How to Report Crew Travel Expenses in WA

A. In the Itemized Costs tab create a new itemized cost measure.

B.

1. Fill in the Measure Name field
2. In the Cost ($) field enter the total labor cost of travel
3. Select the Include in SIR box
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D. In the Measures tab of the work order select Travel in the Measure Type drop down

1. Select Labor from the Type drop down
2. Fill in the Description field
3. Select Hour from the Units+ drop down
4. Enter the Quantity and Unit Cost information