

Show Me How

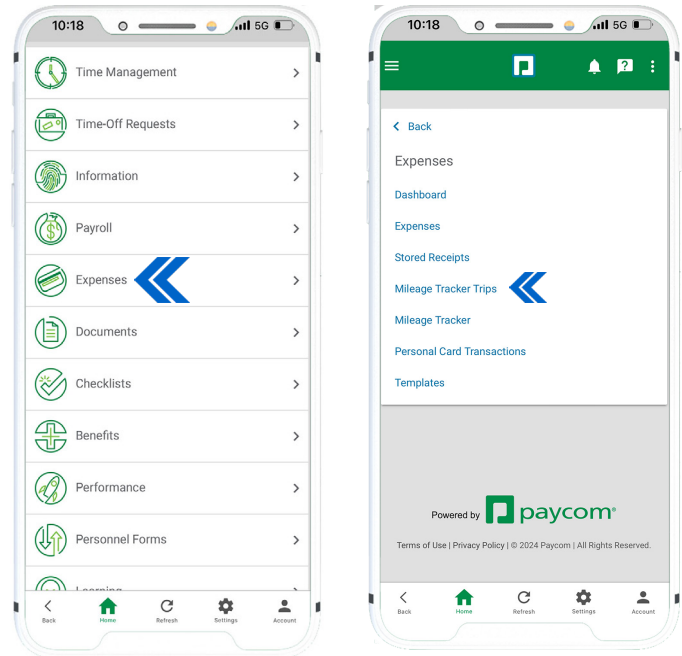
to Add a Mileage Tracker Trip Expense

EXPENSE MANAGEMENT

STEP 1

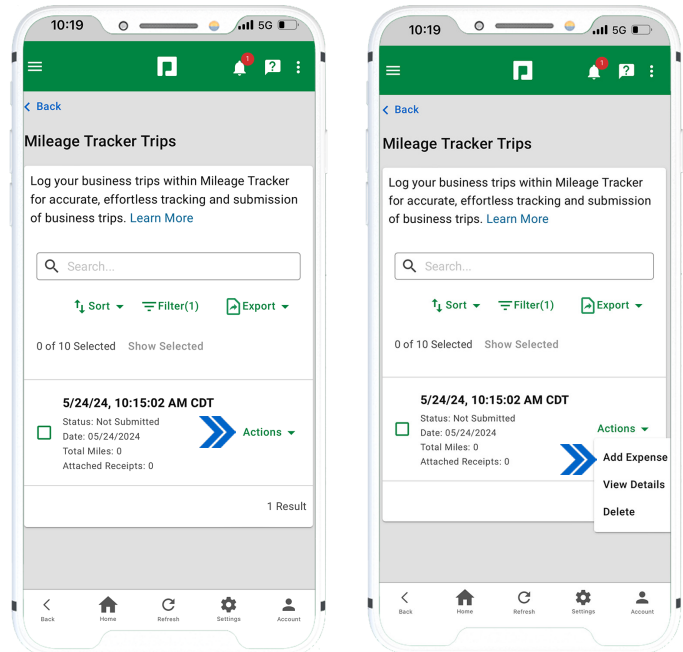
Log in to the Paycom app and navigate to Expenses > Mileage Tracker Trips.

Trips must be tracked using Mileage Tracker before they can be submitted. For more help, tracking your trip visit the Help Menu.



STEP 2

Tap the "Actions" drop-down beside your trip and select "Add Expense."



EMPLOYEES

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



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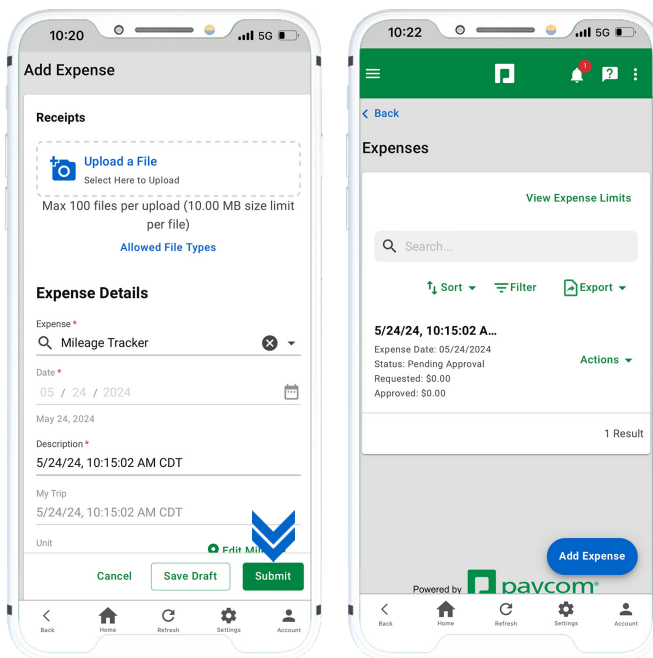
to Add an Expense in Mileage Tracker

EXPENSE MANAGEMENT

STEP 3

Complete all required fields.

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



EMPLOYEES

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