Note: the instructions here are for using Flight Circle on a phone or tablet with a built-in camera. The screenshots below are from an iPhone, but they should look the same or very similar on other devices (tablets, Android phones).

Overview

There are two things you need to do:

- **During** the aircraft check-in, add an "Adjustment", select "Fuel Reimbursement", and enter the details of the fuel purchase
- *After* the check-in is complete, go back to the Schedule screen and upload the receipt to your checked-in reservation

During check-in: add the fuel purchase details

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Step 2.

Tap on the *Adjustment* drop-down menu. Choose *Fuel Reimbursement*.

Step 3.

Enter the fuel purchase details. Fill out the *Location, Gallons,* and *Dollars* fields with the information from your fuel receipt.

Tap *Add Fuel Reimbursement* and then continue with the rest of the check-in as usual.

After check-in: upload the fuel receipt to the reservation

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Step 1.

Go back to the schedule screen in Flight Circle. Tap on the reservation, even though it's grayed out. Tap on *Edit* to open the *Edit Reservation* screen. It should look like the example to the left.

Step 2.

Tap on *Files*. Then tap on "New Files" to take a new photo of the receipt or upload an existing photo. The exact options will depend on your device.

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Step 3.

Tap on the *Categories* drop-down menu and choose *Fuel Receipt*. Then tap *Save*.

That's it!