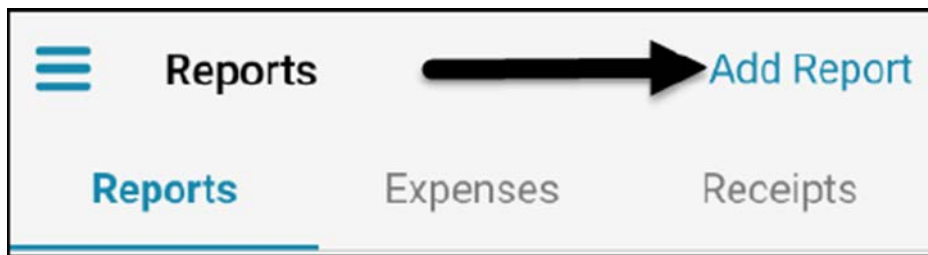


Paylocity – Expense Module

1) Create and Submit Expenses in Mobile

a) To Add Multiple Expenses for multiple days or a single business trip:

- i) Open an active session on your mobile device and log into the app.
- ii) Tap **Expense** from the main menu.
- iii) Tap **Add Report** from the Reports page to add multiple expenses for multiple days.

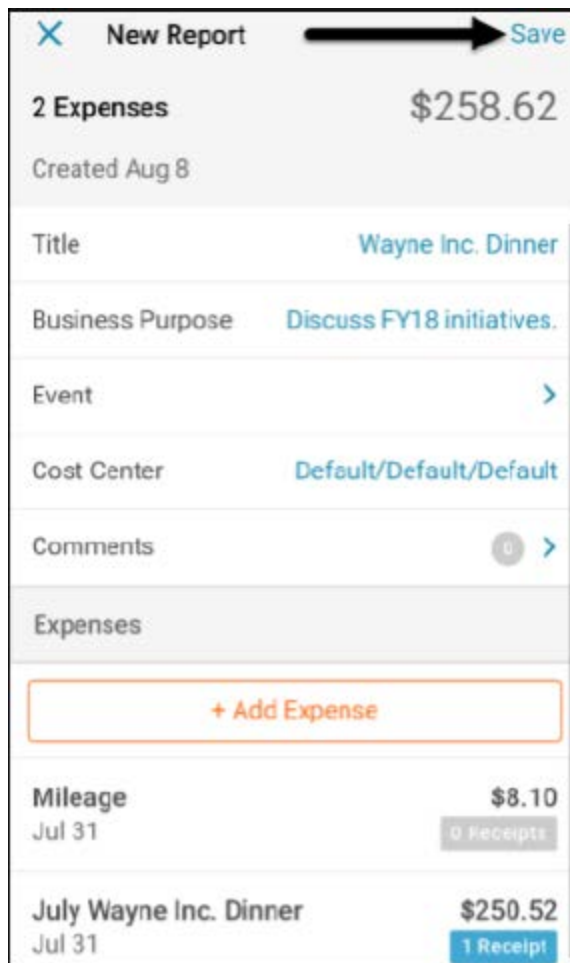


- iv) Tap **Title** to give the expense report a unique name (i.e. Meals – Breakfast, Lodging), then tap **Save**.
- v) Depending on the expense policy assigned to, tap **Business Purpose** and enter text as applicable to the reason you are submitting the expense, then tap **Save**.
(1) Example:

“Per Diem Meals claimed for business trip on 03/11/21 – 03/13/21 – Hanford Inspection of Onions”

- vi) Tap **Event** to view and select *None*.
- vii) Tap **Comments** to add any additional detail, then tap **Save**.
- viii) Tap **+ Add Expense** to bring up two options for adding an expense: **Add Existing Expense** or **Create New Expense**.
 - (1) Populate all required fields.
 - (2) Tap **+ Add Expense**
 - (3) Tap **Create New Expense** to create a **New Expense**.
 - (4) Tap the **\$0.00** to input the appropriate amount to be reimbursed. Then click **Save**.
 - (5) Tap the **Camera Icon** to add a photo of a receipt, if applicable. Please ensure that your receipt is legible.
 - (6) Tap **Merchant** to name the expense. (i.e. Meals – Breakfast, Office Supplies)
Tap **Save**.

- (7) Tap the **Transaction Date** and select the appropriate date of when the expense occurred.
 - (8) Tap **Category** to select the appropriate category of your expense (i.e. Per Diem Breakfast, Per Diem Lunch, Mileage, Lodging, etc.)
 - (9) Tap **Payment Method** and Select *Cash Reimbursable*.
 - (10) Tap **Add Note** and input a note that describes the reason for the expense.
 - (11) Tap **Save** once the expense has been created, then tap **Ok** once the **Expense Saved** window appears to attach to the expense report.
 - (12) As expenses are added to the expense report, the dollar figure will populate based on the dollar amounts associated with the added expenses.
- ix) Tap **Save** for two options to appear: **Save & Submit** to send the expense report for approval and **Save for Later** for the expense report to appear within the In Progress section of the Expense > Reports page in a status of Unsubmitted.



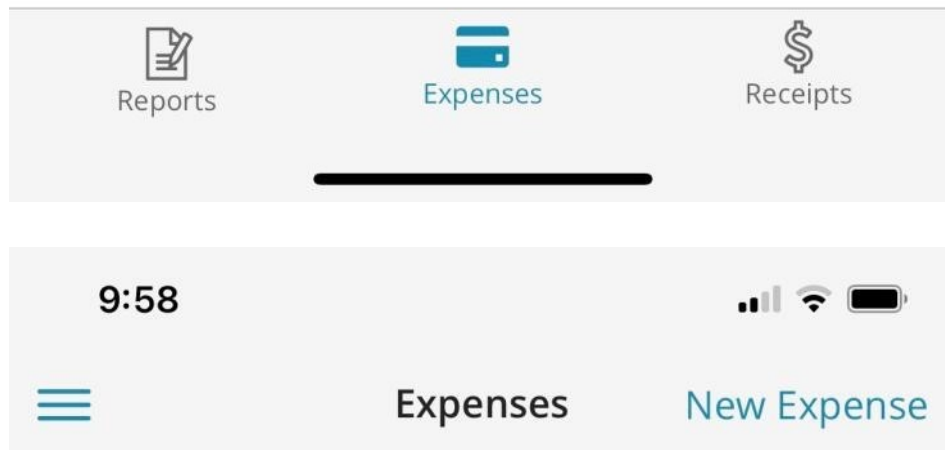
The screenshot shows a mobile application interface for creating a new expense report. At the top, there is a 'New Report' header with a close button (X) on the left and a 'Save' button on the right, with a black arrow pointing from the header to the 'Save' button. Below the header, the report summary shows '2 Expenses' for a total of '\$258.62', created on 'Aug 8'. The main form contains several fields: 'Title' (Wayne Inc. Dinner), 'Business Purpose' (Discuss FY18 initiatives), 'Event' (with a right arrow), 'Cost Center' (Default/Default/Default), and 'Comments' (with a right arrow and a small circular icon). Below the form is a section titled 'Expenses' containing a '+ Add Expense' button. At the bottom, there is a list of expenses: 'Mileage' for \$8.10 (dated Jul 31, with '0 Receipts') and 'July Wayne Inc. Dinner' for \$250.52 (dated Jul 31, with '1 Receipt').

Important Information:

- To receive notifications after report is approved, returned or paid (via payroll processing) enable notifications for the app within the mobile device.
- The Reports page will display three sections: In Progress, Pending, and History. In Progress displays any expense reports in an Unsubmitted or Returned status. Pending displays any expense reports in a Submitted, Approved, Partially Approved, or Pending Paid status. History displays any expense reports which are in a Paid status.
- Recall a previously submitted expense report by opening an expense report in a Submitted status in the Pending section and tapping Recall. Once the Recall Expense Report? window appears, tap **Confirm**.

b) To Add a Single Expense for one day to your Expense List:

- Open an active session on your mobile device and log into the app.
- Tap **Expense** from the main menu.
- Depending on the amount of expenses you are reporting you can either:
 - Tap **Expenses** at the bottom of the screen then tap New Expense (upper right) to add a single expense.



- A new window will open asking you to input the following information:
 - Tap the **\$0.00** to input the appropriate amount to be reimbursed. Then click **Save**.
 - Tap the **Camera Icon** to add a photo of a receipt, if applicable. Please ensure that your receipt is legible.
 - Tap **Merchant** to name the expense. (i.e. Meals – Breakfast, Office Supplies) Tap **Save**.

- (4) Tap the **Transaction Date** and select the appropriate date of when the expense occurred.
 - (5) Tap **Category** to select the appropriate category of your expense (i.e. Per Diem Breakfast, Per Diem Lunch, Mileage, Lodging, etc.)
 - (6) Tap **Payment Method** and Select **Cash Reimbursable**.
 - (7) Tap **Add Note** and input a note that describes the reason for the expense.
 - (8) Tap **Save** once the expense has been created.
- v) As expenses are added to the expense list, they will be accessible as “Existing Expenses” when creating an expense report.



	Expenses	New Expense
<input type="radio"/>	Meals Mar 22	\$7.00 0 Receipts
<input type="radio"/>	Hotel Mar 15	\$250.00 1 Receipts

2) Create and Submit a Mileage Expense

a) Input Mileage through the Expense Module:

- i. Navigate to the Expense module.
- ii. You can input the expense by either:
 - (1) Going to **Reports** and **Create an Expense Report** to add the expense to a report with multiple expenses (as described above in Section 1); **or**
 - (2) Go to **Expenses** to add this single expense to your **Expense List**. (as described above in Section 2)
- iii. After deciding where you would like the expense to be inputted, a window will open for you to input information regarding the expense.
 - (1) Set the category to Mileage in order for the appropriate window to open.
 - (2) Tap Merchant to input a name for this expense. (i.e. Mileage to Facility) Tap Save when done.
 - (3) Tap Transaction Date to select the appropriate date of when the mileage occurred.
 - (4) Tap Payment Method and Select Cash Reimbursable.
 - (5) Enable Calculate Mileage. Then Select Route Map.
 - (6) Enter a Beginning Address.
 - (7) Enter an Ending Address.
 - (8) Enable the **Round-Trip** toggle, if roundtrip.

Create New Expense
Close Save

Details

Title (required)
Trip to Boston

Transaction Date (required) ⓘ
6/1/2020

Payment Method (required)
Cash (reimbursable)

Category (required) ⓘ
Mileage


Calculate Mileage? ⓘ
No Yes

Beginning Address (required)
East 52nd Street, New York, NY, USA

Ending Address (required)
Boston Logan International Airport (BOS), Harbor

Round Trip? ←

Calculate



Number of Miles
425.48

Amount (Miles * \$0.580)
\$246.78

- (9) Select **Calculate Mileage**.



- (10) Click **Save**.
- iv. Add a Note to describe the reason for this expense.
 - a. For Example:
 - “Roundtrip Drive from the District Office to Blue Diamond Facility”
 - “One way trip from Blue Diamond Facility to Minturn Nut Facility”
 - v. Only in rare circumstances is an employee allowed to bypass inputting their mileage without having to put an address. This would be on occasions where an employee experiences a road blockage or detour. However, the employee must notify their supervisor immediately of this change in route.

3) Things to Remember BEFORE Submitting an Expense:

- CASS requires economical and efficient travel to derive the greatest benefit from the trip at the most effective cost. Employees are responsible for exercising good judgment in requesting, arranging, and fulfilling a travel request to mitigate costs to CASS.
- Per Diem Rates:
 - Breakfast: Up to \$ 7.00
 - Lunch: Up to \$11.00
 - Dinner: Up to \$23.00
 - Incidentals: Up to \$ 5.00 (only for trips over 24 hours)
- Employees may claim meals (at the rates noted above), based on the following timeframes:
 - First day of travel:
 - Trip begins at or before 6 am - Breakfast may be claimed
 - Trip begins at or before 11 am - Lunch may be claimed
 - Trip begins at or before 5 pm - Dinner may be claimed
 - Continuing travel after 24 hours:
 - Trip ends at or after 8 am - Breakfast may be claimed
 - Trip ends at or after 2 pm - Lunch may be claimed
 - Trip ends at or after 7 pm - Dinner may be claimed
 - Trip lasting longer than 24 hours – Incidentals may be claimed
- Fractional day travel (trips less than 24 hours):
 - Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
 - Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed
 - If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
 - Employees may not claim incidentals on one-day trips.
- Mileage
 - Addresses are required when inputting mileage into your expense reports. Only in rare occasions will CASS allow for an employee not to provide addresses. (i.e. road blockage, detours) Any employee who experiences this type of situation must immediately inform their supervisor for approval. Otherwise, CASS will only reimburse the employee for the shortest distance to get to a destination.
- Short Term Lodging Rates:
 - All counties and cities in California (except as noted below): Up to \$ 90 per night
 - Napa, Riverside and Sacramento Counties: Up to \$ 95 per night
 - Marin County: Up to \$110 per night
 - Los Angeles, Orange and Ventura Counties: Up to \$120 per night
 - Monterey and San Diego Counties: Up to \$125 per night
 - Alameda, San Mateo and Santa Clara Counties: Up to \$140 per night
 - San Francisco County and City of Santa Monica: Up to \$150 per night



- Overtime Meals
 - Employees who work 12 hours or more in a workday may claim one overtime meal. Receipts must be submitted in order to substantiate the claim. The receipt must contain the name of the restaurant, date, and cost of meal. If the receipt is a cash register tape, it must be signed by your waiter or waitress in addition to the above requested information. We cannot provide reimbursement of items purchased from a grocery store which require preparation in the home.
 - The maximum overtime meal reimbursement is \$10.00. The actual time taken for the overtime meal period must be confirmed on the Inspector's Daily Report.