation Expense Type

This expense type has eight sub-tiles: Car Rental, Fuel, Mileage, Parking, Bus/Shuttle, Subway/Train, Taxi/Ride Share, and Toll.

- Tip: If these expense types were estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.
- Tip: If these expense types were not estimated on the Pre-Approval, then add them to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).



Except for Mileage, each of these sub-tiles will require the following fields to be populated:

- **Date**: date of the receipt
- **Spent**: total of the receipt
- **Attachments**: receipt related to the expense (PDF or JPEG format)
    - Tip: The Car Rental sub-tile will also require the Car Rental Agency to be selected.
    - Tip: The Bus/Shuttle and the Taxi/Ride Share sub-tiles will also require an entry of where you are traveling to/from (e.g., Airport to Hotel or Hotel to Conference Center)
    - Tip: Travel to non-business function meals is a personal expense

To add any of these expense types, click the **Ground Transportation** tile and then click the respective sub-tile.

- Tip: If any of these expense types were estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.