

# MAINLINE

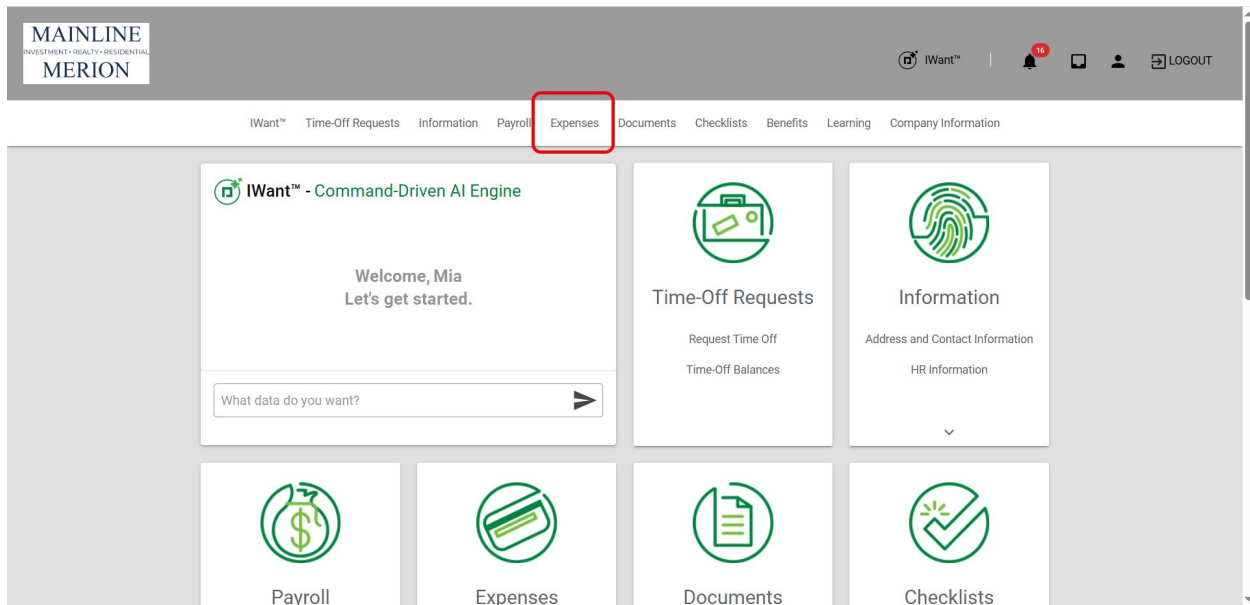
INVESTMENT • REALTY • RESIDENTIAL

# MERION

Rel. April 2026

## Using Paycom Expense Management

- Login to the Paycom Employee Self-Service (ESS). Paycom ESS:  
<https://www.paycomonline.net/v4/ee/web.php/app/login>
- Go to **Expenses > Expenses**.



Welcome, Mia  
Let's get started.

What data do you want? ▶

**Payroll**  
View Pay Stubs  
Approve My Check®

**Expenses**  
Dashboard  
Expenses

**Time-Off Requests**  
Request Time Off  
Time-Off Balances

**Documents**  
My Documents  
Company Resources

**Information**  
Address and Contact Information  
HR Information

**Checklists**  
My Checklists

Select "Add New Expense":

The screenshot shows the Mainline Merion web application interface. At the top left is the logo for MAINLINE INVESTMENT-REALTHY-RESIDENTIAL MERION. The top right contains navigation icons for IWant™, a notification bell with a red '16', a mobile device icon, a user profile icon, and a share icon. Below this is a horizontal menu with items: IWant™, Time-Off Requests, Information, Payroll, Expenses (which is underlined), Documents, Checklists, Benefits, Learning, and Company Information. The main content area is titled "Expense Management" and features a sidebar on the left with a credit card icon and a "Dashboard" link. The central "Expenses" section includes a search bar with a magnifying glass icon and the text "Search...", followed by "Sort By" with a dropdown arrow, "Filter(2)" with a dropdown arrow, and "Export" with a dropdown arrow. A blue button labeled "Add New Expense" is located in the top right corner of the main content area and is enclosed in a red rectangular box.

**Provide or upload the details about your business expenses as follows.**

- **Receipts** – Upload a file(s) of your receipt(s) if applicable. You can upload a document or image. Receipts are REQUIRED for most business expense types.
  - *Note: For common travel expenses like bridge tolls, you can keep a file that lists current toll fees and use this as your toll receipt.*

**Expense Details:**

- **\*Expense** – This is the type of business expense, i.e., mileage, meals, air/train travel, etc. You can search for the appropriate expense type in the Expense field. The expense type information is required.
- **\*Date** – Select the date when the expense occurred. The date is required.
- **Description** – Add a brief description about the business expense, i.e., “Mileage for travel to/from Meeder Flats in Cranberry Township, PA.”
- **\*Amount** – Enter the amount of the business expense. This information is required. (Please note that your mileage reimbursement amount will be automatically calculated by the Paycom system. The mileage reimbursement rate is based on the current IRS standard mileage rate.)
- **\*Department** – Select the department where the expense should be allocated (including MRM). This information is **required**.
  - **MLIP & MRA: Departments (Options):**
    - **100** – MLIP Private Equity
    - **200** – MRA Real Estate
    - **910** – MLIP Corporate Finance
    - **915** – MLIP Partnership Account
    - **960** – MLIP Legal
    - **961** – MRA Legal
    - **700** – ML Owners
    - **(299) Other Expense MRM** (For use by MRA or MLIP) – Use this department to allocate a **business expense** to MRM.
    - **(998) Other Expense MRM Legal** (For use by MRA or MLIP Legal) – Use this department to allocate a business **legal expense** to MRM.
- **Add Comment** – Especially if the expense that you are requested is repaid is for Merion Residential (i.e., MRM), you should include a comment. This is optional for other company expenses.
- Select **“Submit”** to send your expense reimbursement request to the Merion/MainLine payroll team for review and processing.
- Once approved, the expense reimbursement amount will be **paid to you via direct deposit** on the next available payroll date.

## Adding an Expense:

The screenshot shows the 'Add New Expense' form in the MAINLINE MERION system. The form is divided into two main sections: 'Receipts' and 'Expense Details'. Red arrows point to the following elements:

- Receipts:** The 'Upload a File' button and the 'Allowed File Types' link.
- Expense Details:** The 'Expense' search field, the 'Date' field (set to 04 / 15 / 2026), the 'Description' field, the 'Amount' field (set to \$ 0.00), the 'Department' search field, and the 'Submit' button.

Additional form elements include a 'Back' link, a navigation menu (IWant™, Time-Off Requests, Information, Payroll, Expenses, Documents, Checklists, Benefits, Learning, Company Information), and a 'Use Currency Conversion' checkbox.

## Selecting a Department to Allocate an Expense:

This screenshot shows the 'Add New Expense' form with the 'Department' dropdown menu open. A red circle highlights the dropdown list, and a red arrow points to the 'Department' label. The dropdown menu contains the following options:

- 960 - MLIP Legal - [960]
- 961 - MRA Legal - [961]
- ML Owners - [700]
- Other Expense MRM - For use by MRA or MLIP Only - [299]
- Other Expense MRM Legal - For use by MRA or MLIP Legal Only - [998]

The form also shows the 'Expense' search field, the 'Date' field (set to 04 / 20 / 2026), the 'Description' field, and the 'Amount' field (set to \$ 0.00). A 'Back' link and a navigation menu are also visible.

**Additional Resource:**

- See the Expenses in My Expenses Paycom resource document.