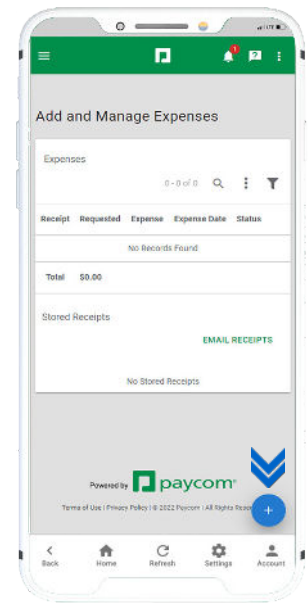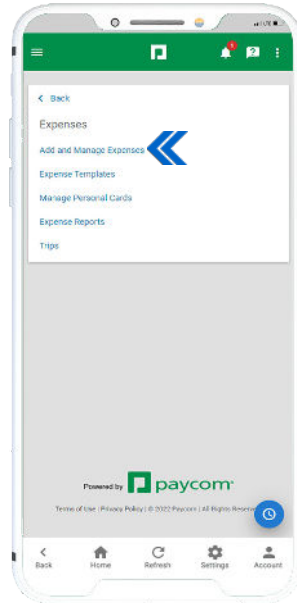# Show Me How
to Add Expenses
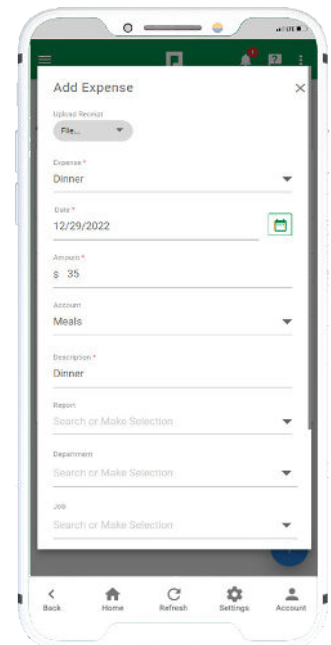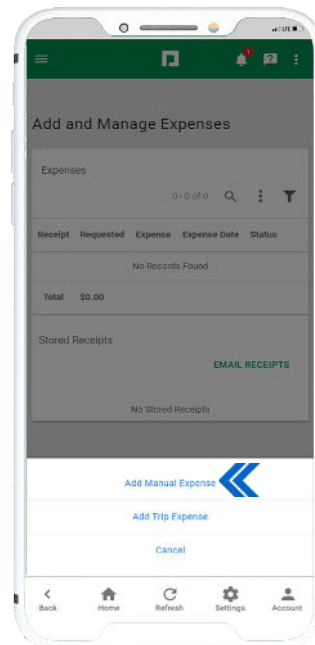
EXPENSE MANAGEMENT

STEP 1

Log in to the Paycom app. Tap "Expenses" > "Add and Manage Expenses," then the blue "+" icon.

STEP 2

Tap "Add Manual 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.

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Show Me How
to Add Expenses

EXPENSE MANAGEMENT

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

When finished, tap "Submit."

EMPLOYEES
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