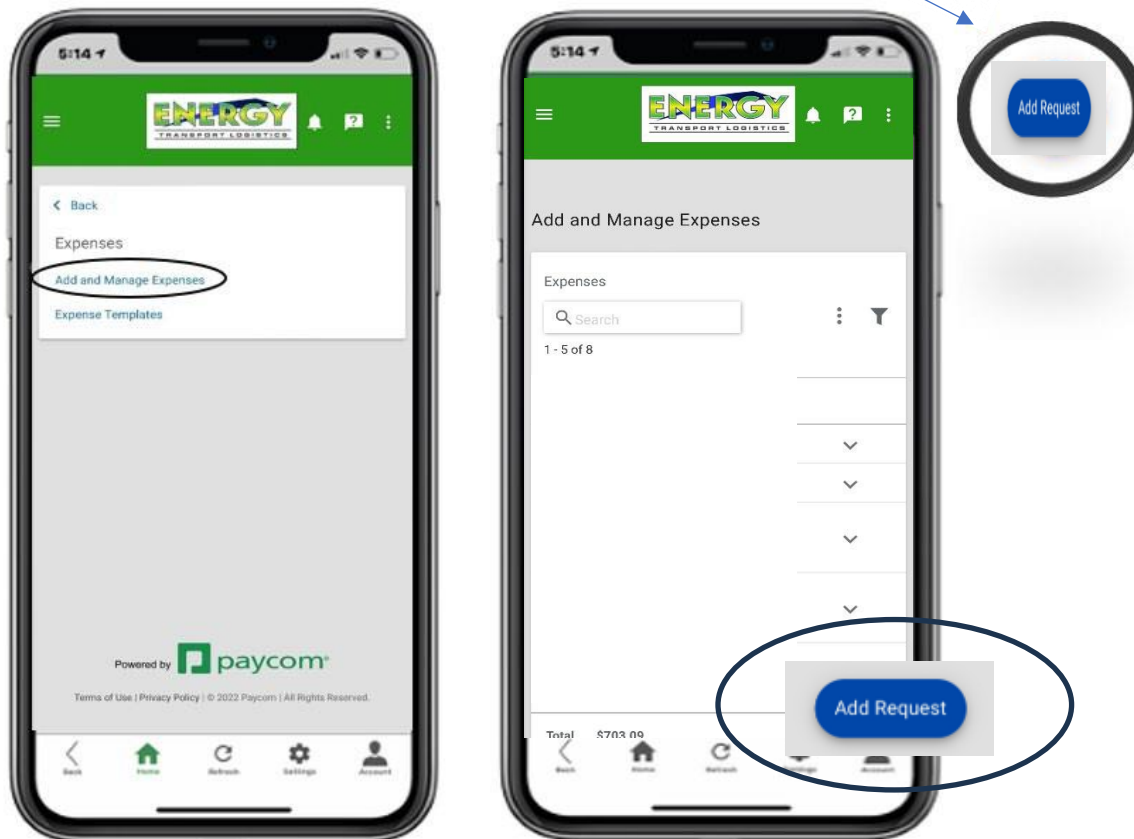


□ Mobile Guide: How to Submit a Mileage Expense Report

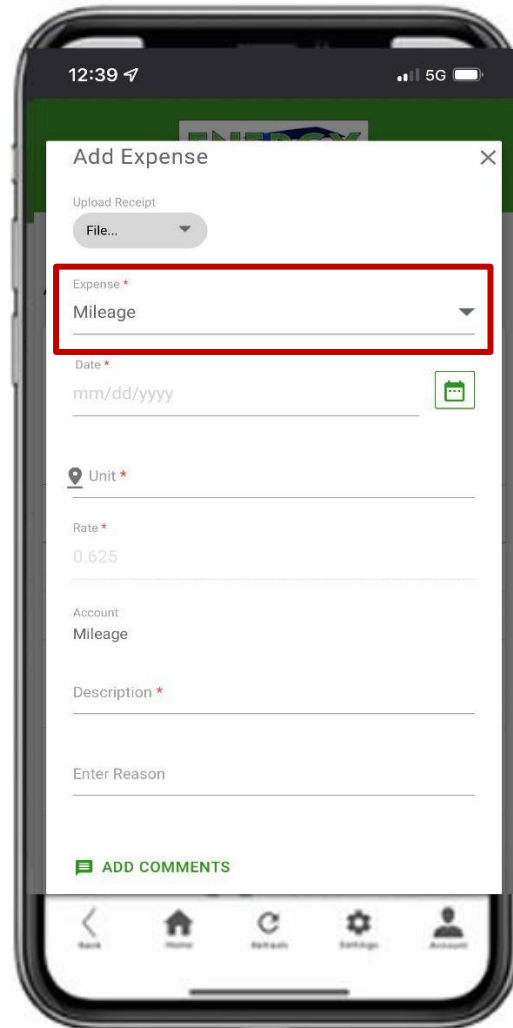
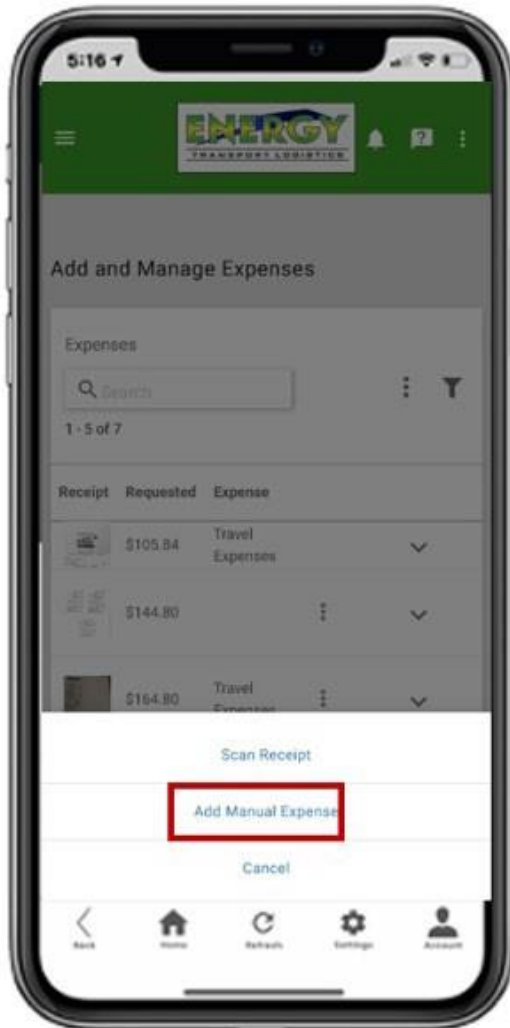
All expense reports will be submitted to primary supervisor, and in some cases, the secondary supervisor, as well.

- 1.) ? Login into Paycom via the mobile app and locate the **Expenses** tile.
- 2.) Select **Add and Manage Expenses**, then select the **blue Add Request** sign at the bottom.



Mobile Guide: How to Submit a Mileage Expense Report

3.) Select **Add Manual Expense**. Under Expenses*, use the dropdown list to choose **Mileage**. This will refresh into a new window.



Mobile Guide: How to Submit a Mileage Expense Report

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

DISREGARD RECEIPT UPLOAD:

A receipt upload is not needed for mileage expenses.

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.

Add Expense

Upload Receipt

File...

Expense* Mileage Date* 02/01/2022

Unit* 150 Rate* 0.585 Account Mileage

Description* PHX-TUS Round Trip

Enter Reason

★ **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.

Mileage Calculator

Total Miles: 226.4

Map Satellite

Phoenix, AZ, USA

Tucson, AZ, USA

Avoid Tolls Avoid Highways Round Trip

USE MY LOCATION

CANCEL ADD MILES

CALCULATE ROUTE

5.) Review and **Submit**.