

Expenses in My Expenses

To manage your new expenses and trip expenses, click “Expenses” from the Expenses tile. For your convenience, you can also access the Expenses screen through the navigation bar at the top of the screen.







Expenses

Dashboard



Expenses

Corporate Card Expenses

Expense Reports

Stored Receipts

Mileage Tracker Trips

Corporate Card Transactions

Personal Card Transactions

Templates

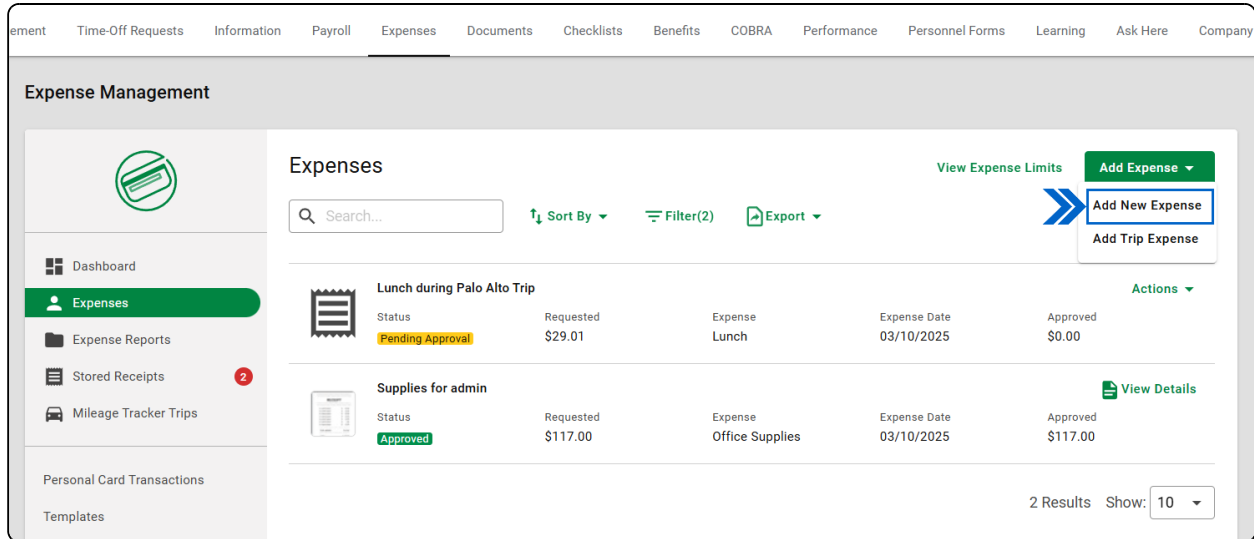
Paycom regularly updates and improves functionality to meet client needs and expectations, which may result in differences between the content of these materials and actual system functionality. The information in this guide does not constitute legal or professional advice.



On this screen, you can add new expenses and manage previously submitted expenses and stored receipts

Add Expenses

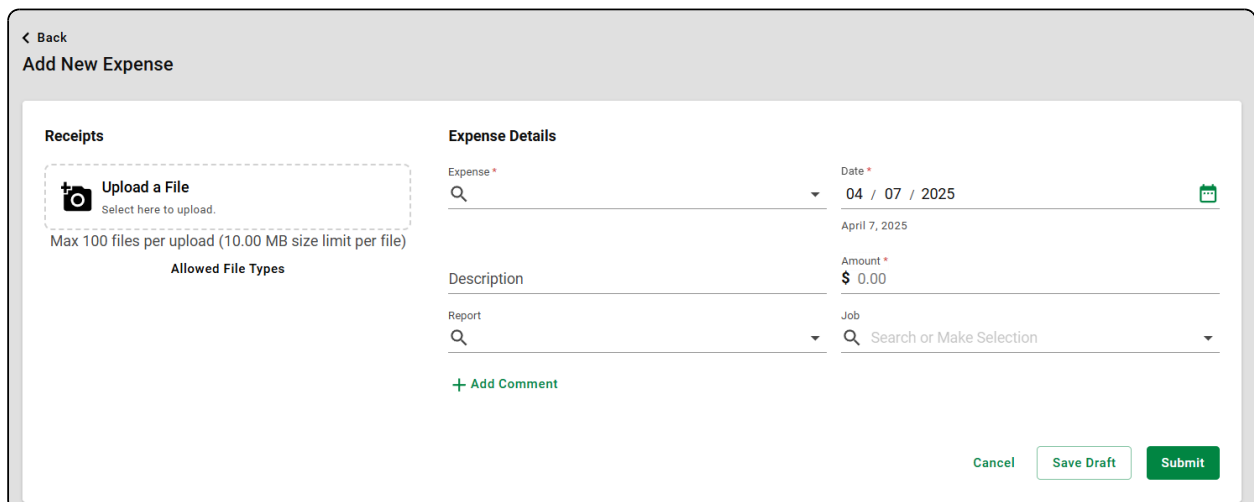
To add an individual expense, select "Add New Expense" from the Add Expense drop-down menu.



Enter the expense details in the Add New Expense screen. The following details are required:

- **Upload Receipt:** Depending on your supervisor, a receipt may not be required.
- **Expense:** Select an expense category based on the expense limits set by your supervisor.
- **Date:** When the expense incurred.
- **Amount:** Dollar amount spent on this expense.
- **Description:** Enter a brief description to help differentiate this expense from others. Depending on your supervisor, a description may not be required.

You can also add an expense by sharing a photo or file to the Paycom app.



Expense reports group individual expenses for quick submission. To add the expense to a report, make the appropriate selection from the Report drop-down menu.

To learn how to create and manage expense reports, please see the Expense Reports.

If you are required to upload a receipt with the expense, click the "Upload a File" hyperlink and choose a file or the location where your expense is saved. If you are missing a required receipt, click the "Missing Receipt" checkbox.

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Receipts

Expense Details

Expense * Office Supplies Date * 04 / 07 / 2025

Description * Supplies for admin Amount * \$ 117.00

Account Report

Job Search or Make Selection

+ Add Comment

Cancel Save Draft Submit

An acknowledgment pop-up appears to allow you to acknowledge that one or more required receipts are missing and you are attesting that the expense details are accurate. This pop-up also allows you to provide a reason why you are missing a receipt. Click “Acknowledge” to confirm the missing receipt.

Acknowledgement X

I acknowledge that one or more required receipts are missing and attest that the expense details are accurate.

Please provide details below for any missing receipts.

Reason (Optional)

Cancel Acknowledge


After you acknowledge a missing receipt, a statement appears below the Missing Receipt option and details the date of the acknowledgment



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Add New Expense

Receipts

 **Upload a File***
Select here to upload.

Max 100 files per upload (10.00 MB size limit per file)

Allowed File Types

Missing Receipt

On 04/07/2025, JESSICA SMITH acknowledged that a required receipt is missing and the expense details are accurate.

When finished, click "Submit." Or, if you're not ready to submit the expense, click "Save Draft." The expense will save on the Expenses screen in "Draft" status so you can submit it later.



< Back
Add New Expense

Receipts

Receipt.png

RECEIPT

1x Lorem ipsum	\$ 35.00
2x Lorem ipsum	\$ 15.00
1x Lorem ipsum	\$ 30.00
1x Lorem ipsum	\$ 10.00
2x Lorem ipsum	\$ 10.00
1x Lorem ipsum	\$ 7.00
1x Lorem ipsum	\$ 10.00
TOTAL AMOUNT	\$ 117.00
CASH	\$ 200.00
CHANGE	\$ 83.00

THANK YOU

Add Receipt

Missing Receipt

Expense Details

Expense * Office Supplies

Date * 04 / 07 / 2025

April 7, 2025

Description * Supplies for admin

Amount * \$ 117.00

Account

Job Search or Make Selection

+ Add Comment

Cancel Save Draft Submit

The expense will save on the Expenses screen in "Draft" status so you can submit it later. If an expense was saved as a draft, select "Edit" from the Actions drop-down menu to edit the expense.

Expense Management

Expenses

Search... Sort By Filter(2) Export

Expense	Status	Requested	Expense	Expense Date	Approved	Actions
Lunch during Palo Alto Trip	Pending Approval	\$29.01	Lunch	03/10/2025	\$0.00	Edit, Delete, View Details
Supplies for admin	Approved	\$117.00	Office Supplies	03/10/2025	\$117.00	

2 Results Show: 10

Once complete, you can view the status of the submitted expense on the Expenses screen. Click "View Details" to see the expense's details.



Expense Management

Expenses View Expense Limits Add Expense

Search... Sort By Filter(2) Export

Lunch during Palo Alto Trip					Actions
Status	Requested	Expense	Expense Date	Approved	
Pending Approval	\$29.01	Lunch	03/10/2025	\$0.00	

Supplies for admin					View Details
Status	Requested	Expense	Expense Date	Approved	
Approved	\$117.00	Office Supplies	03/10/2025	\$117.00	

2 Results Show: 10

A pop-up window displays the details.





Expense Details ✕

Lunch during Palo Alto Trip

lunch receipt.png



Status

Pending Approval

Requested Amount

\$39.01

Expense

Lunch

Expense Date

10/14/2025

Expense Details

Waiting On

CARR, CHARLOTTE (hcarr)

Approved Amount

\$0.00

Estimated Check Date

Pending

Date Submitted

11/12/2025

Team Lunch

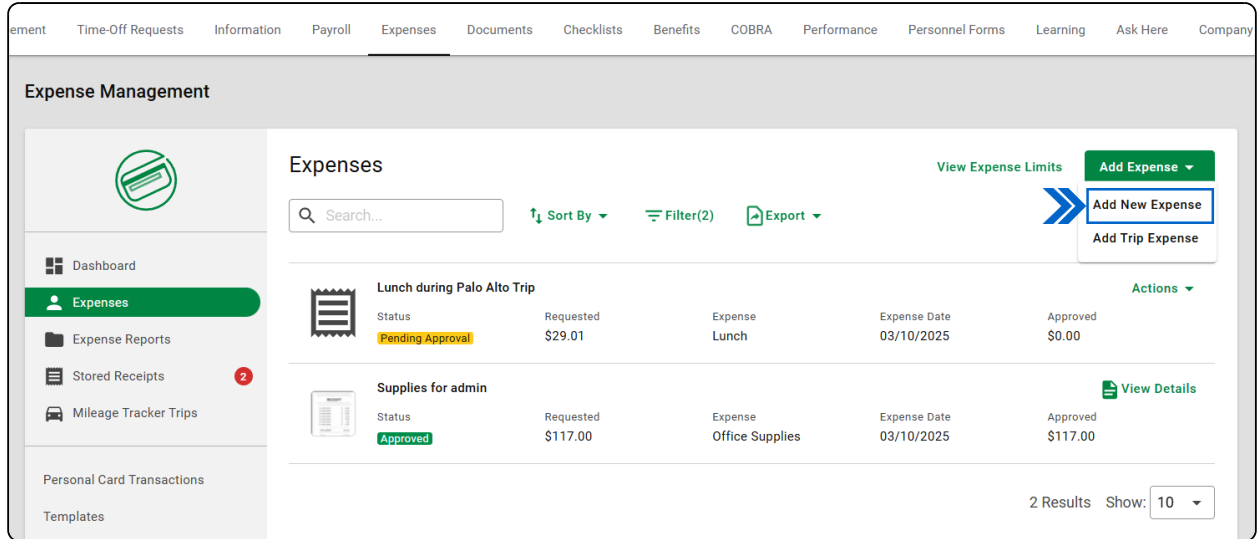
Client Expense

Paycom's Expense Management tool improves functionality to meet client needs and expectations, which may result in differences between the content of these materials and actual system functionality. The information in this guide does not constitute legal or professional advice.



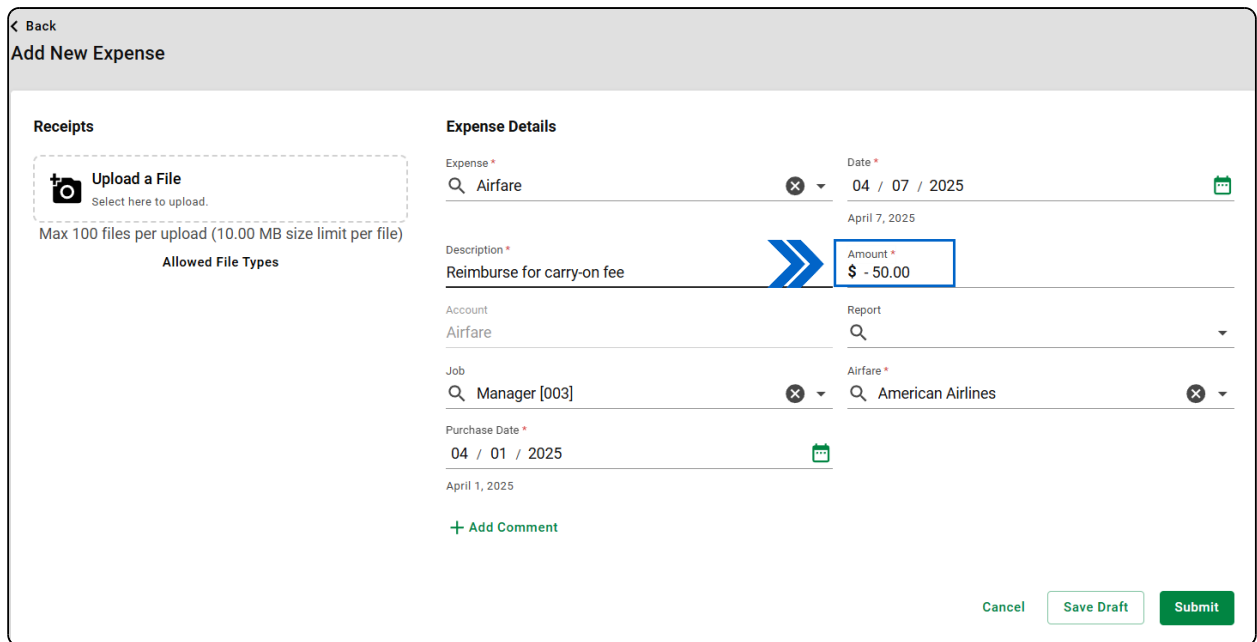
Add an Expense with a Negative Amount

At times, you may need to use company funds for personal expenses and then reimburse your company. You can do this by entering a negative amount when adding an expense. To begin, select "Add New Expense."



Enter the negative amount in the Amount field and complete all necessary fields in the Add New Expense screen.


When finished, click "Submit." Or if you're not ready to submit the expense, click "Save Draft." The expense will save on the Expenses screen in "Draft" status so you can submit it later.



Once complete, the negative expense displays on the Expenses screen.



Expense Management



Expenses

Sort By ▾
Filter(2)
Export ▾

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Add Expense ▾

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Reimburse for carry-on fee					View Details
Status	Approved	Requested	Expense	Expense Date	Approved
		-\$50.00	Airfare	04/07/2025	-\$50.00

Lunch during Palo Alto Trip					Actions ▾
Status	Requested	Expense	Expense Date	Approved	
	Pending Approval	\$29.01	Lunch	03/10/2025	\$0.00

Supplies for admin					View Details
Status	Approved	Requested	Expense	Expense Date	Approved
		\$117.00	Office Supplies	03/10/2025	\$117.00

3 Results Show: 10 ▾

