

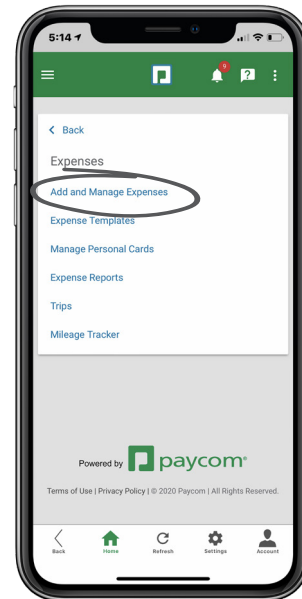
SHOW ME HOW

to Add Expenses
Expense Management



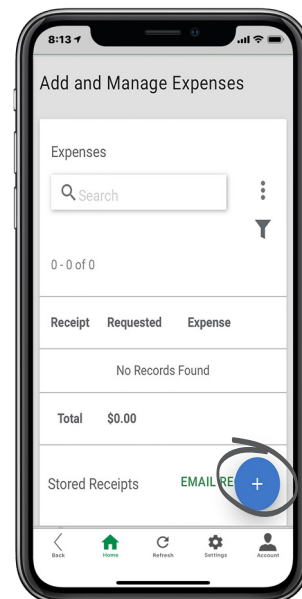
STEP 1

Log in to the Paycom app. From the Expenses section, click "Add and Manage Expenses."



STEP 2

Click the blue plus sign icon.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

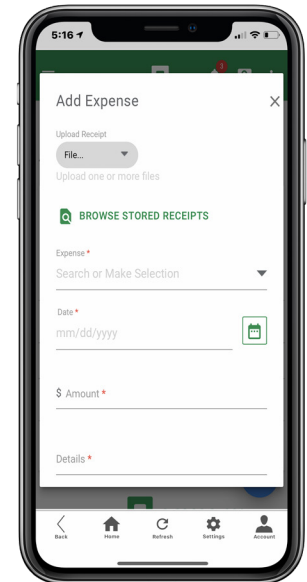
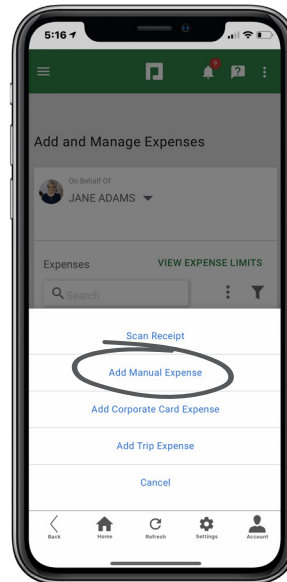
to Submit Expenses Expense Management



STEP 3

Click "Add Manual Expense" and complete the required fields noted by a red asterisk.

You will only see the "Add Trip Expense" option if you have Mileage Tracker enabled and tracked a trip using the app.



STEP 4

Click "Submit and Add" if you need to add additional expenses. Click "Submit and Close" if you are finished adding expenses.

