

Create an Expense Report on the Paylocity Website:

- Log into Paylocity
 - Company ID:
 - Bi-Weekly Payroll: 14129
 - Monthly Payroll: 14128
- Navigate to **HR & Payroll > Expense > Expense Reports**
- Select **Create New Expense Report**

The screenshot displays the Paylocity Expense Reports interface. At the top, there is a navigation bar with 'Expense Reports' highlighted. Below this, there are three summary cards: 'Expense Reports' (0), 'Expenses' (0), and 'Receipt Gallery' (0). The main section is titled 'Expense Reports' and includes a 'Create New Expense Report' button. Below the button is a table with columns: Status, Date Submitted, Date Approved, Details, Submitted By, Amount, and Actions. The table is currently empty, showing a message: 'You have not yet created an expense report' with a dollar sign icon.

- Enter a **Report Title**
- Enter the **Business Purpose** – reason for reimbursement
- Select **Create Expense**
- Enter a **Title**
- Select the **Transaction Date** – this is the date the expense occurred
- Payment Method will always be **Cash/Card (reimbursable)**
- Select an option from the **Category** dropdown (Kilts, mileage, etc)
 - For non-mileage categories – enter the dollar amount
 - For mileage – update the necessary fields for mileage amounts. The calculate mileage is only available if category used in Mileage
- Enter any notes – this would also include what GL account the expense should be booked to
- If you would like to add additional line items to the expense, toggle **Yes** in the itemize? box
- Add a receipt to the expense as required:
 - Drag and drop
 - Upload from a local drive on the computer
 - Select from the receipt gallery
- Click **Save**

Create New Expense

Close

Save

Details

Title (required)

Transaction Date (required)

Payment Method (required)

Category (required)

Amount (required)

Notes (required) ?

0 Characters

Override Cost Center / Job? ?

Itemize? ?

Receipts

+ Drop files here to upload, or

You can upload up to 20 receipts at a time (up to 20MB total)

- Add any additional expenses if applicable
- Select **Submit for Approval**

[< Edit Expense Report](#)

Report Title (required) ?

2 Expenses

\$43.00

Reimbursable \$28.00

Business Purpose

[+ Create Expense](#)

[+ Select Saved Expense](#)

Event ?

Division

Department

Date	Status	Title	Itemized	Amount	Delete
06/14/2021	<input checked="" type="checkbox"/>	Drive, Mileage	No	\$28.00	<input type="button" value="X"/>
06/23/2021	<input checked="" type="checkbox"/>	Meal, Meal	No	\$15.00	<input type="button" value="X"/>

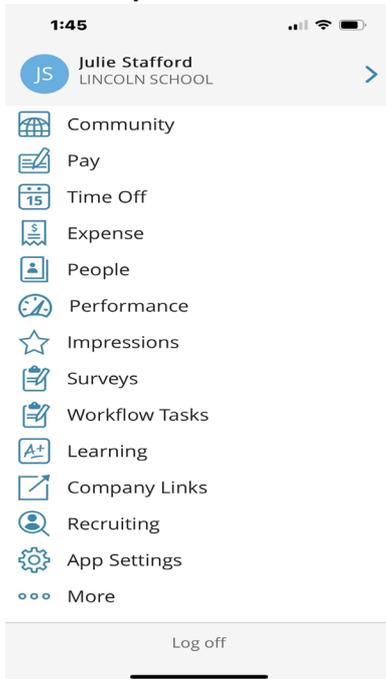
Comments ?

[+ Add Comment](#)

Once you have submitted your request, it will then go to manager for approval.

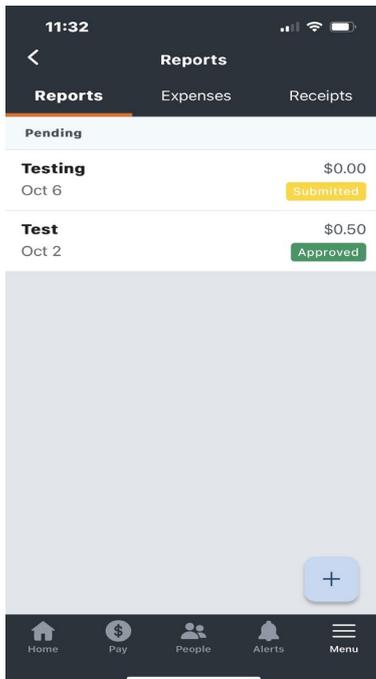
Create an Expense Report on the Paylocity Mobile App:

- Log into Paylocity Mobile App
 - Company ID:
 - Bi-Weekly Payroll: 14129
 - Monthly Payroll: 14128
- Click on **Expense** in the menu



Note: you will only need to complete an expense report, you will not need to go to the expenses section of this page as the whole reimbursements will be done within the *Reports* section.

- Then click on the **+** in the bottom right hand corner



- Enter the appropriate information (title, business purpose, cost center)

11:32

Cancel New Report

0 Expenses \$0.00
Created Oct 11

Title required >

Business Purpose required >

Event >

Cost Center Default

Comments 0 >

+ Add Expense

Expenses

Save

Home Pay People Alerts Menu

- Click **+Add Expense** – choose create new expense

11:33

Cancel New Report

0 Expenses \$0.00
Created Oct 11

Title Test

Business Purpose test

Event >

Cost Center Default

Comments 0 >

+ Add Expense

Expenses

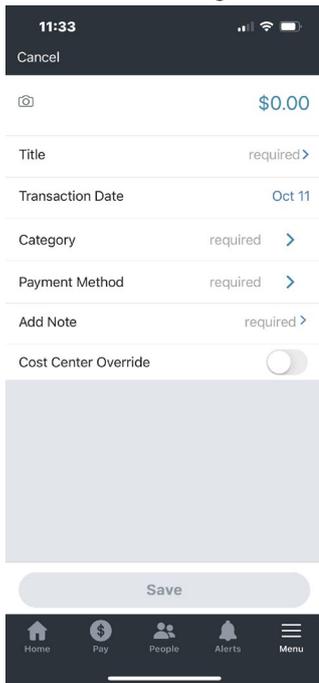
Add Existing Expense

Create New Expense

Cancel

Home Pay People Alerts Menu

- Enter the following information and you can click the camera  to upload the receipt(s)



11:33

Cancel

 \$0.00

Title required >

Transaction Date Oct 11

Category required >

Payment Method required >

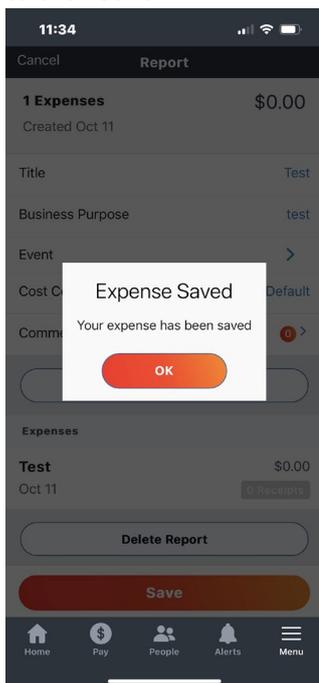
Add Note required >

Cost Center Override

Save

Home Pay People Alerts Menu

- After you have completed all of the required fields and uploaded your receipt(s), you will want to click **Save**



11:34

Cancel Report

1 Expenses \$0.00

Created Oct 11

Title Test

Business Purpose test

Event >

Cost C Default

Comm >

Expense Saved

Your expense has been saved

OK

Expenses

Test \$0.00

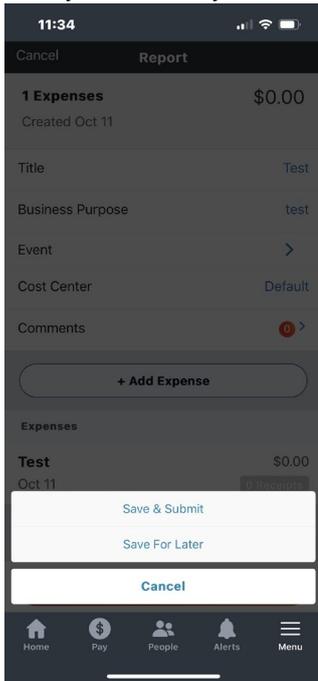
Oct 11 

Delete Report

Save

Home Pay People Alerts Menu

- Now you are ready to submit your expense reimbursement for approval



Once you have submitted your request, it will then go to manager for approval.