

Nomads Notes



Comprehensive Travel Diary Software

Instruction Manual Expenses

www.nomadsnotes.com

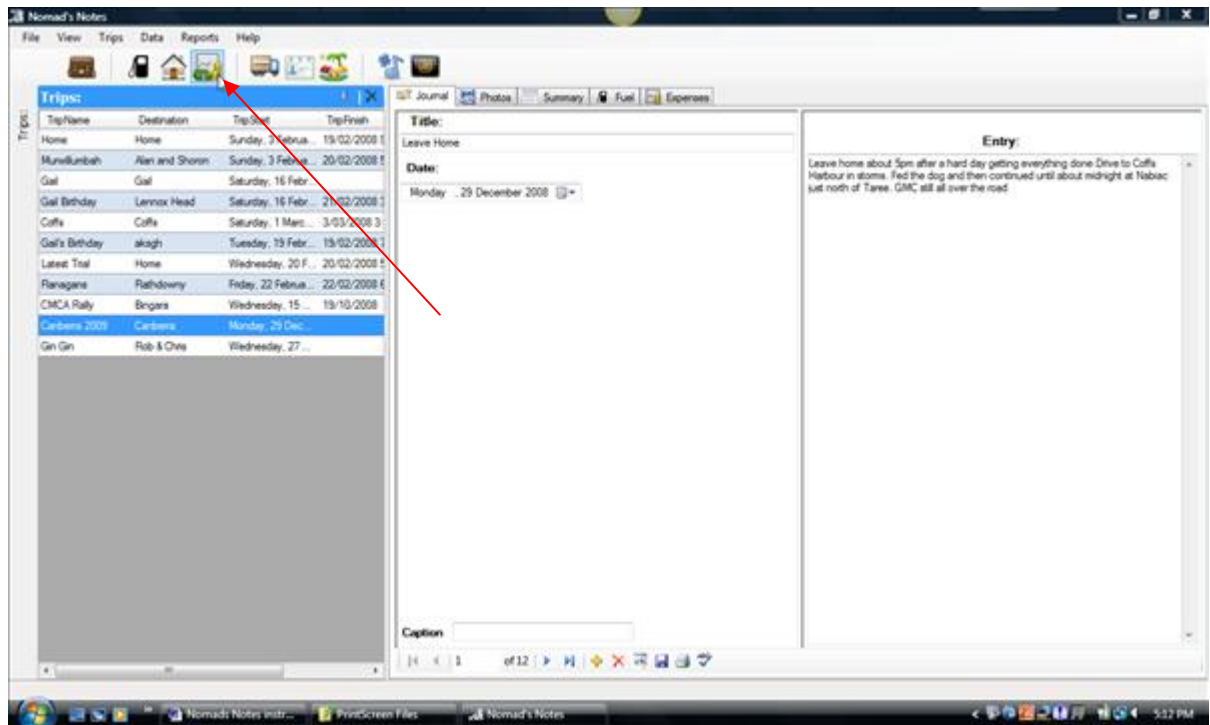
for any further questions or issues please contact
gail@motorhominglifestyle.com

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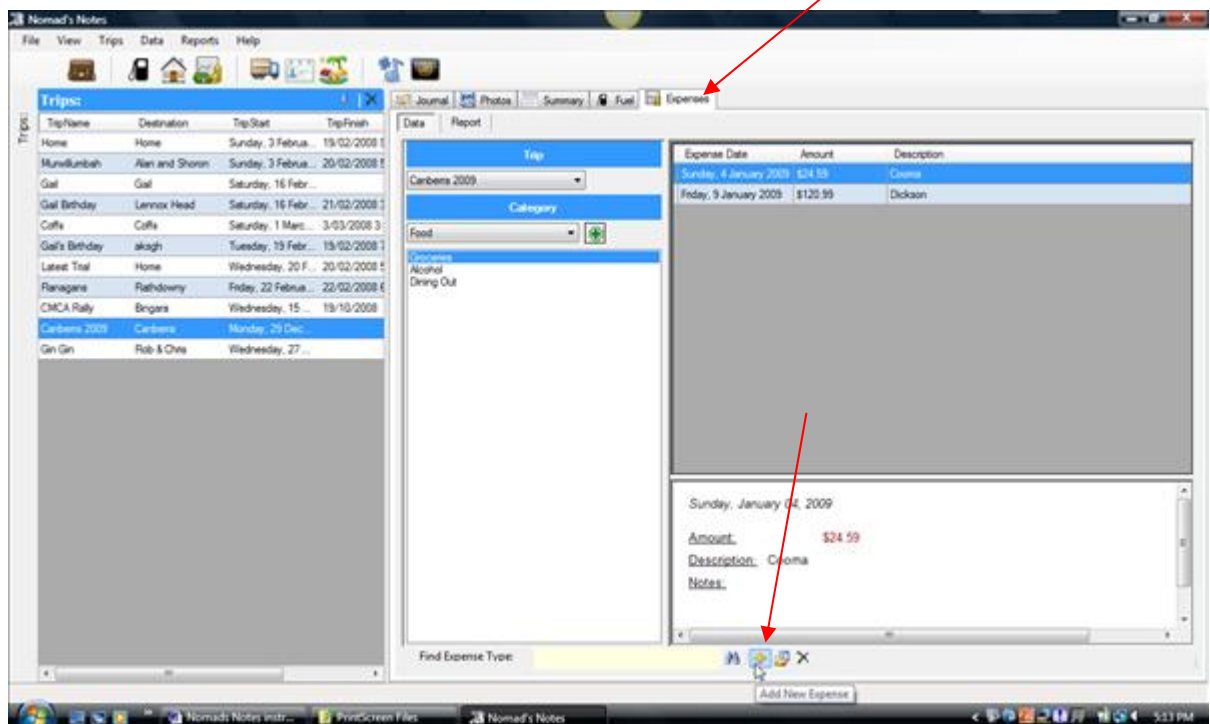
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Add an Expense

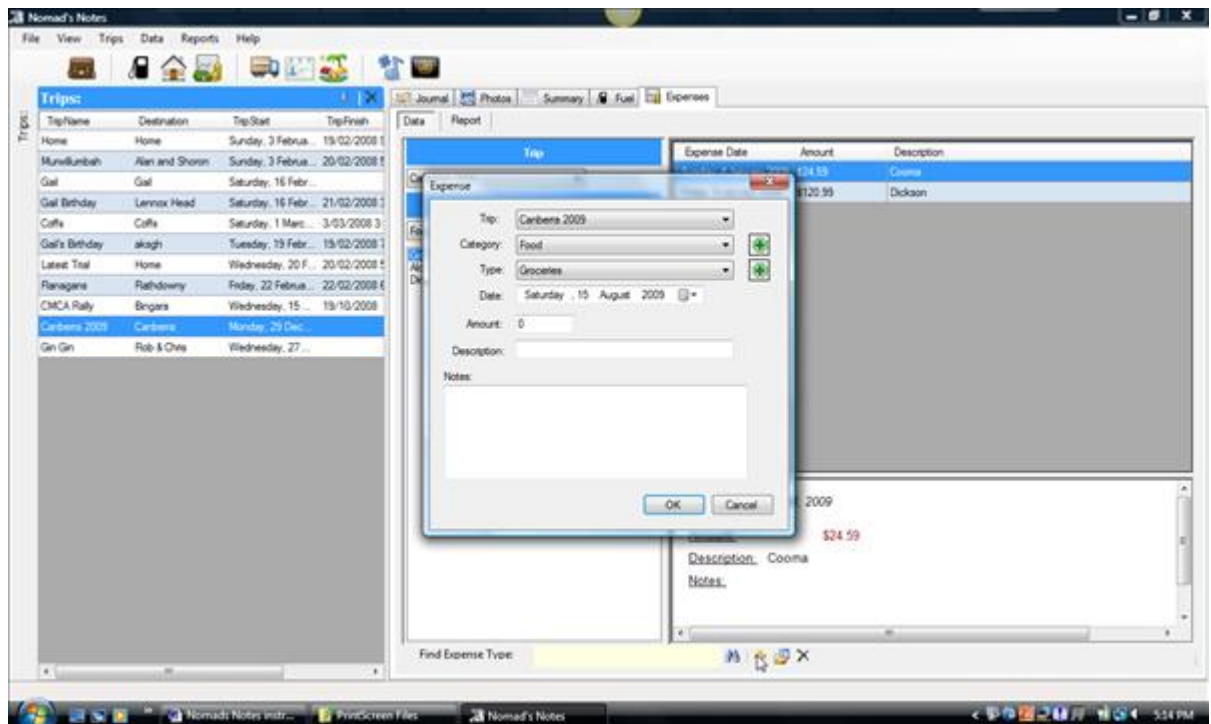
Click on the New Miscellaneous Expense icon (4th from the right)



Or click on the [Expenses](#) tab then the [yellow plus sign](#) at the bottom of the page



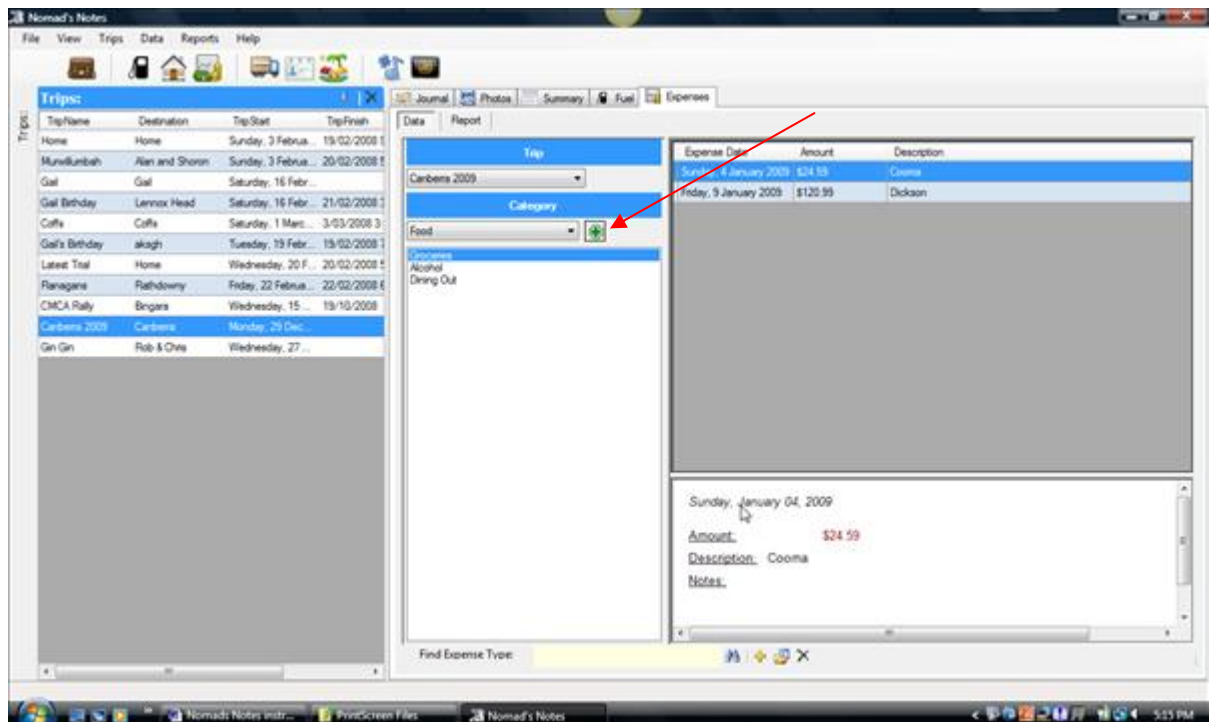
Enter the expense details



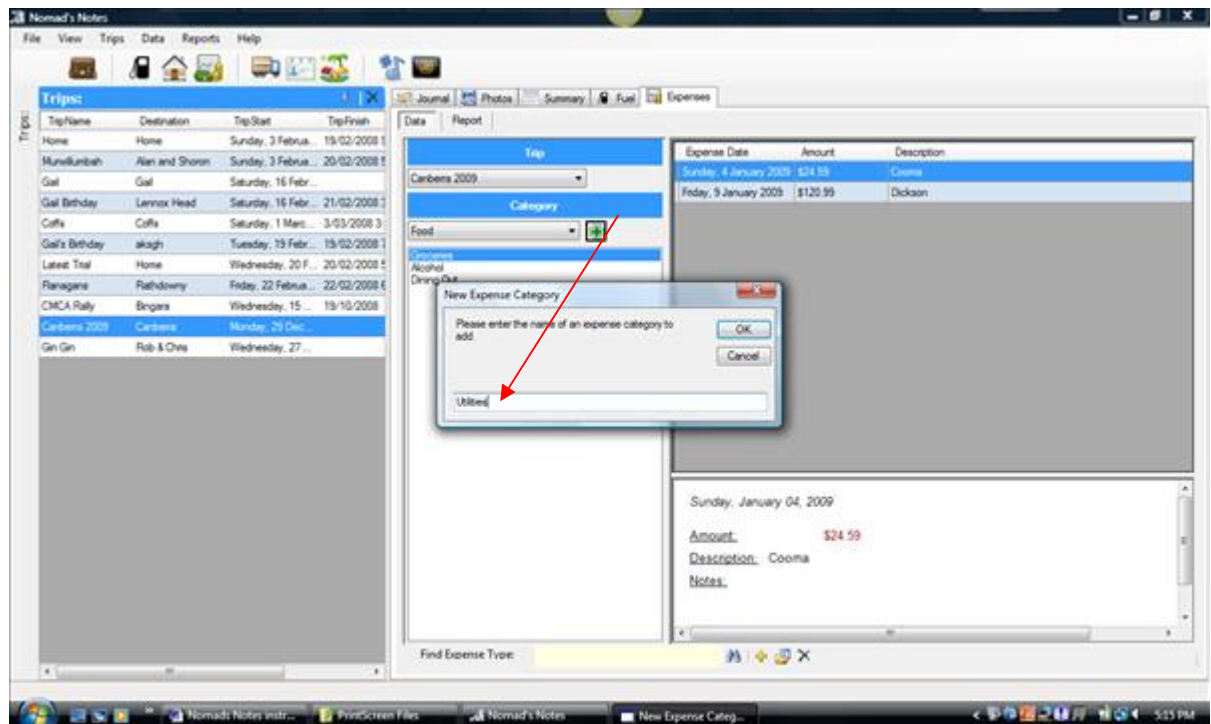
Click OK

Add a new Expense Category

Click on the green plus sign next to the expense category



Type in the name of the Category you wish to add



Click **OK**

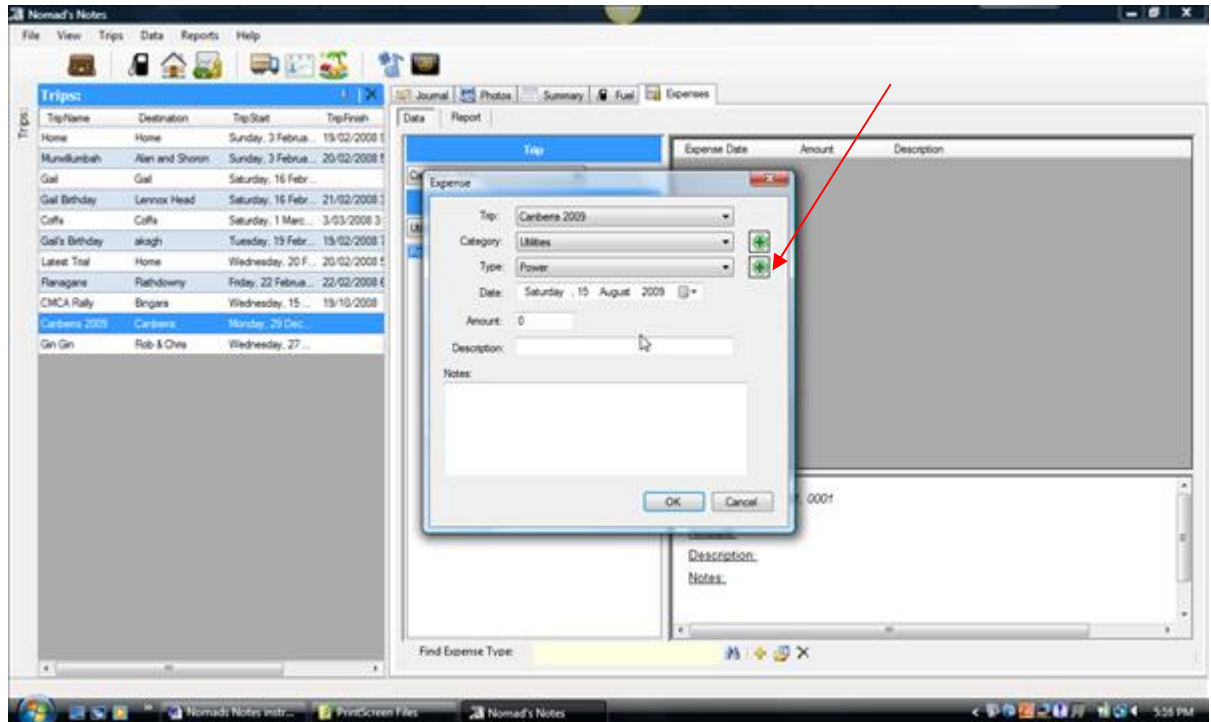
Add a new Expense Type (or sub category)

Note each expense must have a Category and subcategory (or type)

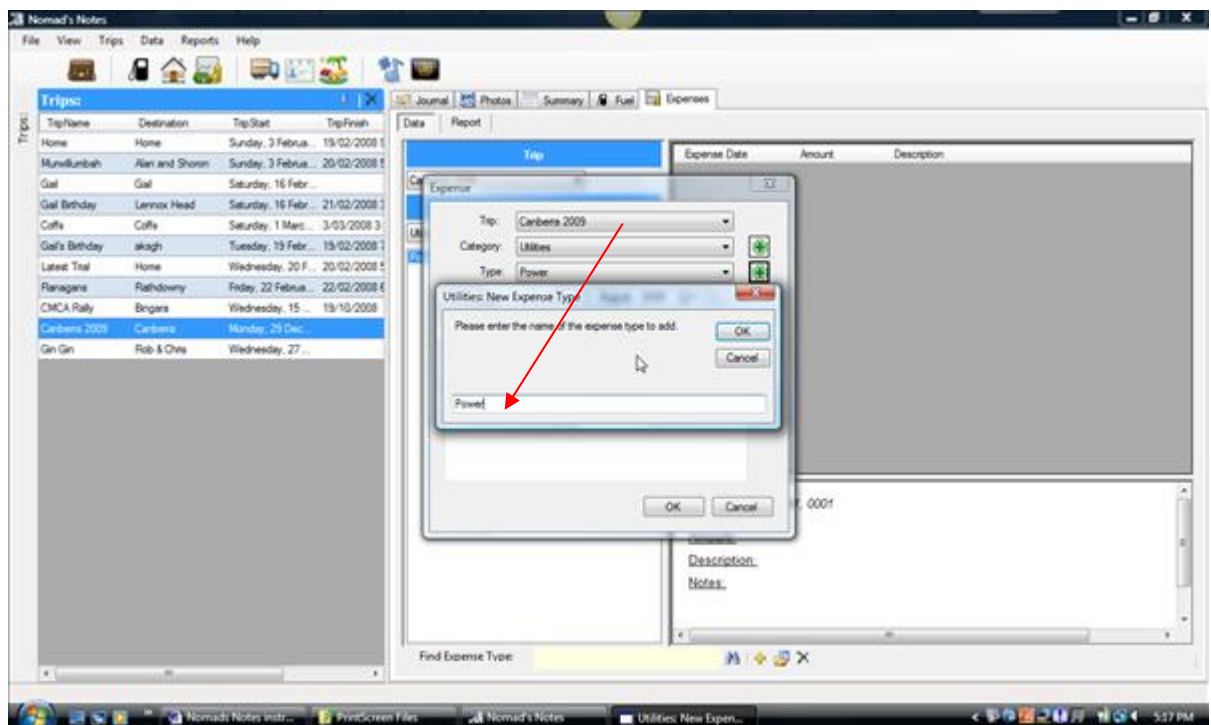
Click on the New Expense icon (see above)

Choose the newly created Category (see above on how to create a category)

Click on the green plus sign beside the Type



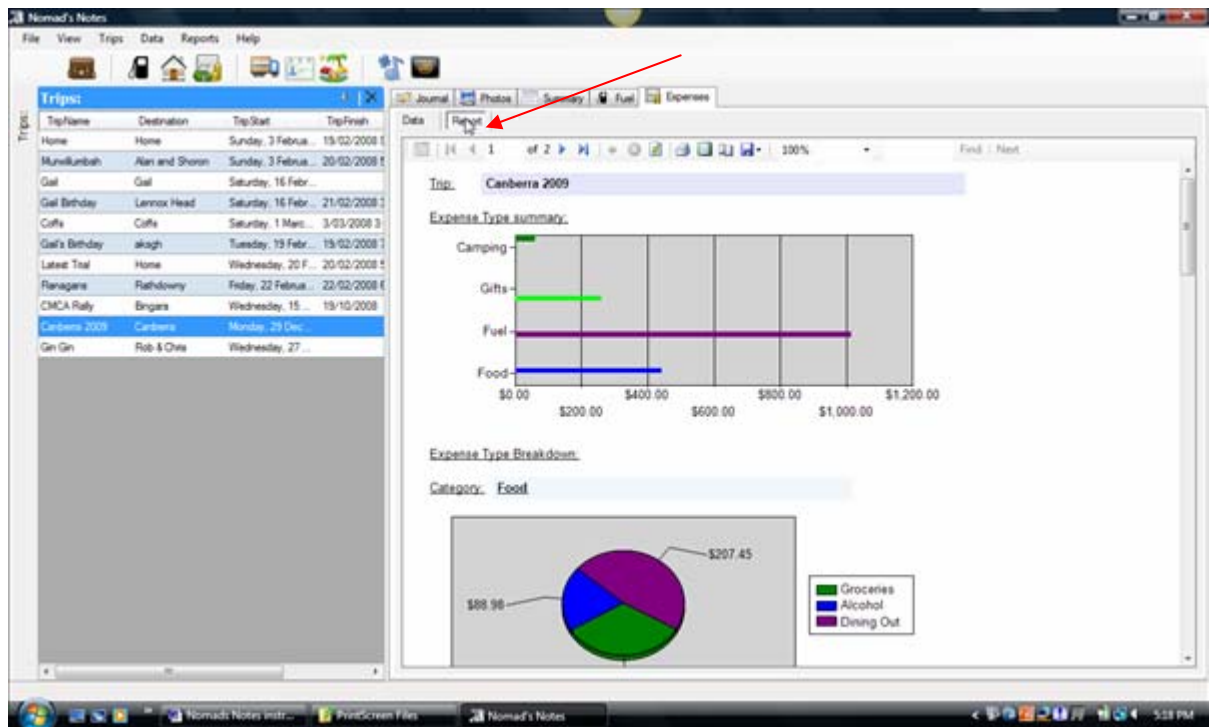
Type in the details of the new Type (or subcategory)



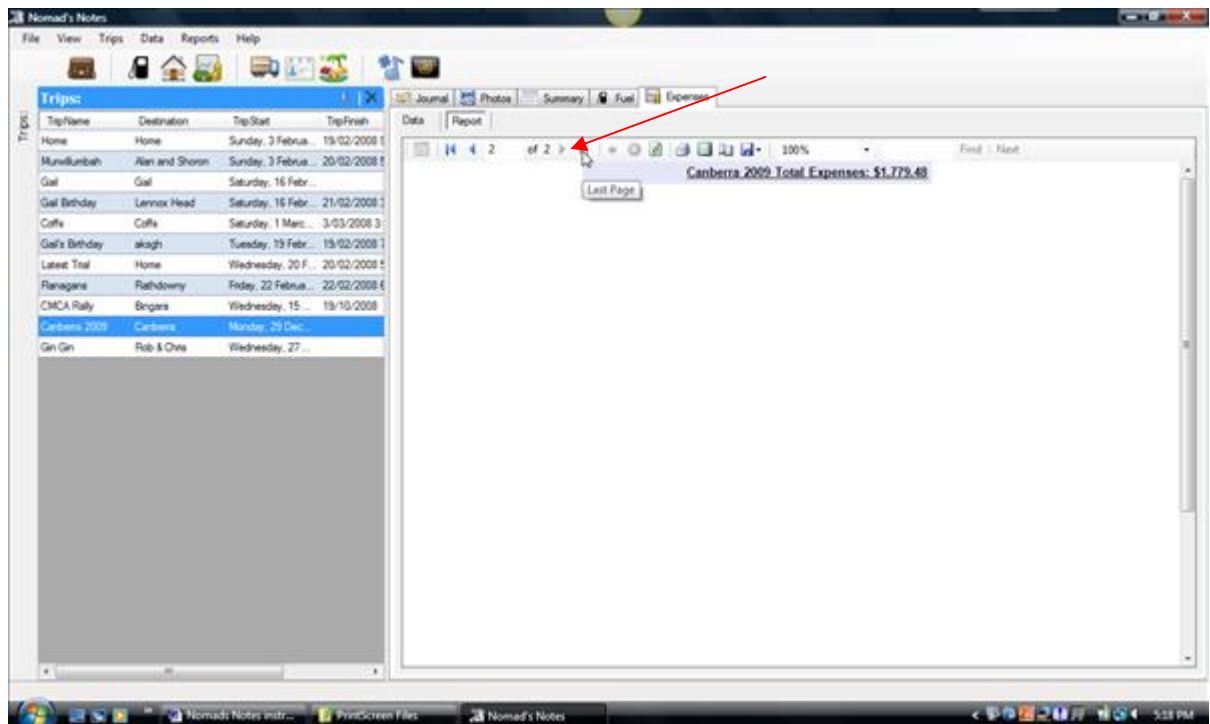
Click OK

View your Expenses for your trip

In the expenses tab click on the [Report](#) tab at the top of the screen

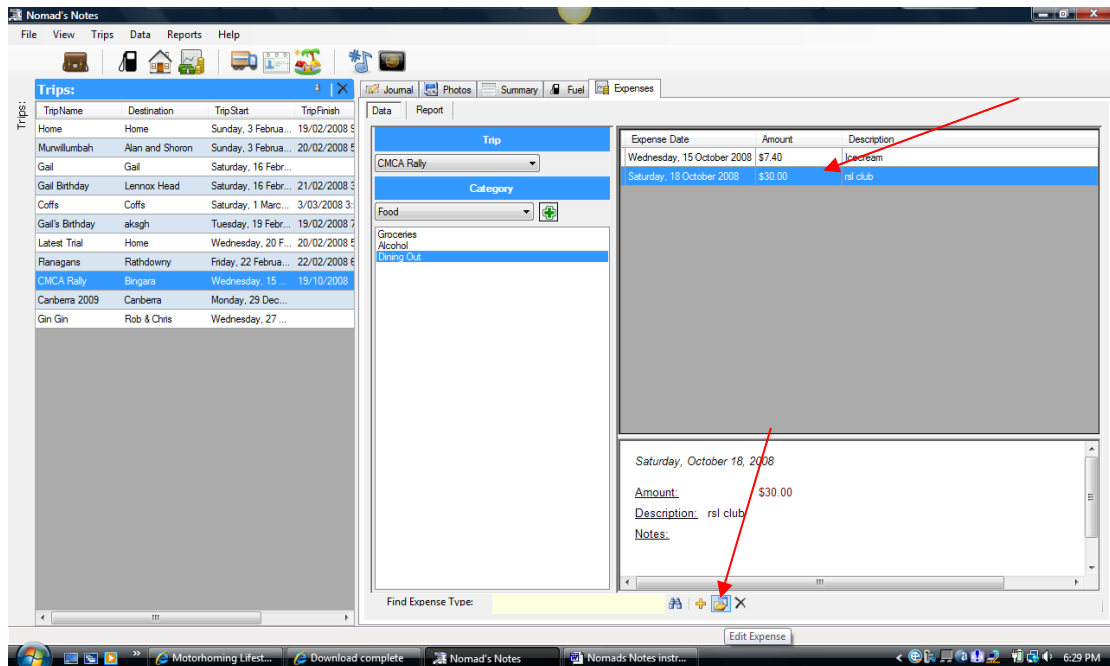


Scroll to the end of the report with the right arrows at the top of the report to see the total expenses for the trip



Edit an Expense

Highlight the expense you wish to edit
Click the **edit** icon at the bottom of the screen



Edit the details you wish to edit
Click **OK**

