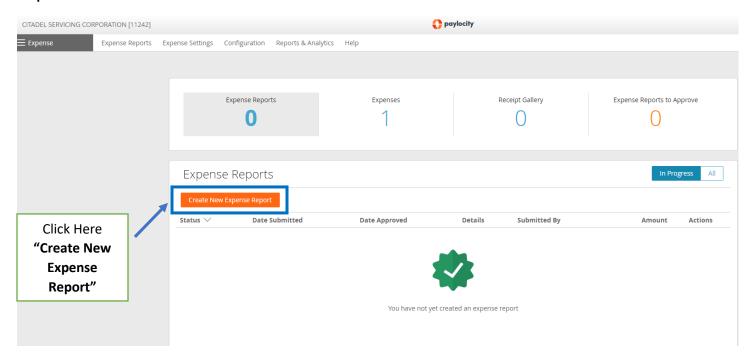
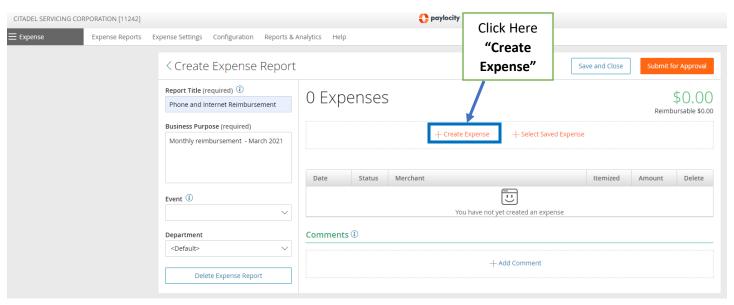
Instructions for Submitting Cell phone/ Internet Reimbursement

** To get to Expense Reports, go to Paylocity. Click on HR/Payroll and select "Expense"

Step 1:

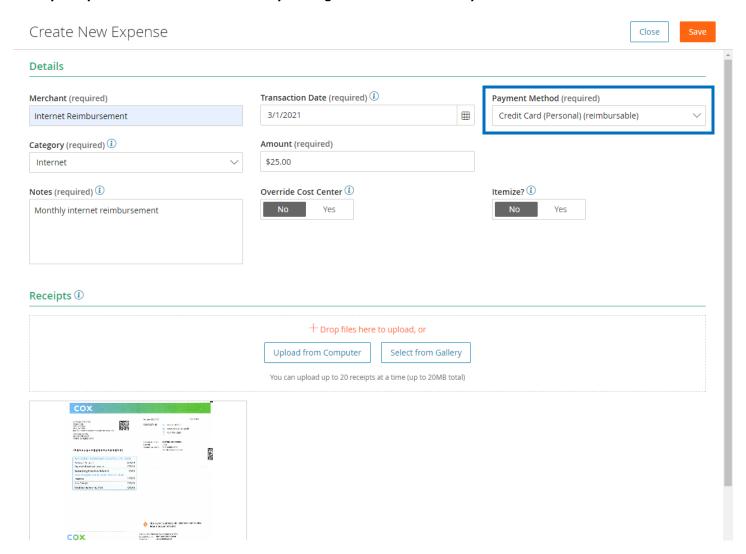


Step 2: Fill in the Report Title as Phone and Internet Reimbursement; Business Purpose is monthly reimbursement – list the month. Then click the "+ Create Expense".

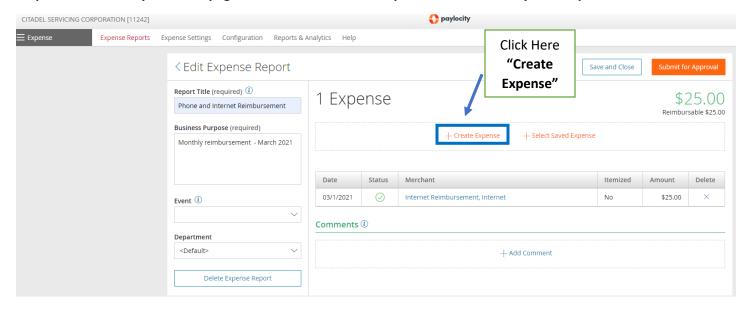


Step 3: You will create 2 separate Expenses. One for Cell Phone and One for the Internet. Fill in all required fields. *Make sure you select 'Credit Card (Personal) (Reimbursable) for Payment Method.

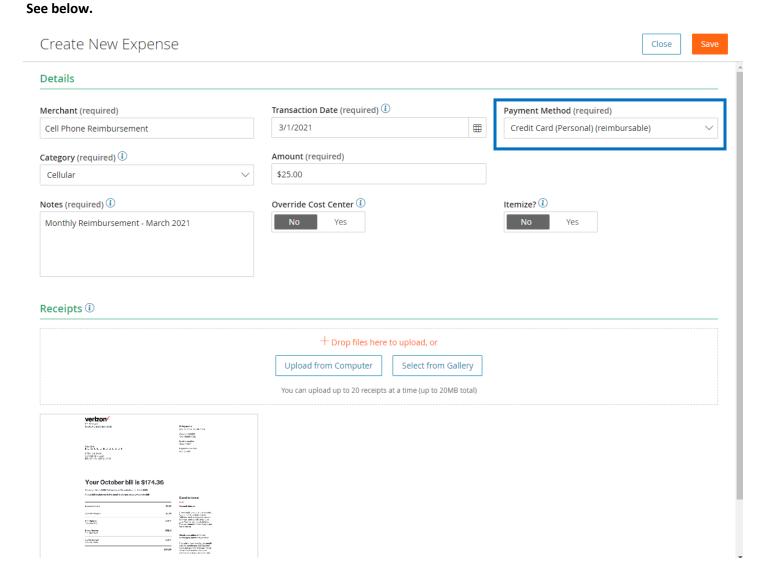
For Receipts, click on "Upload from Computer". Once you have submitted this, your uploaded receipts will save in the Gallery and you can use it for next month by clicking on "Select from Gallery". Then click "Save".



Step 4: It will return you to this page. Click on the "+ Create Expense" to submit for your cell phone reimbursement.



Step 5: You will enter in all the same fields that you did for the Internet reimbursement. Then click, "Save".



Step 6: It will return you to the Expense Report Page. You can now click on "Submit for Approval" and it will route to your manager to be reviewed for approval. Once your manager approves, it will route to Accounting for payment. You will receive the reimbursement on the next payroll check.

