



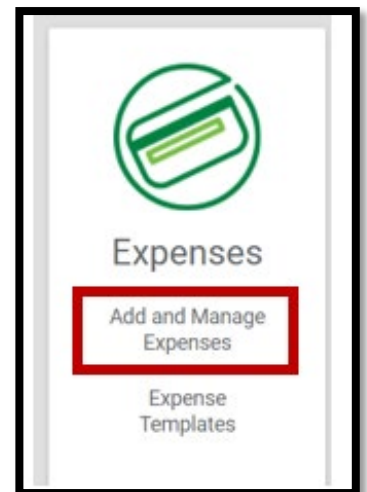
## Desktop Guide: How to Submit a Non-Mileage Expense Report

**Types of non-mileage expenses** can include employee appreciation, office supplies, or travel expenses. A receipt is mandatory for *non-mileage* expenses. The *easiest* way to upload proof of expense from a phone would be via image. 

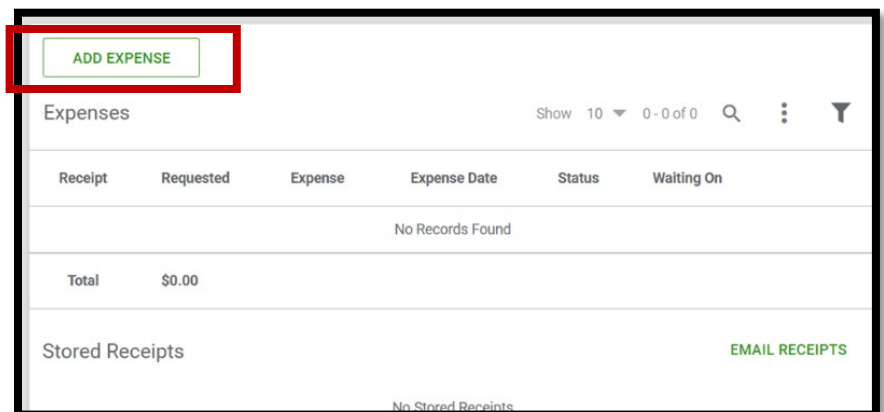
*All expense reports will be approved by the primary supervisor. In some cases, additional approval by the secondary supervisor will be required.*

1.)  Login into Paycom on your *desktop* and locate the **Expenses** tile.

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



3.) Select **Add Expense**.





# Desktop Guide:

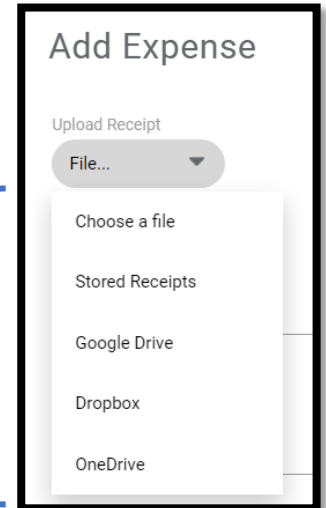
## How to Submit a Non-Mileage Expense Report

3.) Upload your receipt. A receipt is *mandatory*.

**Here are the multiple ways you can upload a receipt.**

From the dropdown list, select one of these ways:

- A) **Choose a file:** Use this option to choose a file from your computer. You will have to scan your receipts into a *.pdf* file. This can be one or multiple pdf files.
  - If multiple files, you will need to hit **Choose a file** multiple times, until all files are uploaded.



- To do so:

- 1.) Choose **Choose a file** option.
- 2.) Choose the media you'd like to upload.
- 3.) View and confirm upload.



The attached files should show underneath the upload path.

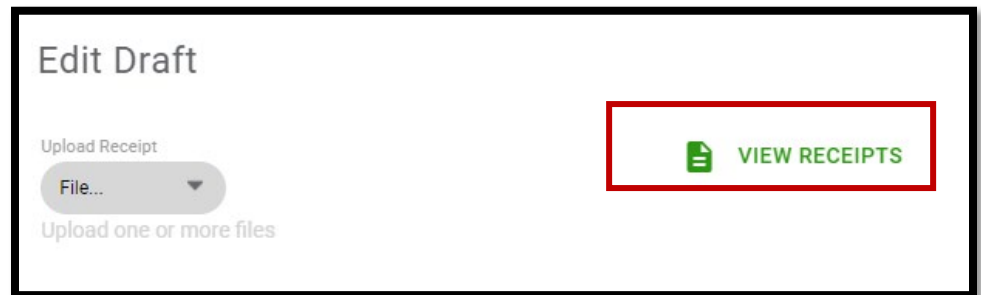
NOTE: You may hit **SAVE**, *after upload*, to create a draft. Locate your expense draft, select the **3 Vertical Dots**, and then **Edit Draft**.

Receipt	Requested	Expense	Expense Date	Status	Waiting On	Approved	Description
	\$144.80		03/03/2022	Draft		\$0.00	
	\$164.80	Travel Expenses	02/10/2022	Denied		\$0.00	Test Mileage Expense 4
	\$58.50	Mileage	02/10/2022	Denied		\$0.00	Test Mileage Expense 3



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4.) Once back into your draft, Select **View Receipts**. Use this second option to confirm upload of all receipts.

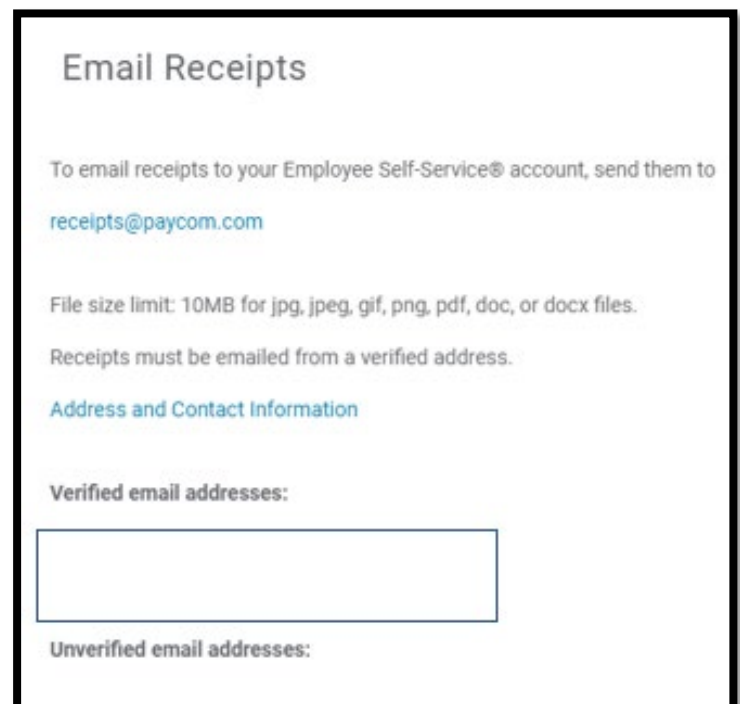
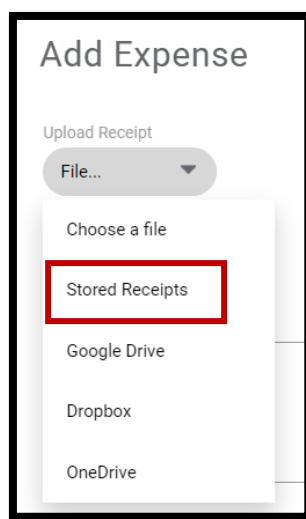


## B) Choose Stored Receipts:

Use this option to take a picture of your receipts and store them on Paycom, until you are ready to submit.

- To do so:

- 1.) Choose **Stored Receipts** option.
- 2.) Email yourself the receipts you'd like to store.





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3.) Once receipts are emailed from a *verified* email address, you can choose the **Stored Receipts** option. All the emailed receipts will populate. Choose **Select** for the desired receipt and repeat, until are receipts are included. Be aware of size limit.

Receipt	Description	Date	Amount	Sent	
	Test Email Receipt			03/14/2022 03:54:10 PM	<b>SELECT</b>
	Test receipt - stored 2		\$9.15	03/14/2022 04:47:17 PM	<b>SELECT</b>

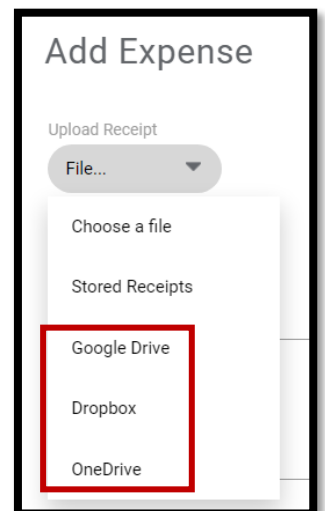
4.) Save to create a draft. Otherwise, review and **submit**.

## C) Google Drive/ Dropbox/ OneDrive:

Use this option upload via google drive, dropbox, or one drive.

- To do so:

- 1.) Choose either the **Google Drive, Dropbox, or OneDrive** option.
- 2.) Login to the third-party source.
- 3.) Choose media.
- 4.) Save to create a draft. Otherwise, review and **submit**.





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No matter what source you choose, make certain all required fields marked with a red asterisk \* are complete.

If an adjustment is needed to the amount, manually update the correct amount.

- **Required Fields:**
  - Expense** – Select the appropriate expense
  - Amount** – Manually enter or adjust
  - Date** – Enter receipt date
  - Description** – Provide the Vender details
  - Reason** – Provide an appropriate reason

The screenshot shows a web form titled "Add Expense" with the following fields and values:

- Upload Receipt \***: File... (button)
- Expense \***: Office Supplies (dropdown menu)
- Date \***: 02/18/2022 (calendar icon)
- Amount \***: \$ 50.00
- Account**: Expense Reimbursement
- Description \***: Office Max
- Enter Reason \***: Toner

At the bottom of the form, there is a green "ADD COMMENTS" button and three buttons: "CANCEL", "SAVE", and "SUBMIT".