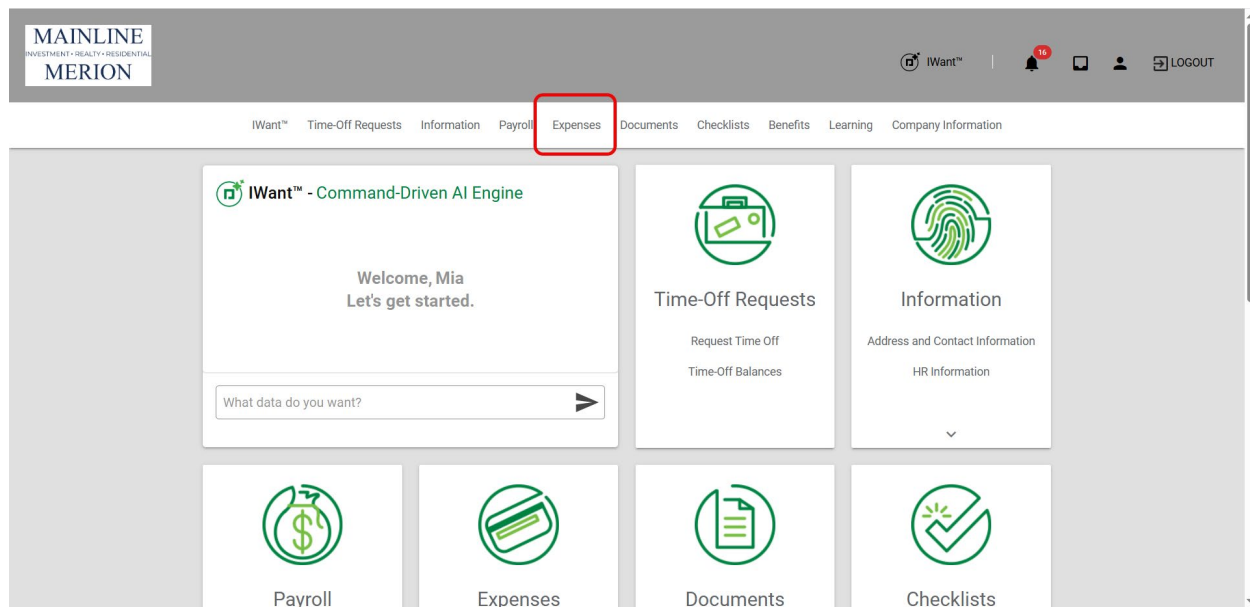


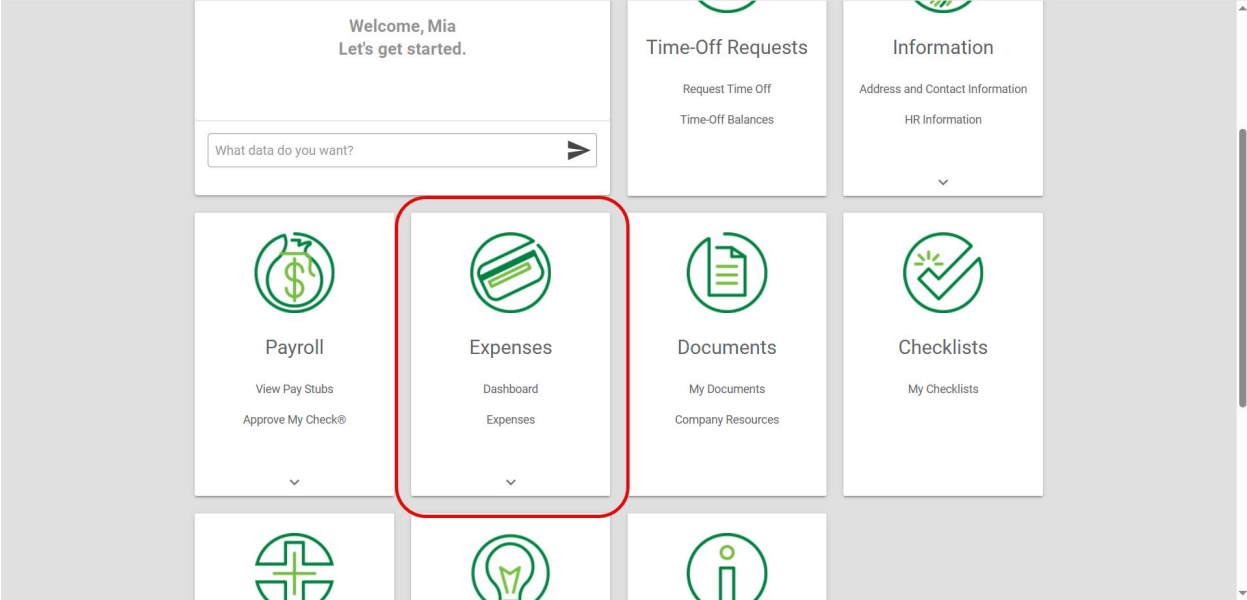
MAINLINE INVESTMENT • REALTY • RESIDENTIAL MERION

Rel. April 2026; Rev. June 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**.





Select **Add New Expense**:

The screenshot shows the Mainline Merion web application interface. At the top, there is a header bar with the Mainline Merion logo on the left and navigation icons on the right. Below the header is a horizontal menu with various options: IWant™, Time-Off Requests, Information, Payroll, Expenses (which is currently selected), Documents, Checklists, Benefits, Learning, and Company Information. The main content area is titled 'Expense Management'. On the left side of this area is a sidebar with a 'Dashboard' link. The central part of the page is titled 'Expenses' and contains a search bar, a 'Sort By' dropdown, a 'Filter(2)' button, and an 'Export' button. A red rectangle highlights the 'Add New Expense' button located in the top right corner of the 'Expenses' section.

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IWant™ | 16

IWant™ Time-Off Requests Information Payroll **Expenses** Documents Checklists Benefits Learning Company Information

Expense Management

Expenses

Search...

Sort By Filter(2) Export

Add New Expense

Dashboard

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: *Required field.

- ***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
 - All the **Merion Residential properties** should display in the dropdown by location name, i.e., Eagle Ridge, The Ledges, MRM Home Office/PA, etc.
- **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:

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IWant™ | 16 | LOGOUT

Time-Off Requests | Information | Payroll | **Expenses** | Documents | Checklists | Benefits | Learning | Company Information

[Back](#)

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](#)

Expense Details

Expense *

Date *

April 15, 2026

☐ Use Currency Conversion

Description

Amount *
\$ 0.00

Department *

[+ Add Comment](#)

[Cancel](#) [Save Draft](#) [Submit](#)

Selecting a Department to Allocate an Expense:

[Back](#)

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](#)

Expense Details

Expense *

Date *

June 24, 2026

☐ Use Currency Conversion

Description

Amount *
\$ 0.00

[+ Add Comment](#)

Department

- 910- MLIP Corporate Finance - [910]
- 915 - MLIP Partnership Account - [915]
- 960 - MLIP Legal - [960]
- 961 - MRA Legal - [961]
- Carillon Woods - [CARILLON]
- Champions Walk - [CHAMP]

Powered by 

Additional Resource:

- See the Expenses in My Expenses Paycom resource document.