

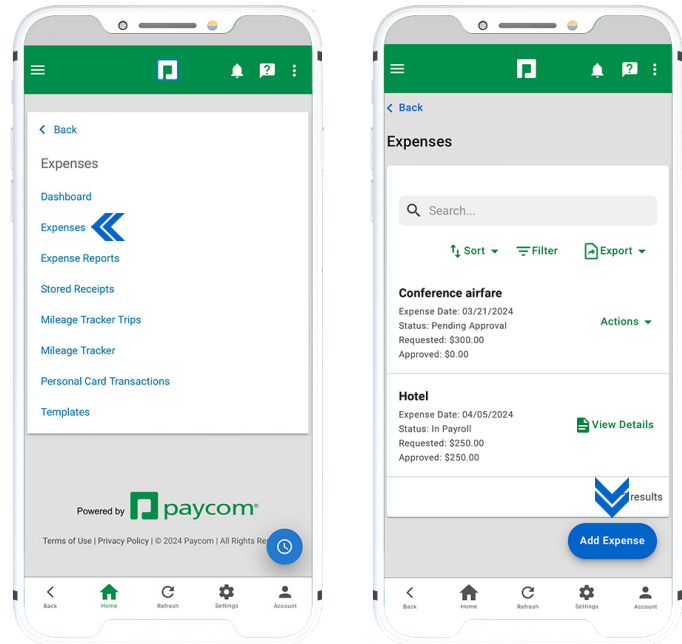
Show Me How

to Add Expenses

EXPENSE MANAGEMENT

STEP 1

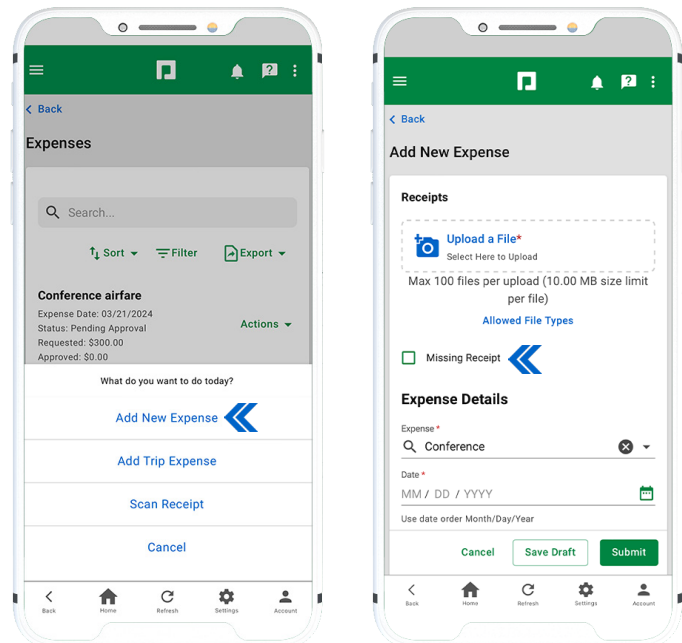
Log in to the Paycom app and navigate to Expenses > Expenses. Then tap "Add Expense."



STEP 2

Tap "Add New Expense" and complete the required fields noted by a red asterisk. You can tap the checkbox to acknowledge a missing receipt.

The Missing Receipt checkbox may only appear for some expense rules. If you do not see this option, contact your administrator.



EMPLOYEES

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



Show Me How

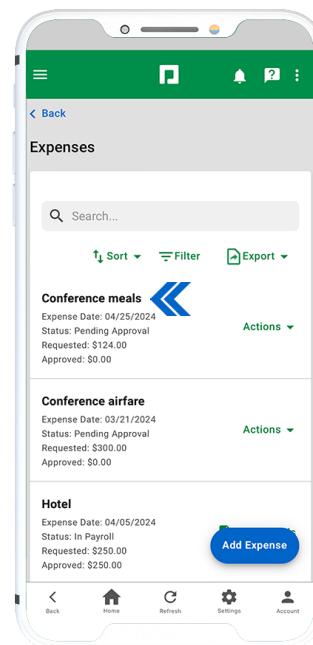
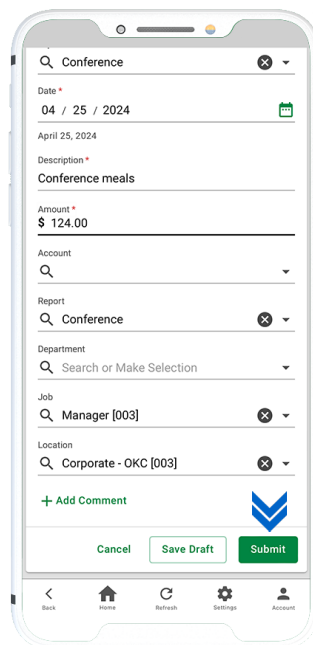
to Add Expenses

EXPENSE MANAGEMENT

STEP 3

Tap "Save Draft" to return to the expense and make changes.

When finished, tap "Submit." The new expense appears in Expenses.



EMPLOYEES

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