

How to Create an Expense Statement in Amadeus cytric Travel & Expense

Quick Card

Edition 1.0
March 2020



How to Access the Expense Dashboard

1. Log into cytric Travel & Expense.
2. From the **Expense** drop-down list, select **My expense statements** to access the Expense dashboard.

Your expenses

Period: 01Mar20 - 17Mar20

2 Unassigned expenses | Expense statements

3 Create expense statement

Type	Description	Date	Location	Amount
Mobile	1 ATTACHMENT	17MAR20	United Kingdom	Certified 79.91 GBP
Booking		17MAR20	Adolfo Suárez Madrid - Barajas...	

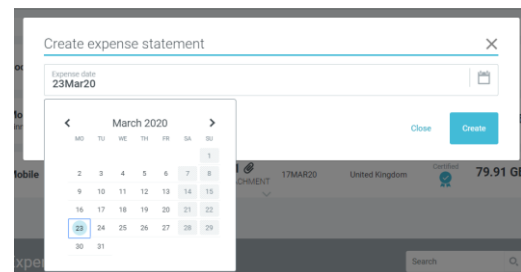
1 Expense statement

Status	Description	Period	Amount
London business trip	#3403008 Waiting for approval Cristina Tarbuc	17MAR20	35.01 EUR

- 1 **Unassigned expenses** section: Displays any expenses that are not yet assigned.
- 2 **Expense statements** section: Displays your existing expense statements.
- 3 The **Create expense statement** button: Let's you create an empty expense statement.

How to Create an Expense Statement

1. Click on **Create expense statement**.
2. Select the expense date from the calendar.
3. Click on **Create**.
4. Enter the title of your expense (mandatory).
5. Add your receipts using **Add receipt**.
6. Add any hotel/meal/mileage allowances using **Add day itinerary**.
7. Click on **Calculate** to obtain the total reimbursement value.
8. Click on **Submit** to send your expense statement for approval.



How to Add Expense Receipts

1. In an open expense statement draft, click on **Add receipt**.

NOT SAVED...

Attachment

TEL : 01 46 06 32 69
JEUDI 12 JUILLET 2018 18:42
RESTAURANT - #42837

Table : 55 Cv : 4
ANYA

1	LIMONADE 50CL	10,50	10,50
1	JUS FRUITS 25C	5,50	5,50
1	HEINEKEN 50CL	10,50	10,50
1	GRAVES 14CL	6,00	6,00
3	GRATINEE OIGNO	11,00	33,00
1	CARRE ASNEAU	27,00	27,00
1	BOURGIGNON	19,00	19,00
2	BOURGIGNON	19,00	38,00

Click/Drop to add attachment

To be reimbursed Already paid by company

Date: 23Mar20 Country: France

Type of receipt: Business Entertainment Tax rate: regular Amount: 20.00 EUR

Occasion: meal Location: Paris Tip amount (o...): EUR

Attendee #1: Attendee 1 Name Internal External Company: Company Name

Add attendee

Add item

Description (optional)

Delete receipt Confirm receipt

Dashboard Delegate Delete Save Submit

2. Fill in your receipt information.
3. Add any attachments using the drag & drop feature.
4. Click on **Add item** to add more receipts.
5. Click on **Confirm receipt**. Your receipt is saved under **Receipts**.

\$ 1 Receipt Add receipt

#	Type	Description	Date	Location	Amount
1	Business Entertainment	1 ATTACHMENT	23MAR20	France	149.50 EUR

How to Use the Mileage Map Feature

Note: The mileage map feature will be made widely available starting with the 18.8 release.

1. In an open expense statement draft, click on **Add day itinerary**.
2. Scroll down to the **Personal vehicle** section.
3. Click on the map

PERSONAL VEHICLE (0 KM) i

Distance: Unit: KM Number of passengers:

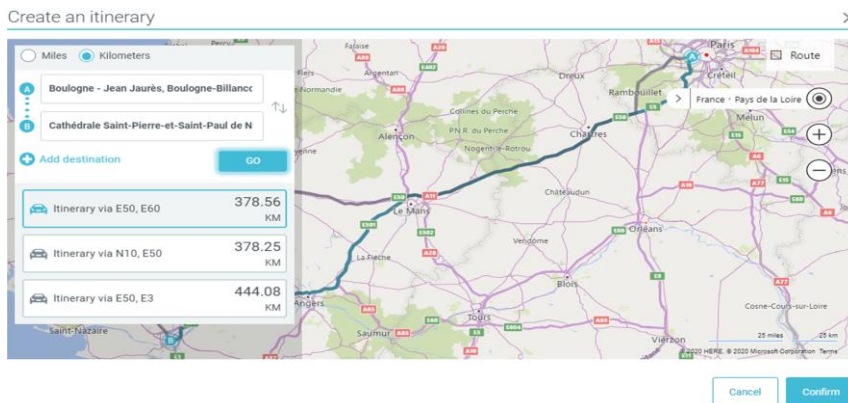
Vehicle type: Motorcar

Select distance

From: To: Distance: --- KM

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4. Enter your origin and destination and click on **GO**.
5. Click on **Confirm** to confirm the distance.



6. Click on **Save** to validate your mileage allowance.
7. Calculate your reimbursement and submit your expense.

#	Type	Description	Date	Location	Amount
1	Business Entertainment		17MAR20	United Kingdom	79.91 GBP

1. Click on **Calculate** to update the reimbursement amount.
2. Save your expense statement (optional).
3. Click on **Submit** to send your expense for approval.