



# Employee Expenses through Xero - External

Expenses are now paid out once per month, outside of the regular payroll cycles. Expense payroll will be run the week after our second monthly check (after the 15th).

Expenses are paid out once per month on a separate check than your regular pay. If you have questions about expense submissions, reach out to Rachel, JT, or [help@focusedlabs.io](mailto:help@focusedlabs.io).

## To submit expenses from your phone

Download the Xero Expense app on iPhone.

Download the Xero Expense app on Android.

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## To submit expenses from your computer

Visit the Xero Expense website.