

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:

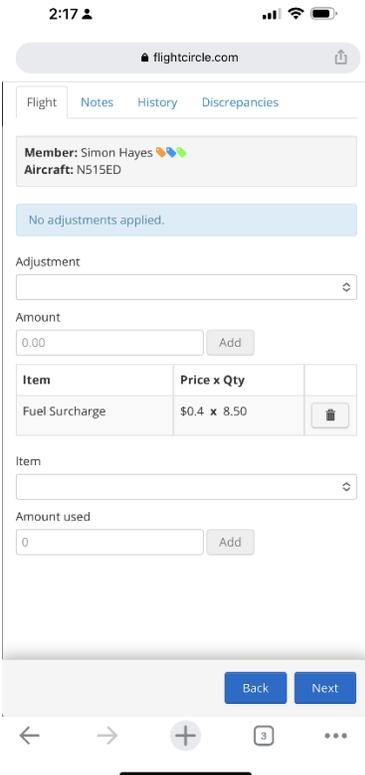
- **During** the aircraft check-in, add an “Adjustment”, select “Fuel Reimbursement”, and enter the details of the fuel purchase
- **After** the check-in is complete, go back to the Schedule screen and upload the receipt to your checked-in reservation

During check-in: add the fuel purchase details

The screenshot shows the 'Check In Process' screen in the Flight Circle mobile app. At the top, the status bar shows the time 2:16, signal strength, Wi-Fi, and battery icons. The browser address bar shows flightcircle.com. The screen title is 'Check In Process' with a close button (X). Below the title are tabs for 'Flight', 'Notes', 'History', and 'Discrepancies'. The member information is displayed as 'Member: Simon Hayes' with three colored dots and 'Aircraft: N515ED'. The 'Return date' section has a date field set to 'Mar 05 2023' and a time field set to '14:30'. The 'Hobbs out / in' section has a text input field with '1073' and a numeric input field with '0.00'. The 'Tach out / in' section has a text input field with '8367.6' and a numeric input field with '0.00'. The 'Aircraft rate' section has a dropdown menu set to 'Standard (\$108.00)'. At the bottom of the screen, there are two blue buttons: 'Split' and 'Next'. The iPhone home indicator bar is visible at the very bottom.

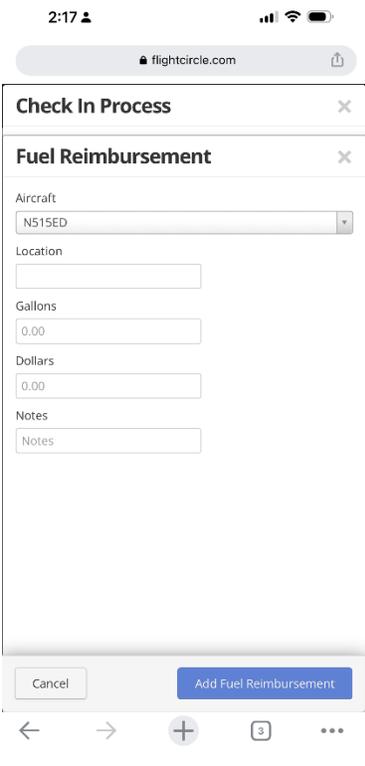
Step 1.

When you check in the aircraft, enter the Hobbs and Tach times as usual, then tap **Next**.



Step 2.

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

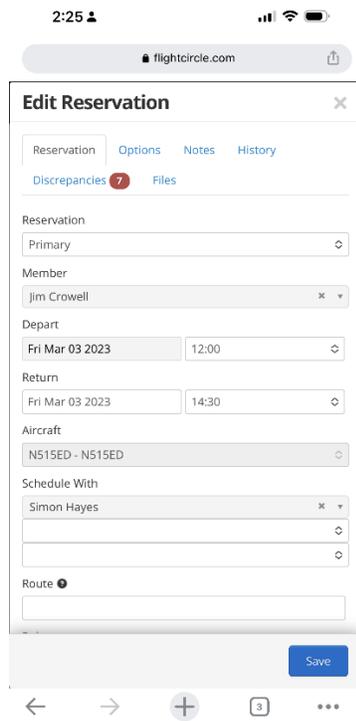


Step 3.

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

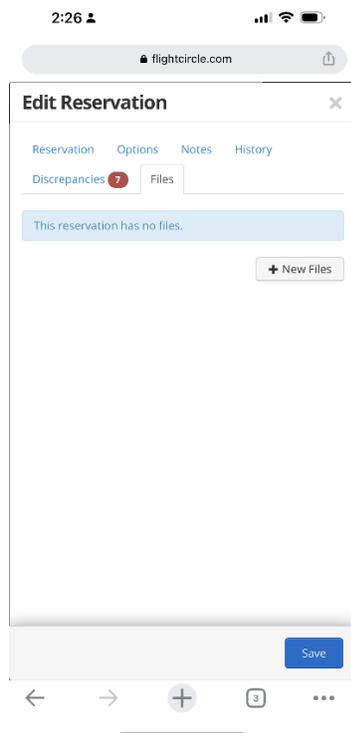
Tap *Add Fuel Reimbursement* and then continue with the rest of the check-in as usual.

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



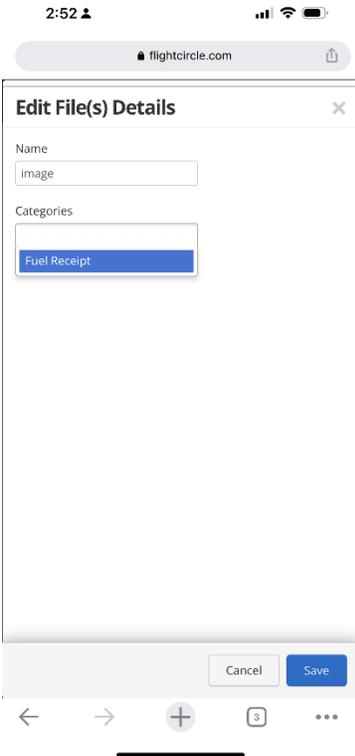
Step 1.

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.



Step 3.

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

That's it!