Expense Report-Taxi/Shuttle

When a traveler is requesting reimbursement for a taxi, shuttle, Uber, or Lyft, the user must use this expense type (also known as a tile) called Taxi/Shuttle. If a traveler accumulated multiple taxi receipts on a single day, separate out those receipts and assign them to separate line items for that day.

1. Select the Taxi/Shuttle tile
2. Select the correct date for the receipt
3. Insert the total amount of the receipt. This is for both the taxi fee total and the tip amount total.
4. Insert the Tip Amount that will be reimbursed to the traveler.

**Important Note:** The Tip Amount will only allow you to go up to 15% of the total taxi fee. If a traveler exceeded the 15%, **do not put the excess into the Tip Amount space**. You will allocate the excess tip amount to the Non-Reimbursable Personal Expense under Allocation.
Example:
The traveler had a taxi fee of $50.00 with a tip of $7.50 (exactly 15% of a $50.00 fee). The traveler will insert $57.50 into the **Amount** field and $7.50 into the **Tip Amount Field**.

5. Insert a description of the taxi expense (optional)
6. Insert an activity code (optional)
7. Insert the allocation (funding) for this expense
8. Upload the receipt for this line item
9. Select Save to upload the changes
Overage Example:
The traveler had a taxi fee of $20.00 with a tip of $5.00 (over the 15% of a $20.00 fee). The traveler will insert $25.00 into the **Amount** field and $3.00 into the **Tip Amount Field**.

1. Insert the $25.00 amount
2. Insert the $3.00 Tip Amount that will be reimbursed to the traveler
3. Allocate the $2.00 tip overage to the **Non-Reimbursable Personal Expense** allocation and the rest to the fund(s) you wish to use.