Expense Reimbursement

Employee Job Aid

What can I do with the Expense Reimbursement Tool?

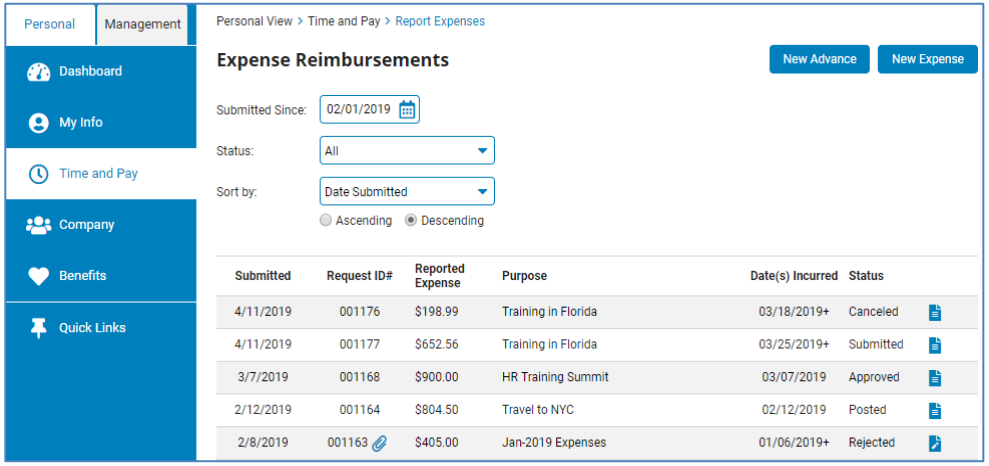
The Expense Reporting function in ExponentHR allows you to submit expenses for reimbursement online. Once approved your expenses will be reimbursed on the next reimbursement cycle. Throughout the process you can view the status of your reimbursement request.

How do I access the Expense Reimbursement Tool?

NAVIGATE: Time and Pay > Report Expenses

- On this page, you can see a summary of your expense reimbursements and their status. To make an edit to an existing reimbursement click the **Edit** Icon .

Note : If the expense request is in submitted, approved, or posted status you will not be able to make edits to the request.



How do I Create a New Expense Reimbursement?

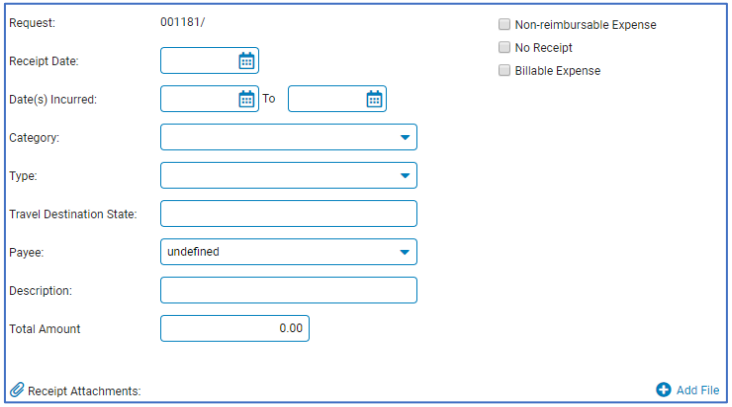
NAVIGATE: Time and Pay > Report Expenses > New Expense

- In the top right-hand corner, click the **New Expense** button

Note: A single expense may include multiple charges incurred for the same purpose. In ExponentHR, you add all expenses incurred for a single purpose in one request.

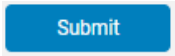
- On the Expense Request page, enter in a purpose as well as any needed comments.
- Next Click on the plus sign next to **Add Expense**

- Enter the Receipt Date and Dates Incurred.
- Select a category and type for the expense from the matching dropdown boxes.



- In the Payee text box, type the Merchant of the expense (e.g. hotel, car company)
- Provide the description and enter in the Total Amount.
- Click on the **Add File** button in the button right hand corner to add a receipt.
- If you've been instructed to allocate your expense to a location or department then assign the expense to the allocation options at the bottom of the page.
- If you have more expenses to add, click **Add Another** in the top right-hand corner or click **Save and Exit** if you are done.

- When you are done with the entire Expense Request, click **Submit**.



Mileage Expense

- If you have a mileage expense, make sure you enter in the Receipt Date, so the system knows which rate to apply to the calculation.
- Put in your name as the Payee since you are the one being reimbursed.

How Can I Get Additional Help?

If you need further assistance with any part of the ExponentHR website, please contact ExponentHR Client Services at (866) 612-3200 or support@exponenthr.com.