

# Expense Reports

Instructions on how to create a report, enter expenses (Per Diems & Mileage), and how to submit your weekly expense report.

Reminder: All expense reports must be titled "First Name, Last Name, Week Dates" - Example: John Smith 7/15-7/21. Each payroll cycle should have two reports.

- [Expense Reports](#)

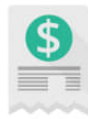
# Expense Reports

Using Paylocity Expense Video: [Click Here](#)

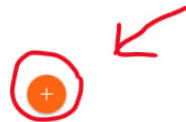
Entering Mileage Video: [Click Here](#)

## CREATING AN EXPENSE REPORT

1. From your mobile app menu (use the hamburger or three lines) and click on the Expense module
2. Create a Weekly Expense Report
  - a. Ensure you are on the "Reports" tab
  - b. Use the Orange + sign in the bottom right- bottom corner to create the report



Click Add Report to start a new expense report.



- c. "New Report" will show on the screen

11:31

Cancel New Report

0 Expenses \$0.00

Created Oct 7

Title required >

Business Purpose required >

Event >

Cost Center Default

Comments >

+ Add Expense

Expenses

Save

- d. Edit "Title"
  - i. This should be your First, Last Name and week dates
  - ii. *Example: Nicole Blum 10/01/-10/07*
- e. Edit "Business Purpose"
  - i. This should be your Frist, Last Name Weekly Expense Report
  - ii. *Example: Nicole Blum Weekly Expense Report*
- f. You do not fill out Event, Cost Center, or Comments
- g. Click "Save" (orange button at the bottom)
  - i. Select "Save for Later"

11:38 LTE

Cancel New Report

0 Expenses \$0.00

Created Oct 7

Title Nicole Blum 10/1-10/...

Business Purpose Nicole Blum Weekly E...

Event >

Cost Center Default

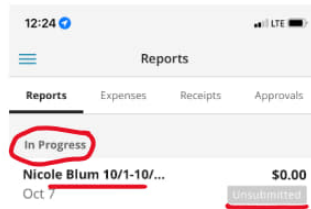
Comments 0 >

+ Add Expense

Expenses



h. It will then show as *unsubmitted* and sitting in your In progress reports

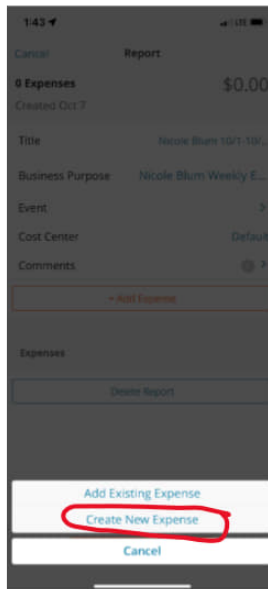


**Note:** You have successfully created your expense report for the week. This is your file folder for the week. You will add expenses to this report throughout the week and manually submit for your manager approval at the end of every week.

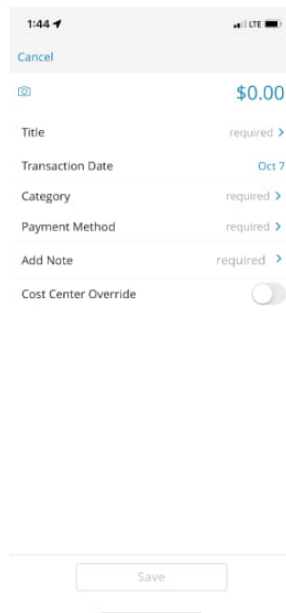
## ENTERING MILEAGE EXPENSES

### To Enter Mileage - Minus your 30 Miles rule or commute deduction

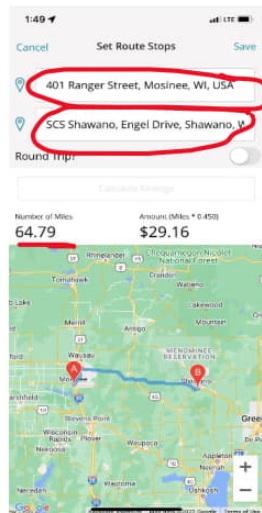
1. Start at your Expense screen
2. Click into your active expense report for the week (currently listed as in progress)
3. Select **+Add Expense** Button
  - a. Select Create New Expense (this will be most of your selections)



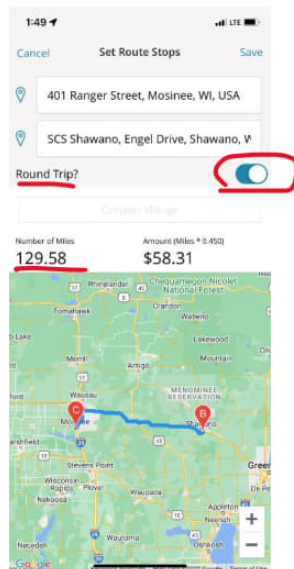
4. Your expense opens (think of this your file inside your expense report folder)



5. Complete all fields "required"
  - a. **Edit Title** – Mileage W/Deduction
  - b. **Transaction Date** – should be the date of travel
  - c. **Category** – Mileage
  - d. **Payment Method** – Cash (reimbursable)
  - e. **Calculate Mileage** – toggle that button
  - f. **Route Map** – Enter Start Location, Enter End Location



- i. It will allow for you to select Round Trip? (toggle if yes)
  1. It will provide you the number of miles
  2. Keep this total top of mind



- g. Subtract your “normal commute” – most cases the 30 miles rule
  - i. *In my example I did 401 Ranger St (as my home address) to SCS Shawano (going to job site location)*
  - ii. *That total is 129.58 miles (without my 30 mile each way deduction)*
  - iii. *Subtracting 60 miles (as this is round trip) (129.58-60 = **69.58 miles**)*
- h. Toggle off the calculate mileage and manually enter to the right of Mile \* \$0.450 that number from the calculation
  - i. **69.58** is what is entered in my example

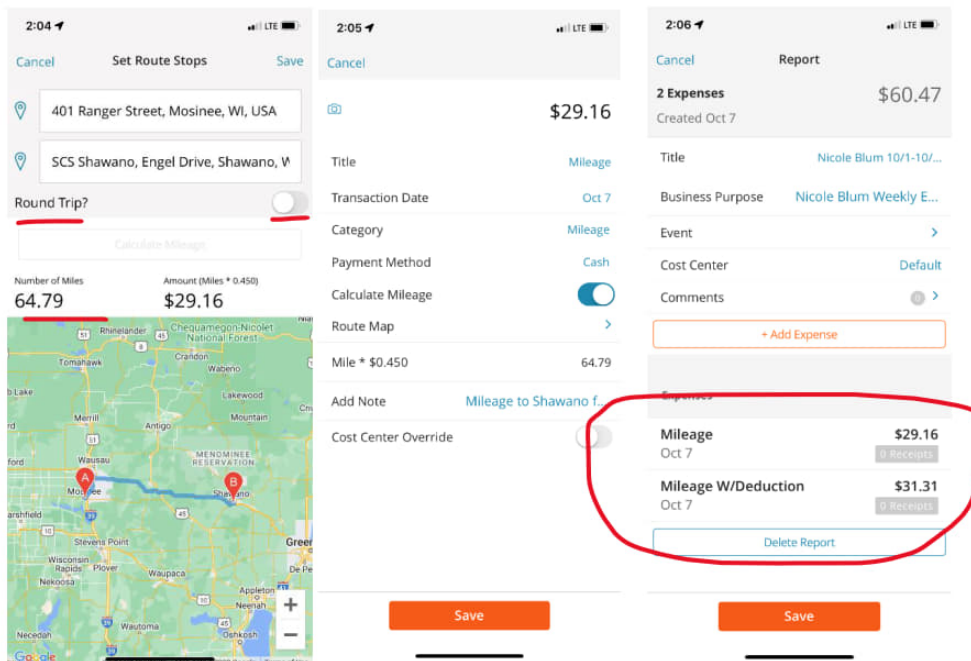
- i. Add a note (required): *Example: Travel to SCS Shawano to work on the job site*
- j. Do not edit cost center override
- k. Check your entries for accuracy
- l. No receipt will be required
- m. Click “Save” (orange button at the bottom)
- n. You will get a confirmation that your expense has been saved successfully
- o. You will see it sitting in your report
  - i. You can edit or change the mileage expense by clicking into it

**Note:** Repeat this as many times as needed for to and from the job site, or to and from multiple job sites. You must enter

mileage for all your travel. You will not be paid mileage if you do not complete these steps.

## To Enter Mileage – Without Any Deductions to Mileage

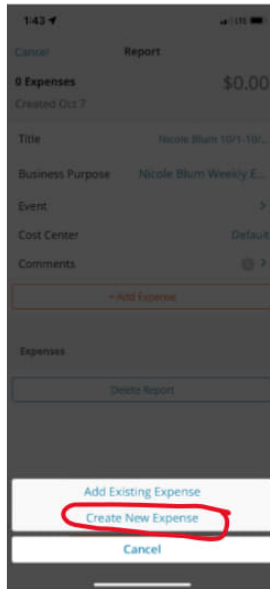
1. Start at your Expense screen
2. Click into your active expense report for the week (currently listed as in progress)
3. Select **+Add Expense** Button
  - a. Select Create New Expense (this will be most of your selections)
4. Your expense opens (think of this your file inside your expense report folder)
5. Complete all fields “required”
  - a. **Edit Title** – Mileage
  - b. **Transaction Date** – should be the date of travel
  - c. **Category** – Mileage
  - d. **Payment Method** – Cash (reimbursable)
  - e. **Calculate Mileage** – toggle that button
  - f. **Route Map** – Enter Start Location, Enter End Location
    - i. It will allow for you to select Round Trip? (toggle if yes)
      1. It will calculate the miles for you
      2. Select “save” in the top right corner
  - g. Add a note (required): Travel to SCS Shawano one way
  - h. Do not edit cost center override
  - i. Check your entries for accuracy
  - j. No receipt will be required
  - k. Click “Save” (orange button at the bottom)
  - l. You will get a confirmation that your expense has been saved successfully
  - m. You will see it sitting in your report
    - i. You can edit or change the mileage expense by clicking into it



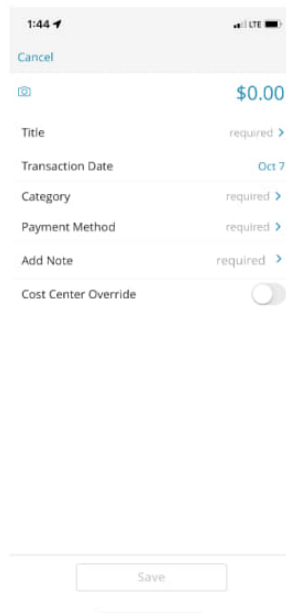
**Note:** Repeat this as many times as needed for to and from the job site, or to and from multiple job sites. You must enter mileage for all your travel. You will not be paid mileage if you do not complete these steps.

## ENTERING PER DIEMS

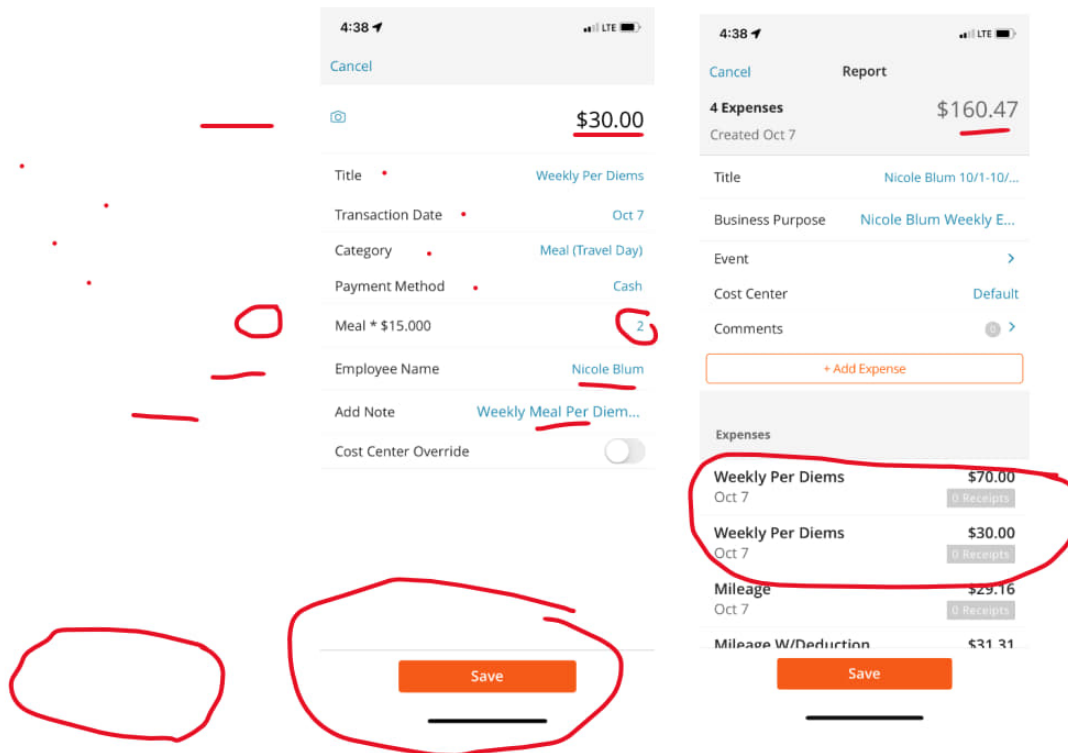
- Start at your Expense screen
- Click into your active expense report for the week (currently listed as in progress)
- Select **+Add Expense** Button
  - a. Select Create New Expense (this will be most of your selections)



- Your expense opens (think of this your file inside your expense report folder)




- Complete all fields “required”
  - a. **Edit Title** – Weekly Per Diems
  - b. **Transaction Date** – Should be the last day of the week you are submitting on
  - c. **Category** – You have two options
    - i. **Meal (Travel Day)** - \$15
    - ii. **Meal (Overnight)** - \$35
      - *In my example we will submit the whole week with the idea you traveled on Mon & Thurs, and Tues-Wed were overnight. So, we will be entering 2 travel day per diems and 2 overnight per diems.*
  - d. **Payment Method** – Cash (reimbursable)
  - e. **Meal \*\$35** – Enter Qty
    - In our example this is 2
    - \$70 total will populate at the top
    - Receipt is not required
  - f. **Employee Name** – Enter Your Name
    - Example: Nicole Blum
  - g. **Add Note:** (required) Weekly Meal Per Diems
  - h. Do not edit (or toggle) Cost Center Override
  - i. Click “Save” (orange button at the bottom)



4:37 LTE

Cancel

 \$70.00

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Title Weekly Per Diems

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Transaction Date Oct 7

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Category Meal (Overnight)

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Payment Method Cash

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Meal \* \$35.000 2

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Employee Name Nicole Blum

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Add Note Weekly Meal Per Diem...

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Cost Center Override

Delete expense

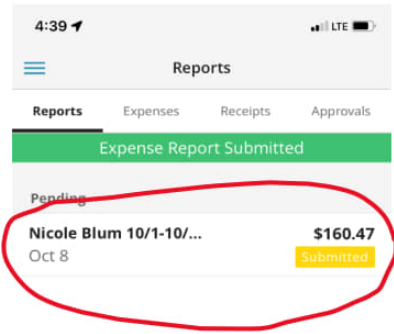
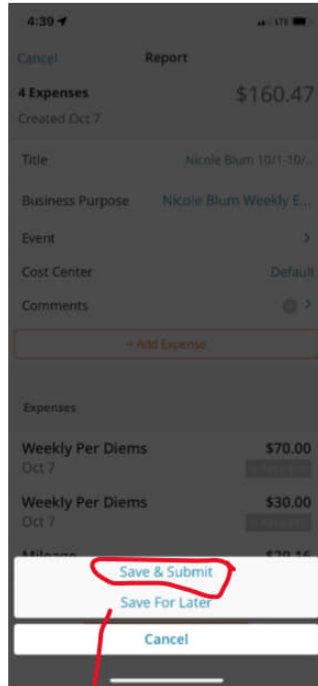
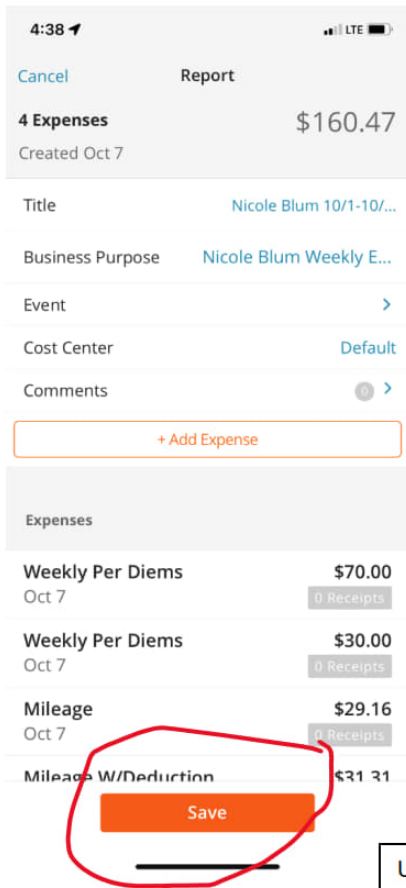
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Save

**SUBMITTING YOUR REPORT AT THE END OF THE WEEK:**

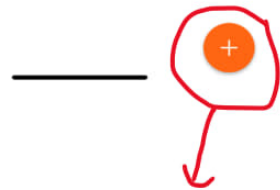
- Start at your Expense screen
- Click into your active expense report for the week (currently listed as in progress)

1. Click "Save" (orange button at the bottom)



You are submitted and it has gone to your manager for approval.

Use Save for Later if you have more things to add yet or need to make changes.  
Save & Submit when you are ready and it will go to your manager for approval.



You will use this to start the process over next week to create your next expense report.