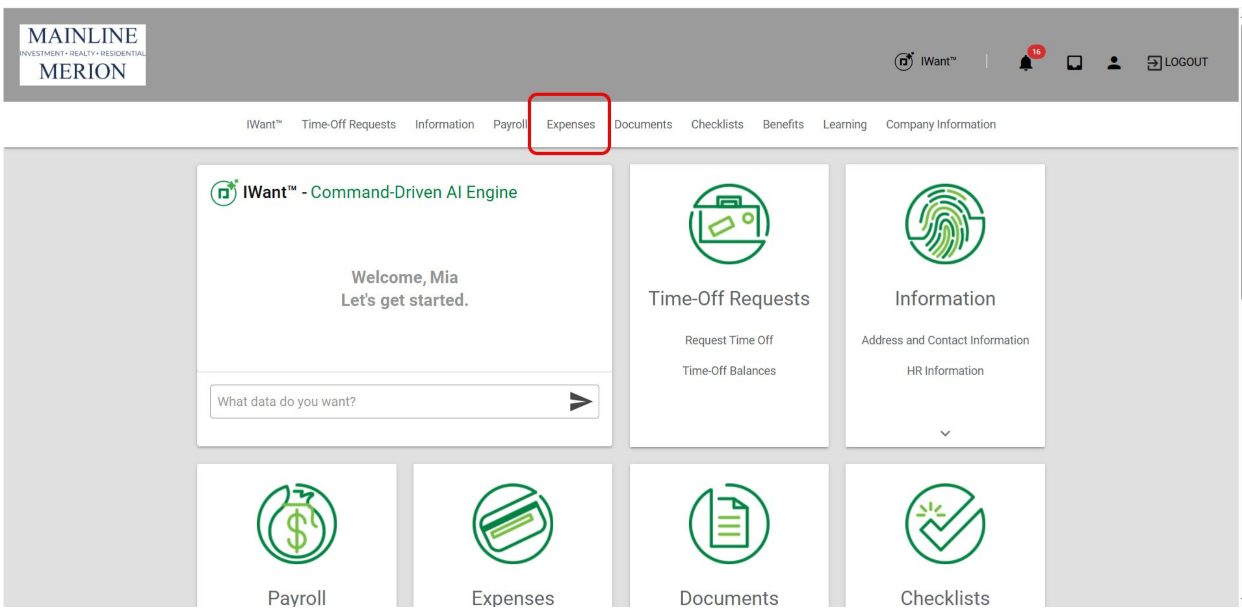
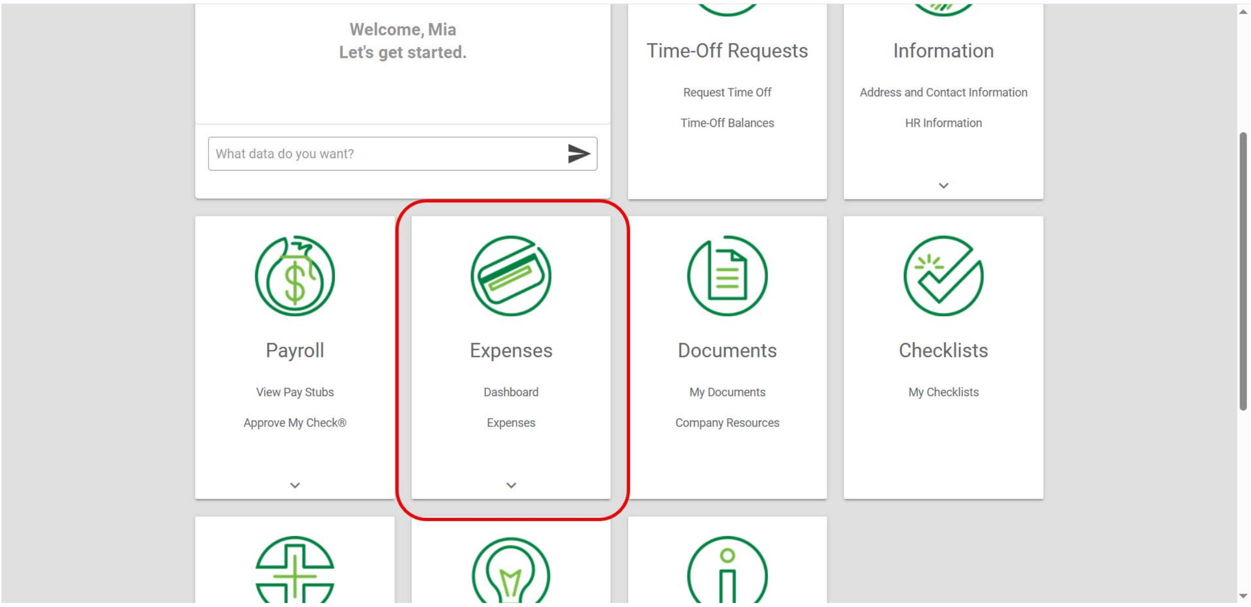
MAINLINE
INVESTMENT • REALTY • RESIDENTIAL
MERION

Rel. April 2026

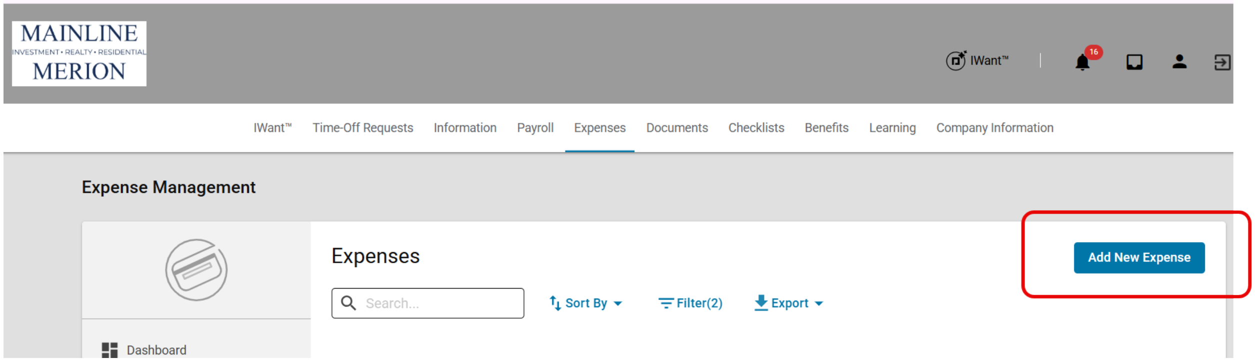
Using Paycom Expense Management

- 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?
Time-Off Requests
Request Time Off
Time-Off Balances
Information
Address and Contact Information
HR Information
Payroll
View Pay Stubs
Approve My Check®
Expenses
Dashboard
Expenses
Documents
My Documents
Company Resources
Checklists
My Checklists

Select “Add New Expense”:



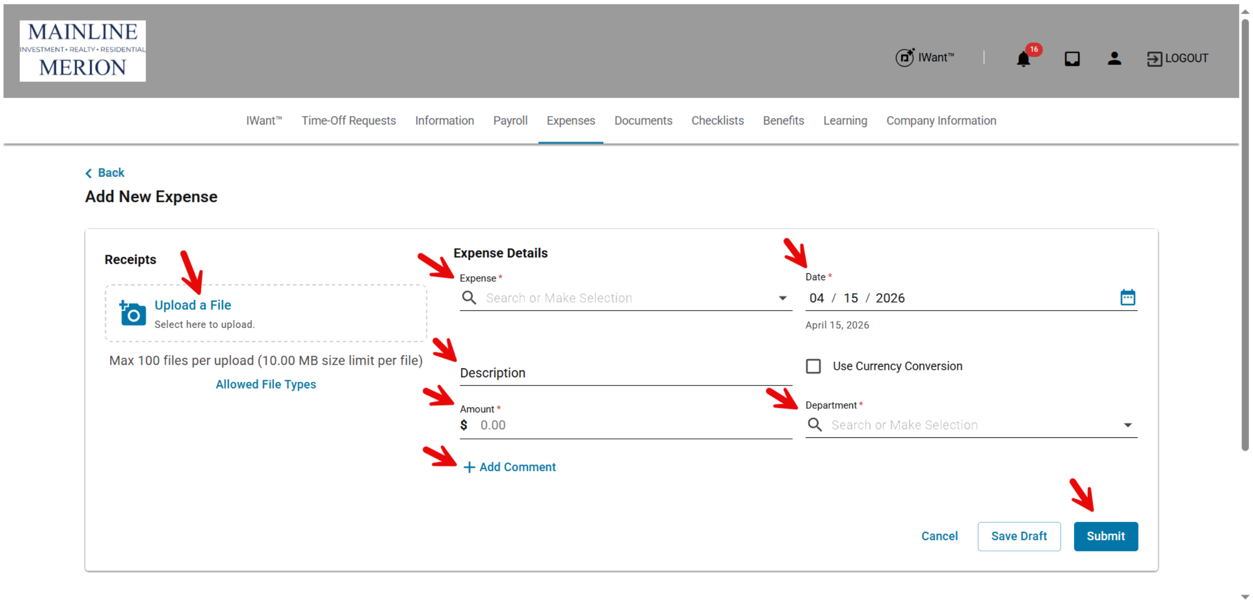
Provide or upload the details about your business expenses as follows.

- **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.*

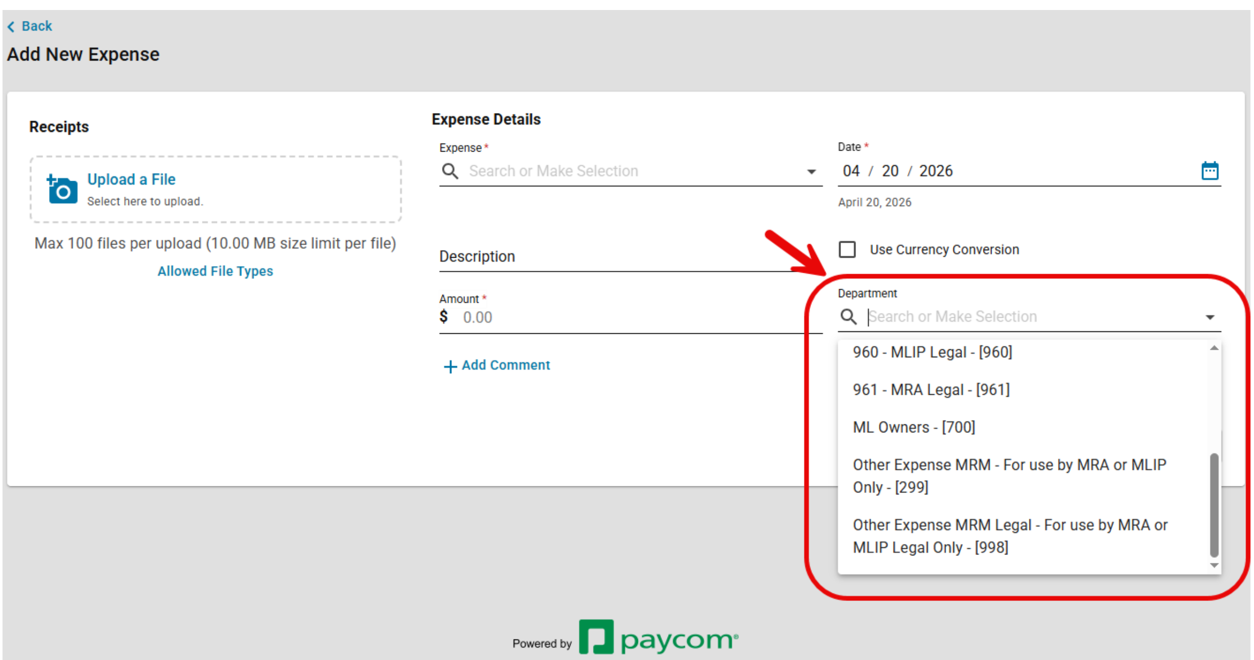
Expense Details:

- ***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:



Selecting a Department to Allocate an Expense:



Additional Resource:

- See the Expenses in My Expenses Paycom resource document.