

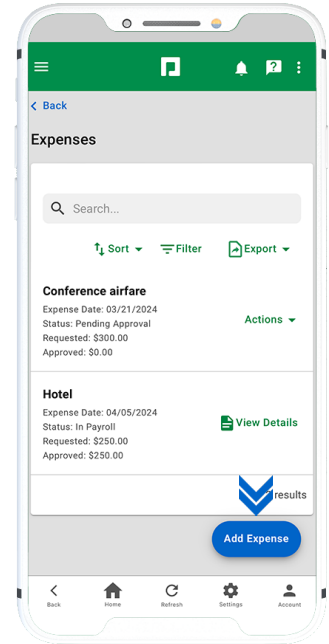
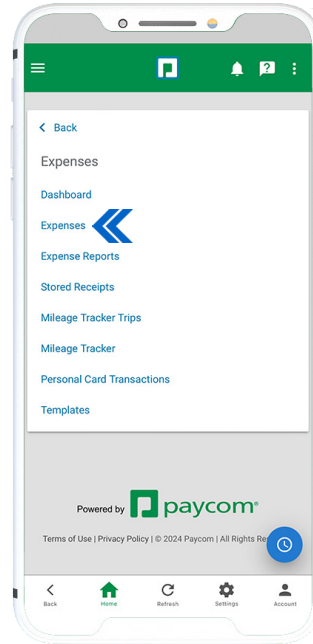
# Show Me How

## to Add Expenses

### EXPENSE MANAGEMENT

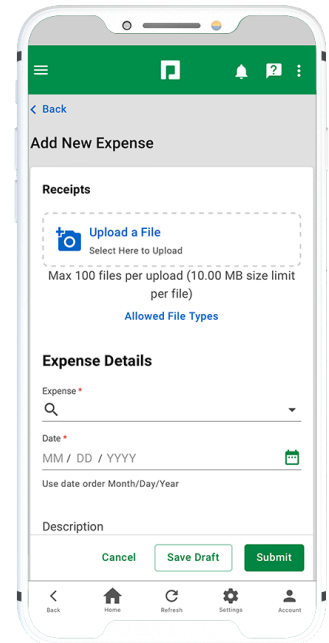
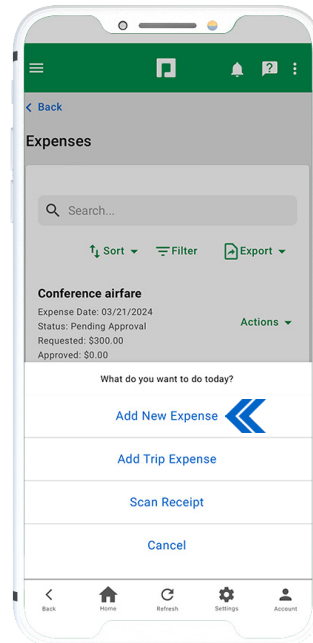
#### STEP 1

Log in to the Paycom app. Tap Expenses > Expenses and tap "Add Expense."



#### STEP 2

Tap "Add New Expense" and complete the required fields noted by a red asterisk.



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

# Show Me How

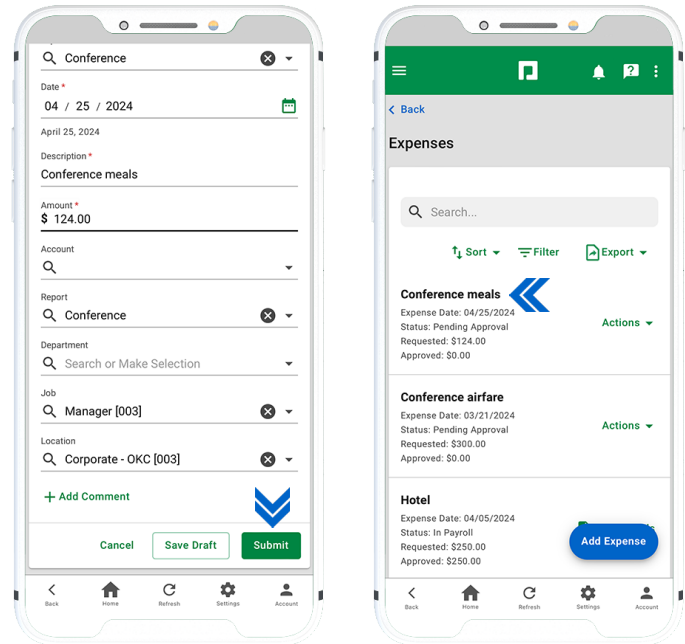
## to Add Expenses

### EXPENSE MANAGEMENT

#### STEP 3

Tap "Save Draft" to return to the expense and make changes.

When finished, tap "Submit." The new expense appears in "Expenses."



*Upload receipts as soon as items are purchased. Do not wait until the end of the month to submit for reimbursement.*

OATS Transit available expense categories to choose from include:

- **Bus washes-** bus number & date of wash required.
- **Driver Expenses-** Receipt required.
- **Fuel/Gas-** use in emergency only when company card is not working. Receipt required.
- **Vehicle Repair Items-** Receipt required.
- **Office Supplies-** Receipt required.

*See expense reimbursement policy for full details.*