



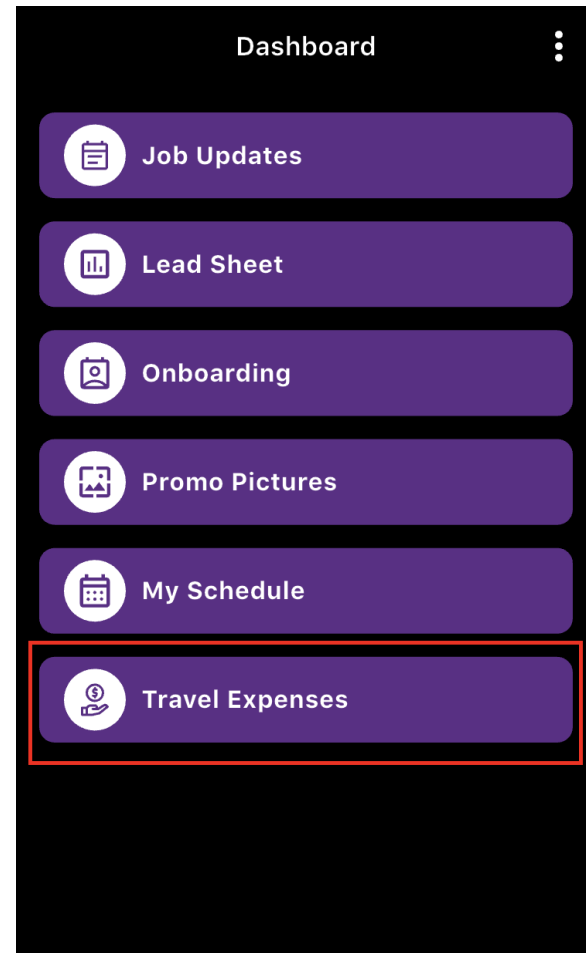
nth degree
experience better

On-Sight: Lead Travel Expense Submission

Step-by-Step Guide

Step 1

Within the On-Sight Application, open “Travel Expenses” tile.



Step 2

Choose the specific Travel Request in which you have begun accruing expenses that you would like to record.

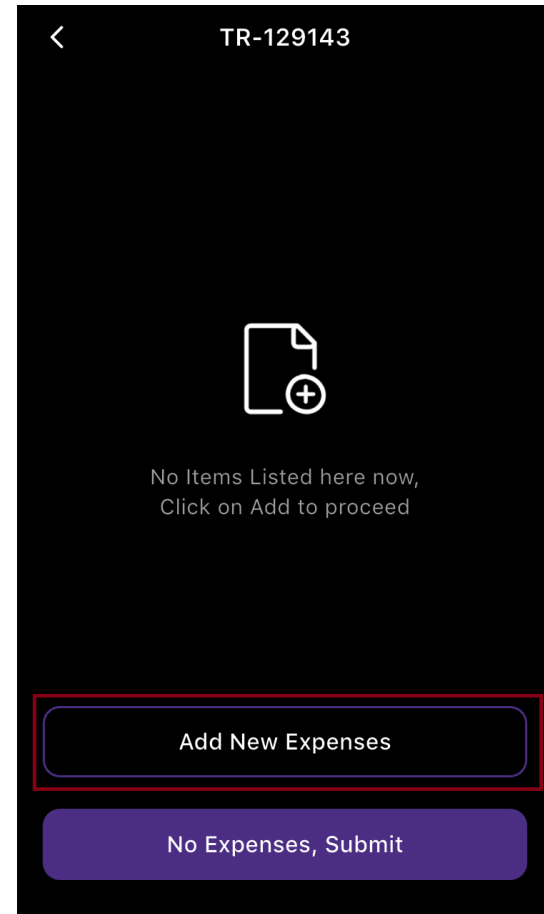
The screenshot shows a mobile application titled "Travel Expenses". It lists two travel requests. The first request is "American Acad Neurology Annual Mtg 2026" with dates 04/13/2026 to 04/24/2026 (39 Days) in Chicago (TR-129127). The second request, "Mid States Winter Rendezvous 2026", is highlighted with a red border. It has dates 04/01/2026 to 04/07/2026 (22 Days) in Phoenix (TR-129143).

Travel Request	Dates	Duration	Location	Request ID
American Acad Neurology Annual Mtg 2026	04/13/2026 to 04/24/2026	39 Days	Chicago	TR-129127
Mid States Winter Rendezvous 2026	04/01/2026 to 04/07/2026	22 Days	Phoenix	TR-129143

Step 3

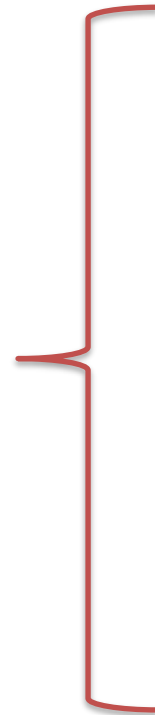
Choose “Add New Expenses” to allocate an expense toward your Travel Request.

NOTE: Choose “No Expenses, Submit” if you are not accumulating any expenses for reimbursement.



Step 4

Choose the Expense Category that aligns with your expense.

A screenshot of a mobile application interface. At the top, the status bar shows 'Verizon', signal strength, time '11:46 AM', and battery level '96%'. The app's title is 'Select an Expense Category'. Below the title, a subtitle reads 'Choose your type of Travel Expense, and fill the form.' The main content area features a list of seven expense categories, each in a dark gray rounded rectangle: 'Parking', 'Cabs/Ride Share', 'Car Rentals', 'Shuttles', 'Train Fare', 'Tolls', and 'Hotel'. A red bracket from the text on the left points to this list.

Step 5

Add the date, description, and amount of your expense.

< TR-129143

Adding Expenses for Mid States Winter Rendezvous 2026
Enter all details accordingly to generate the Request

Category *
Cabs/Ride Share

Date * 

Description *

Amount * \$



Save Expense Details



< TR-129143

Adding Expenses for Mid States Winter Rendezvous 2026
Enter all details accordingly to generate the Request

Category *
Cabs/Ride Share

Date * 03/25/2026 

Description *
From Home to Airport

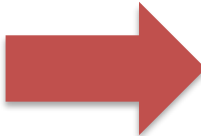
Amount * 57.83 \$



Save Expense Details

Step 6

Upload a photo (or PDF) of your expense.



The image shows two mobile app screens for expense tracking, connected by a red arrow pointing from left to right.

Left Screen: The screen is titled "TR-129143". It has a "Date" field with the value "03/25/2026" and a calendar icon. Below it is a "Description" field with the text "From Home to Airport". At the bottom is an "Amount" field with the value "57.83" and a dollar sign icon. A "Select File Type" modal is open at the bottom, showing two options: "Upload Image" (JPG, PNG formats only) and "Upload PDF" (PDF files).

Right Screen: The screen is also titled "TR-129143". It has a title "Adding Expenses for Mid States Winter Rendezvous 2026" and a subtitle "Enter all details accordingly to generate the Request". It has a "Category" field with the value "Cabs/Ride Share". Below it is a "Date" field with the value "03/25/2026" and a calendar icon. Below that is a "Description" field with the text "From Home to Airport". At the bottom is an "Amount" field with the value "57.83" and a dollar sign icon. A purple semi-circular progress indicator is visible at the bottom, and a "Save Expense Details" button is at the very bottom.

NOTE: Applicable to all expenses except Mileage.

Step 7

Choose “Save Expense Details”.

TR-129143

Adding Expenses for Mid States Winter Rendezvous 2026
Enter all details accordingly to generate the Request

Category *
Cabs/Ride Share

Date *
03/25/2026

Description *
From Home to Airport

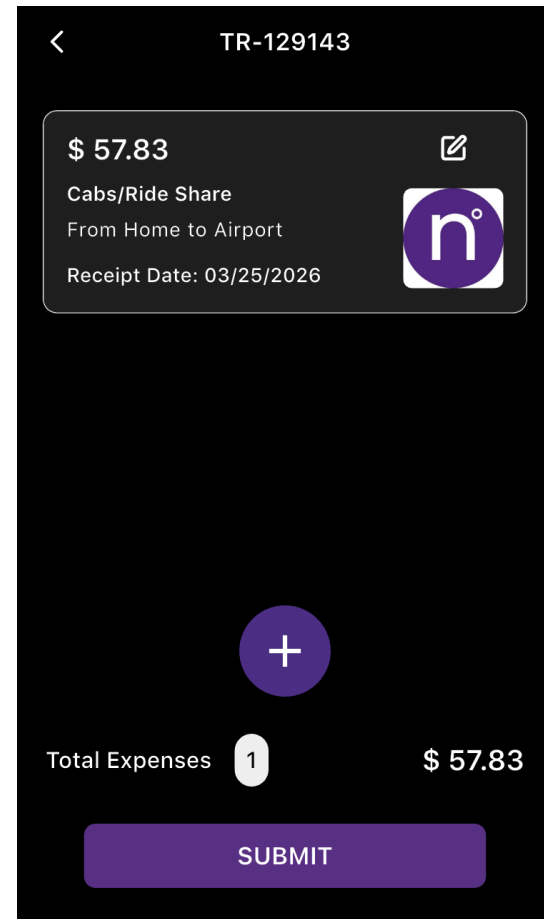
Amount *
57.83 \$

Save Expense Details

Step 8

Repeat steps 3 through 7 until all accrued expenses are documented.

NOTE: After the first expense has been added, choose the “+” button to continue adding additional expenses.

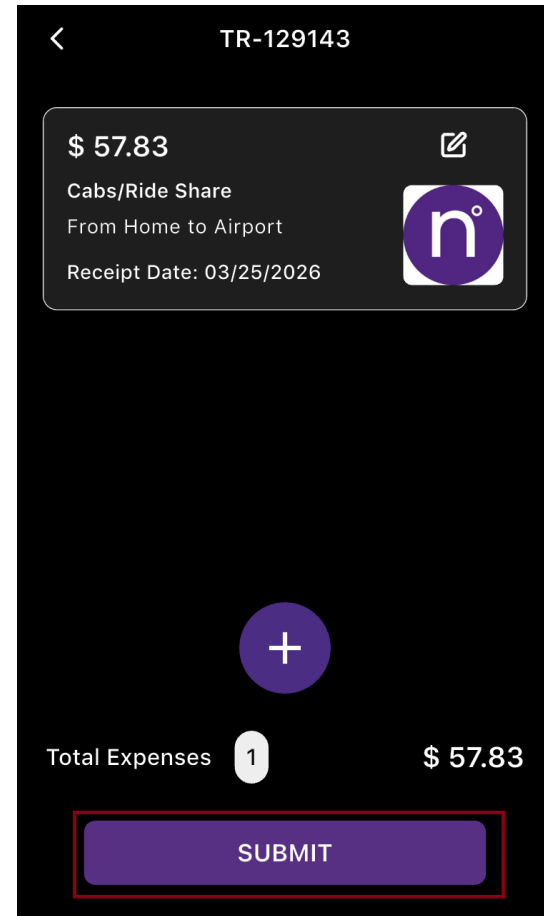


The screenshot shows a mobile application interface for tracking expenses. At the top, there is a back arrow and the text "TR-129143". Below this, a card displays the amount "\$ 57.83" with an edit icon (pencil) to its right. The card also lists "Cabs/Ride Share", "From Home to Airport", and "Receipt Date: 03/25/2026". To the right of the card is a purple square icon with a white "n" and a degree symbol. In the center of the screen is a large purple circular button with a white "+" sign. At the bottom, there is a summary row showing "Total Expenses" followed by a white circle containing the number "1", and then "\$ 57.83". Below this summary row is a wide purple button labeled "SUBMIT".

Step 9

Click “Submit” to generate your Expense Report, make sure that ALL expenses are recorded prior to clicking this button.

NOTE: You have 10 days from the Travel Request’s Travel Out Date to submit expenses.



Step 10

Once submitted, you are copied on the email of your Expense Report to the Corporate Planning department.

Expense Report for Ashlyn McKerahan at Mid States Winter Rendezvous 2026 in TR-129143 Inbox x

Nth Degree On-sight <nthnoreply@nthdegree2e...> 11:50 AM (1 hour ago) ☆ 😊 ↩ ⋮
to nazia.sultana, me ▾

Expense Submission Notification

The expense report for **Travel Request ID: T**

- Resource: Ashlyn McKerahan
- Show: Mid States Winter Rendezvous 2026
- Base City: Phoenix

Please find the detailed expense report attached for further processing.

 nth degree **EXPENSE REPORT**

Employee Name Ashlyn McKerahan	Invoice Date 03/26/2026	Invoice Number ER032626AM
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Expenses Related to Project / Jobs

Receipt Date	Show / Job #	Cost Code	Show Name	Description	Amount
03/25/2026	S-260835/W-261560	1452	Mid States Winter Rendezvous 2026	From Home to Airport	\$57.83
Total Expenses					\$57.83

Mileage

Date	Show / Job #	Description	Mileage	Amount
Total Mileage				\$0.00

Employee Signature: Ashlyn McKerahan **Total Expenses Due: \$57.83**

Helpful to Know ...

- The Corporate Planning Team will review the expenses within 48-72 hours.
- The Corporate Planning Team will reply to the Lead through the Expense Report email thread if there are any issues with the submitted expenses or to notify the Lead that their expenses have been submitted.
 - If there is an issue with the submitted expenses, all corrections must take place manually, not in the On-Sight App (this may mean having to recreate the Expense Report manually).
- Expenses are reimbursed by accounting within 7 days of submission from the Corporate Planning Team.