How to file an expense

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TRIBUNE
                 SharePoint
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CORPORAT

TRIBLINK

Password Manager Chat with Tribtech Technology Training Home

SELE SERVICE

IS Policies

TribMart

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Logobase

1. Go to the Triblink website

Navigate to https://troninc.sharepoint.com/sites/triblink/home/Pages/default.aspx. You will be asked to sign in and verify your login. On the left-hand rail, click on

"New Oracle Expense Center," under the "Self-Service" heading,

2. Click on new home page

If you land on this page, click on "You have a new home page!" (the house icon). After clicking on that, you should land on a page that looks like the picture below.



Navigator

TRIBUNE

Me	Tools
Directory	2
• What to Learn	-
Roles and Delegations	
Expenses	=
Product Management	
💡 Ideas	
Procurement	
🛱 Purchase Requisitions	
My Receipts	

3. Click on the 3 lines icon in the top left corner (pictured above. left)

From there, select "Expenses"

Set F (fourth item, pictured at left).

🖄 Worl Click on the + (pictured at right)

Spac Repr 4. Fill out the form

Sche Make sure to check the box (pictured at right)

that says "I have read and accept the 🛓 Dow corporate travel and expense policies. Click on



63.00 USD I have read and accept the corporate travel and expense policies.

create item and scroll down to the type that says "Misc" (pictured below, left). Enter the amount of the expense. Upload any documentation, pdfs or jpgs you have (cloud with arrow, pictured below, right) to prove the expense by clicking the upload button on the top right. Click "Save and close" and you're done.

			Save and Close 🔻 Cancel		
* Date	12/22/2020	60	Attachmente		
* Type	MISC	~	Attacliments		
Expense Location	DUES EMPGIFT EMPLOY ENTERTN	î	Drag files here or click to add attachment 🗸		
Number of Days	FINES FLEET FOODCO		📃 statement.pdf (584.11 KB) 🛃 🗙		
Daily Amount	GAS GIETZ=25		Receipt missing		
Reimbursable Amount	GIFT>25 HOTEL				
Description	INTERNT MAINTPT MARKETI		Account 10000-94000-763400-20000-000000-0		
Merchant Name	MEALS MILEAGE MILEAGE UNION MISC				