

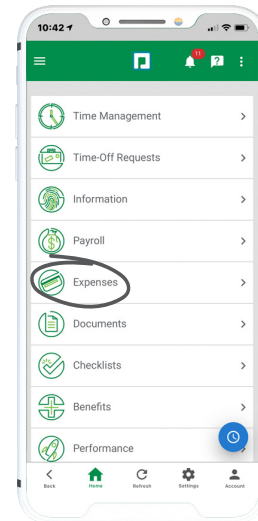
# SHOW ME HOW

to Submit an Expense Report  
**Expense Management**



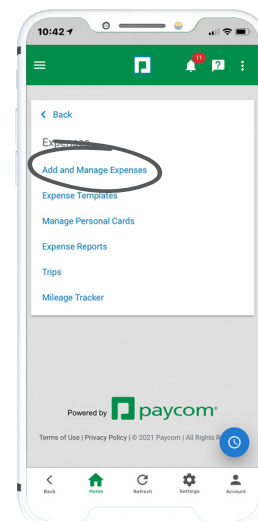
## STEP 1

From the Paycom mobile app, click  
"Expenses."



## STEP 2

Then, click "Add and Manage  
Expenses."



# EMPLOYEES

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



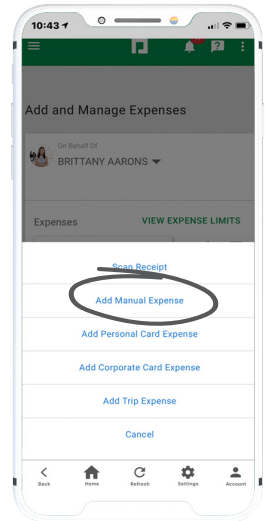
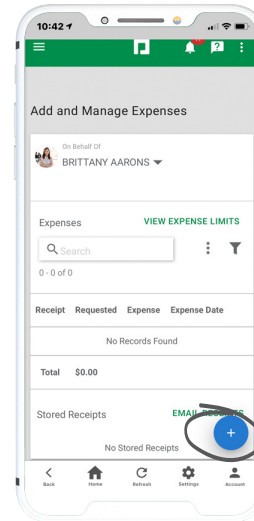
# SHOW ME HOW

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**Expense Management**



## STEP 3

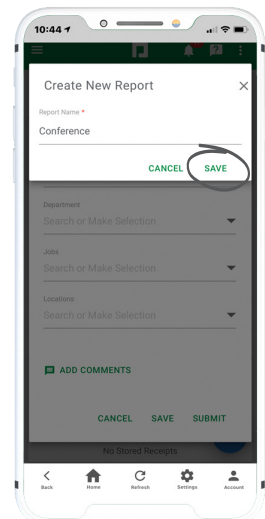
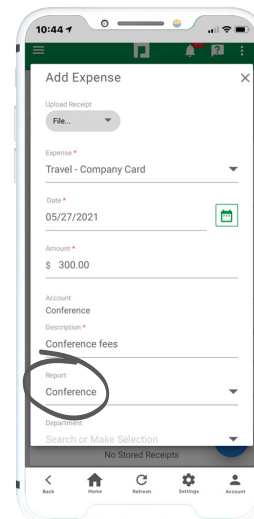
Click the plus sign icon to add a new expense. Then, click the type of expense you're adding.



## STEP 4

Fill out the details of the expense. If you are adding an expense to a report that has already been created, select the report from the Report drop-down.

To create a new report, click "Create New Report" and enter a Report Name. Then, click "Save."



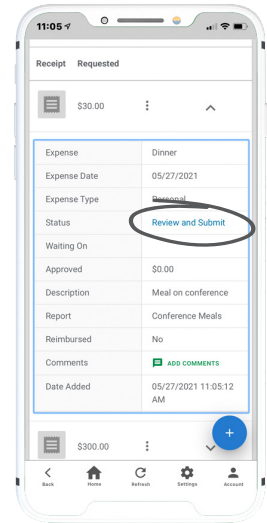
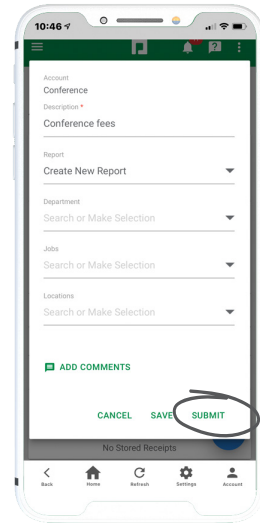
# SHOW ME HOW

## to Submit an Expense Report Expense Management



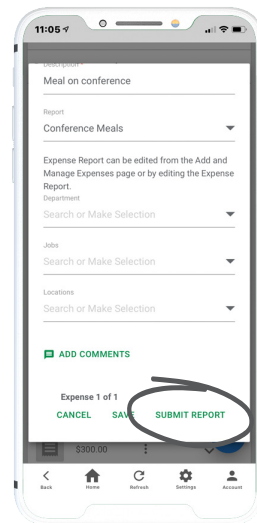
### STEP 5

Ensure all individual expenses are entered and submitted. Then, to submit expenses as part of an Expense Report, click "Review and Submit."



### STEP 6

Click "Save and Submit" to submit the entire report. When you're done, a confirmation message will appear.



# EMPLOYEES

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