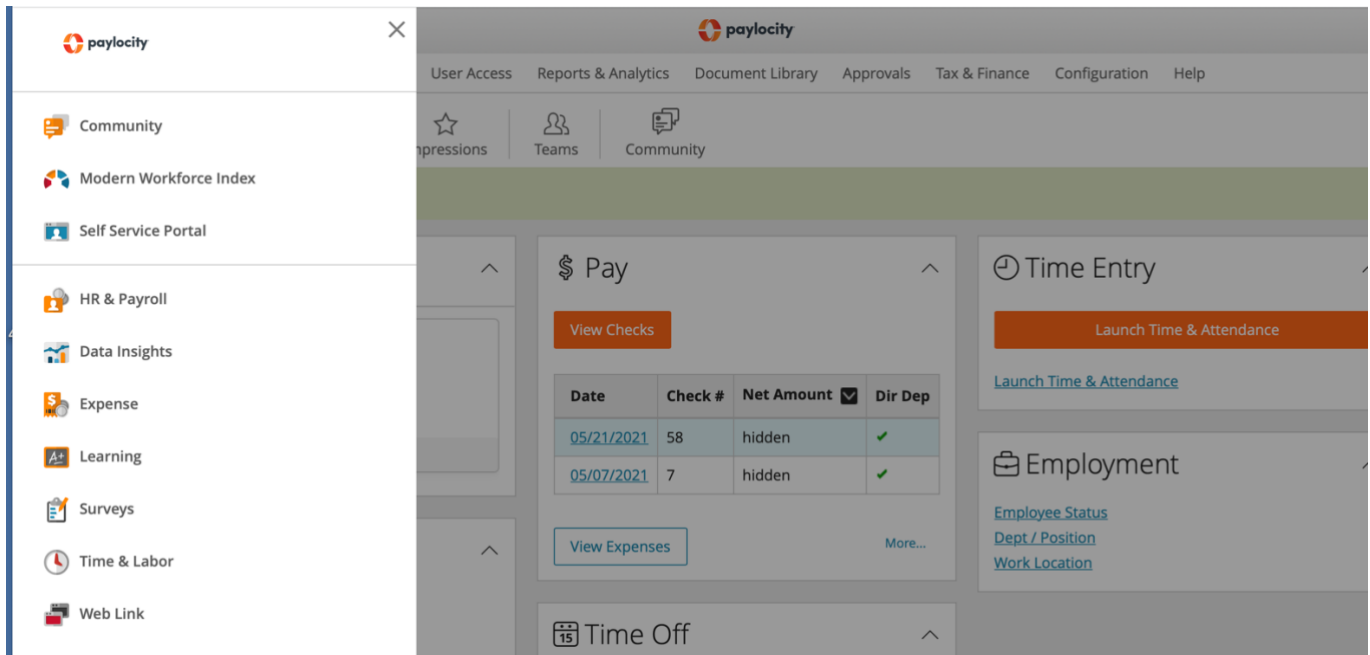


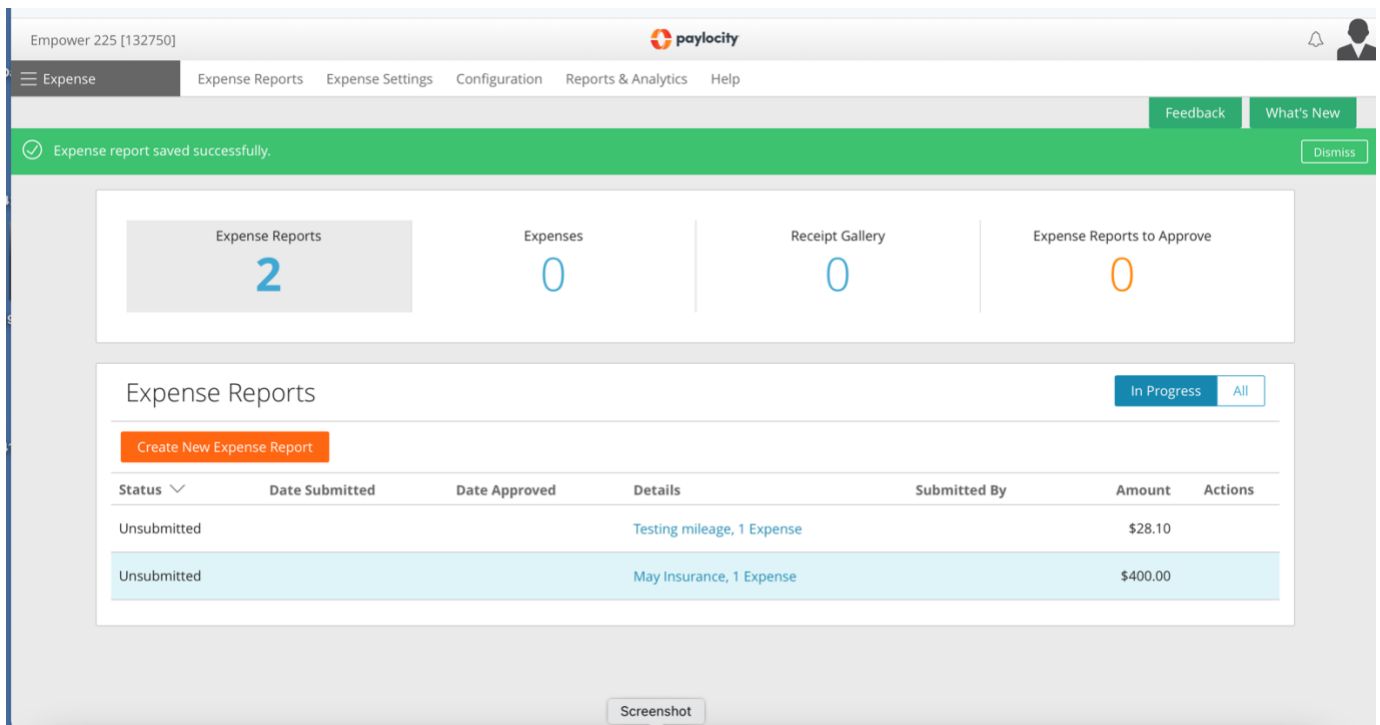
Submitting an expense reimbursement through Paylocity

Log into Paylocity

Using the left menu, select expense



From the expense dashboard, select the orange button 'create new expense report'



To create an expense report, add a report title and business purpose
If you are creating a report with multiple expenses in a month, you can name it June Expenses for example

< Create Expense Report

Save and Close Submit for Approval

Report Title (required) ?
Test

Business Purpose (required)
Test

Event ?
▼

Grant Allo
<Default> ▼

Delete Expense Report

0 Expenses \$0.00
Reimbursable \$0.00

+ Create Expense + Select Saved Expense

Date	Status	Title	Itemized	Amount	Delete
You have not yet created an expense					

Comments ?

+ Add Comment

To create an expense, select 'create expense'
In the new window, add a title for the expense
The expense title is different from the expense report title, as you can enter multiple expenses on a report
Select a category

Create New Expense

Title (required)

Category (required) ?
-- select -- ▼
-- select --
Insurance
Meal
Mileage: Federal Rate
Mileage: State Rate
Other
Travel

Receipts ?

Complete the additional required fields (notes, transaction date, amount and payment method)
Payment method should always be cash
Then add required backup receipts or proof of payment

Create New Expense

Close

Save

Title (required)

Transaction Date (required) ⓘ

Payment Method (required)

Cash (reimbursable) ▾

Category (required) ⓘ

Insurance ▾

Amount (required)

Notes (required) ⓘ

Override Cost Center ⓘ

No

Yes

Itemize? ⓘ

No

Yes

Receipts ⓘ

+ Drop files here to upload, or

For mileage, there is a built-in feature that will calculate the mileage for you
Add your round-trip entries as they are incurred

The screenshot shows the 'Create New Expense' form in the Paylocity system. The form is partially filled out for a mileage entry. The 'Title' is 'Testing mileage', the 'Transaction Date' is '5/31/2021', and the 'Payment Method' is 'Cash (reimbursable)'. The 'Category' is 'Mileage: State Rate'. The 'Calculate Mileage?' checkbox is checked 'Yes'. The 'Beginning Address' is '14418 Caribbean Drive, Gonzales, LA, US' and the 'Ending Address' is '4829 Winbourne Avenue, Baton Rouge, L'. The 'Round Trip?' checkbox is unchecked. A map shows a route between these two addresses. Below the map, the 'Number of Mile' is calculated as 50.17 and the 'Amount (Mile * \$0.560)' is \$28.10. The form also includes a 'Calculate' button and a 'Screenshot' button. The background shows a sidebar with 'Create Expense Report' and a list of expenses.

When complete, save the expense

Notes can also be added to individual expenses

You can then add more expenses to the report, save and close to keep open or submit for approval

Once submitted for approval, the report will be forwarded to your approver

When approved, the expense will be available for direct deposit processing