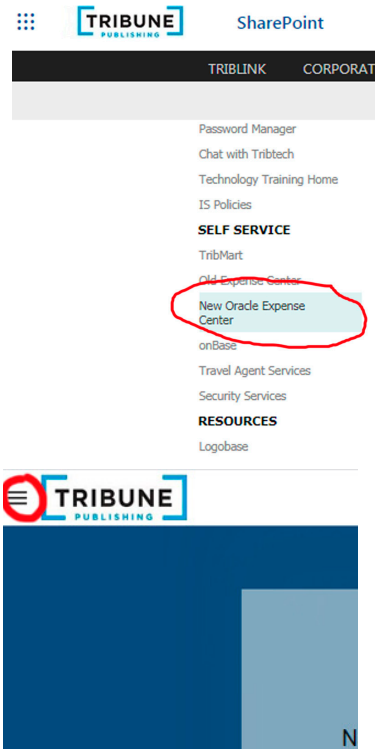
How to file an expense

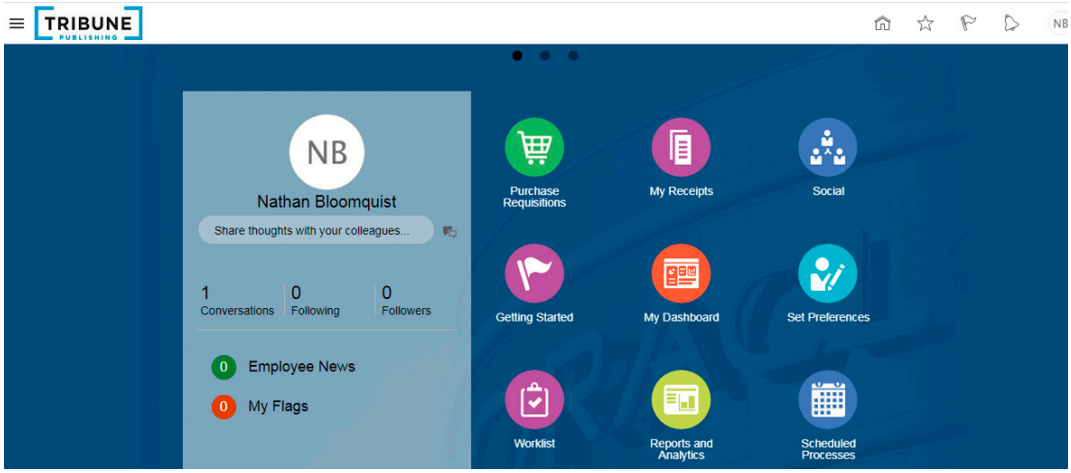


1. Go to the Triblink website

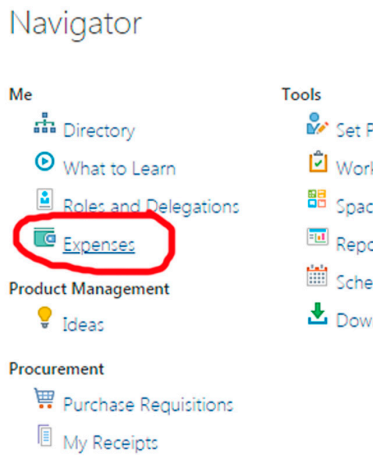
Navigate to https://troninc.sharepoint.com/sites/triblink/home/Pages/default.aspx. You will be asked to sign in and verify your login. On the left-hand rail, click on "**New Oracle Expense Center**," under the "**Self-Service**" heading.

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.

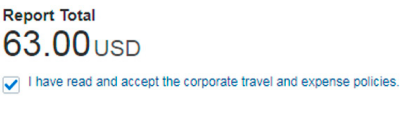
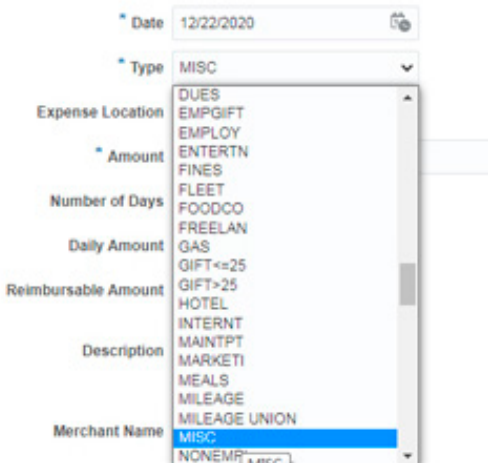
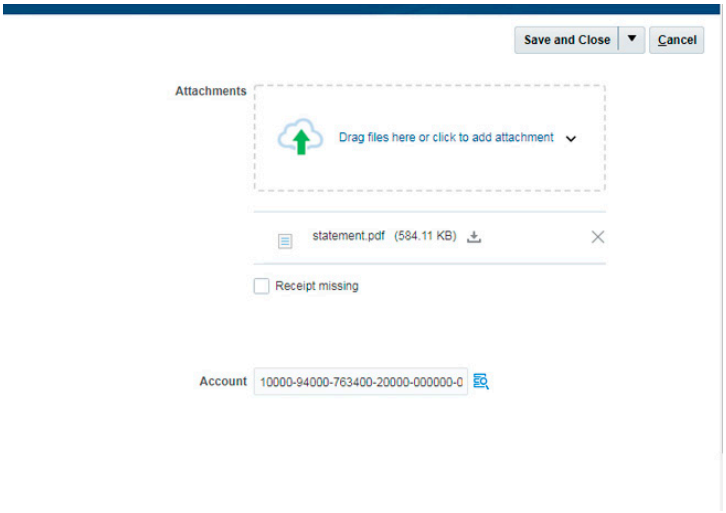


3. Click on the 3 lines icon in the top left corner (pictured above, left)



From there, select "Expenses" (fourth item, pictured at left).

Click on the + (pictured at right)

4. Fill out the form

Make sure to check the box (pictured at right) that says "**I have read and accept the corporate travel and expense policies**. Click on 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.