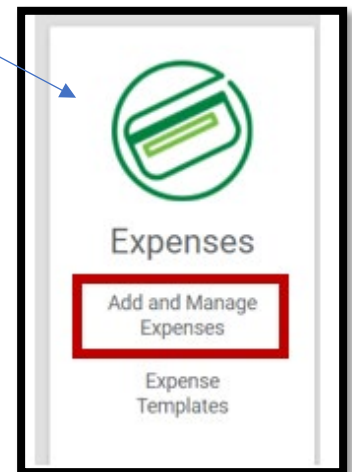


Desktop Guide: How to Submit a Mileage Expense Report

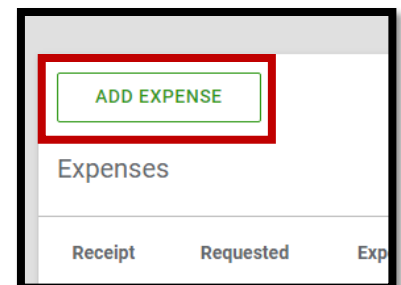
All expense reports will be submitted to primary supervisor, and in some cases, the secondary supervisor, as well.

1.) Login into [Paycom](#) on your desktop and locate the *Expenses* tile.



2.) Select **Add and Manage Expenses**.

3.) Select **Add Expense**.





Desktop Guide: How to Submit a Mileage Expense Report

4.) Complete all *required* fields that are marked by a red asterisk *.

A receipt upload is not needed.

Required Fields:

Expense* – Select **Mileage**

Unit* - Manually enter the Unit amount or use the Google Mileage Calculator (see below)

Rate* – Will default to Standard Rate

Date* – Enter Trip Start Date

Description* – List terminals when applicable

Optional Field:

Enter Reason – Additional description, e.g., Training or trip dates.

☆ **MAPS option:** The Maps Option (Mileage Calculator) can auto-pull miles for you.

- Select **Calculate Route**. Once reviewed, select **Add Miles**.
- Choose a **Start Location, End Location**, and check the box **Round trip**, if round trip.

4.) Review and **Submit**.