



Webtime
by SOLOMON PAGE

EXPENSE REPORTS
USER GUIDE

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Submitting Expenses

COMPLETING AN EXPENSE FORM

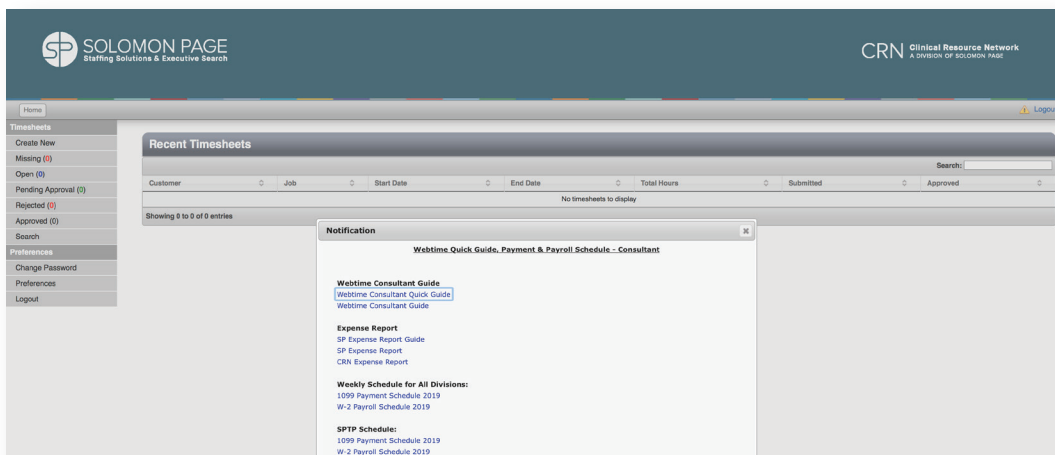
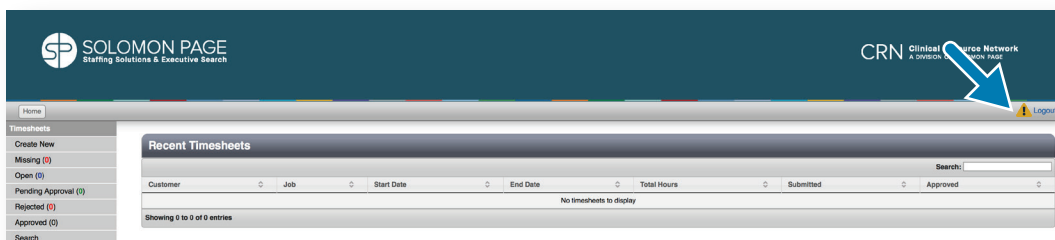
If your supervisor has approved you to incur work-related expenses, you will be eligible for reimbursement.

Expenses are added to a timesheet in the same location as your hours; utilizing the pay type, **Expense (Billable)**. Prior to adding expenses into the system, you must complete a Solomon Page Expense Report form found on **Webtime** notifications.


- Please submit your expense report through **Webtime** with all necessary documentation.
- All expense receipts should be provided with the expense report.
- Expenses incurred should be submitted at the end of each work week.


Click on the notifications icon  to access this information.

Solomon Page expense reports are available under Webtime notifications.



ENTERING EXPENSES INTO WEBTIME

- 1 Download and complete the expense report form found under the **Webtime** notifications. Click on the notifications icon  to access this information.



SOLOMON PAGE
Staffing Solutions & Executive Search

EXPENSE REPORT

Consultant Name

Division

Period

Client Name

Authorized by

Date Submitted

Per Mile Reimbursement

Total Reimbursement Due

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Rental Car, Taxi)	Meals	Phone	Miles	Mileage Reimbursement	Tolls	Fuel	Miscellaneous	Total
3/7/2019	Uber			25.00								\$25.00
3/7/2019	Chipotle (Meal)				6.89							\$6.89
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
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												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
Total				25.00	6.89							\$31.89

1. Fill out the following information:
 - a. **Consultant Name:** Given name, surname.
 - b. **Division:** (Accounting, Admin, Hospitality, Creative, HR, Fashion, SPTP).
 - c. **Period:** Refers to the week ending date you are submitting expenses for.
 - d. **Client Name:** Client's name.
 - e. **Authorized by:** Supervisor's name.
 - f. **Date Submitted:** Date that the expense report is filled out and submitted.
 - g. **Per Mile Reimbursement:** Will include \$0.70 mileage rate, per IRS regulations.
 - h. **Total Reimbursement Due:** Please include total dollar amount here from all expenses.
2. Arrange all your receipts by the date the expenses were incurred.
3. Enter the amount for airfare, lodging, transportation, meals, and other expenses on the specific day they occurred. Fill out all expenses until you have gone through all of your receipts.
4. Provide a brief description for each expense included.
5. Add the totals for each day and record them on the expense report. Recalculate all totals to ensure accuracy.
6. Combine the expense report with necessary receipts into one PDF.
7. Enter the grand total for the week into **Webtime** and attach the PDF to submit expenses for approval.

- Combine the completed expense report and all supporting receipts into one PDF (more information on page 6).

- Enter expenses in **Webtime**.

Within your timesheet, select the pay type **Expense (Billable)** and enter the total amount for your expenses as one entry for the appropriate pay period.

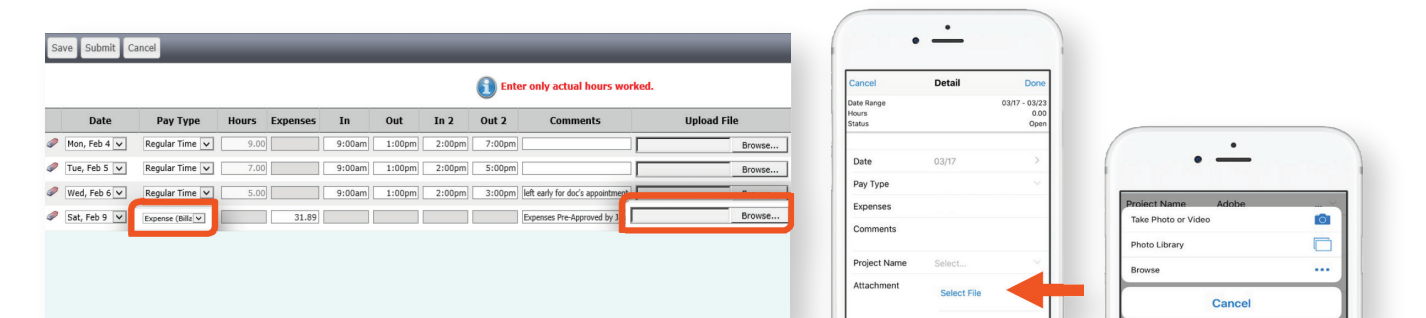
DATE: Select the week ending date (Saturday) from the **Date** field on the timesheet.

PAY TYPE: Select the **Expense (Billable)** option from the list of pay types. Once selected, the expense field will be enabled for you to enter the total expense amount.

EXPENSE AMOUNT: Please combine all expense amounts for the week and enter the total as a one-line entry under the appropriate week ending date.

- Upload file.

Click the **Browse** button to locate the PDF that contains the expense report and receipts.



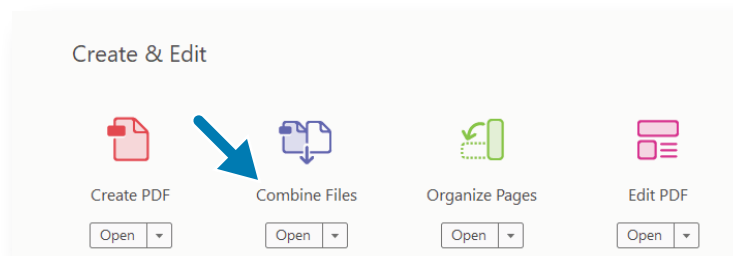
Combining PDFs

HOW TO COMBINE DOCUMENTS INTO ONE PDF (ADOBE)

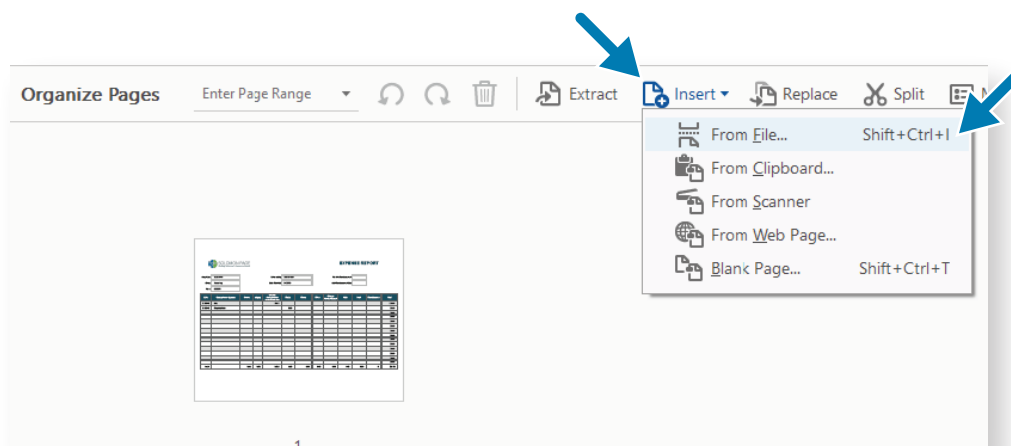
- 1 Open the first PDF (i.e. Expense Report).
- 2 Click on the **Tools** tab.



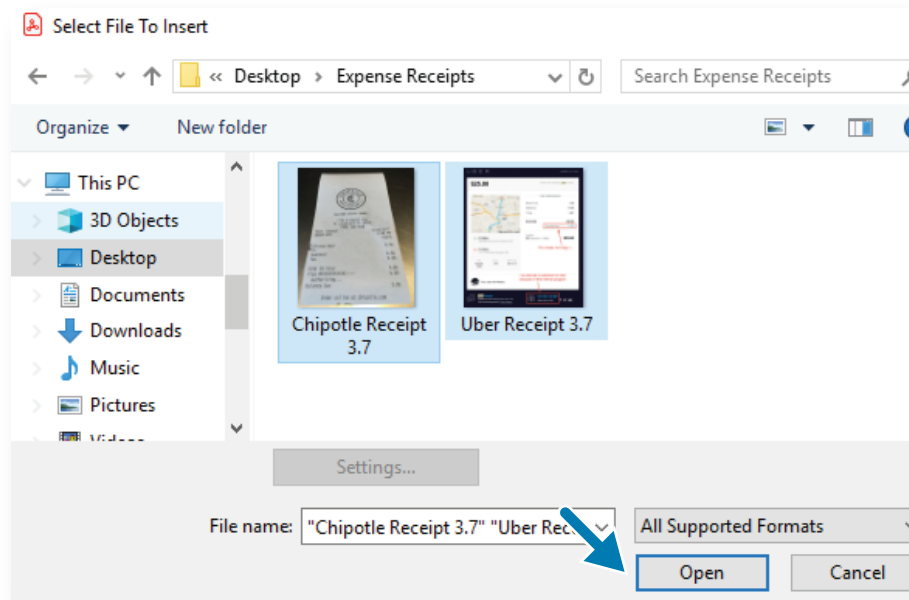
- 3 Click **Combine Files**.



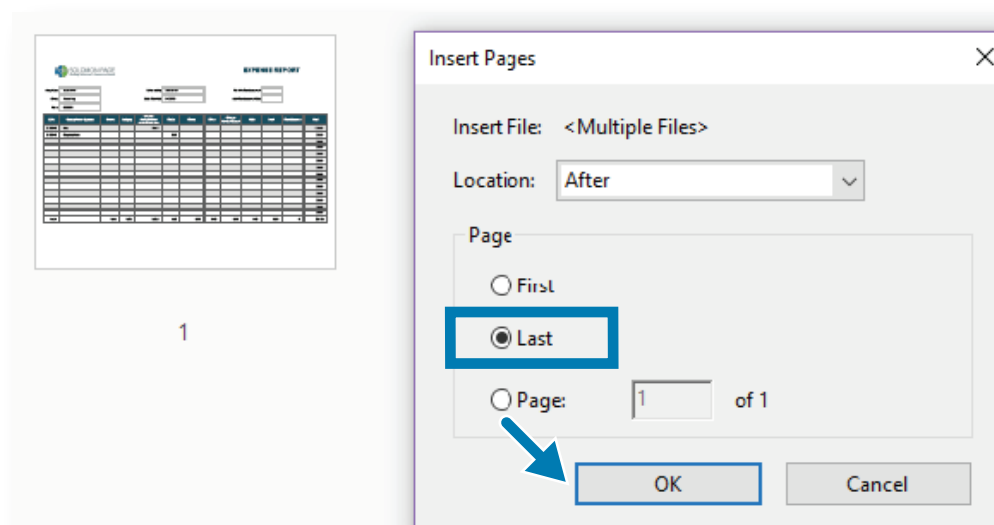
- 4 Click **Insert** and select **From File** option.



- 5 Select all files (receipts) you would like to include and click **Open**.



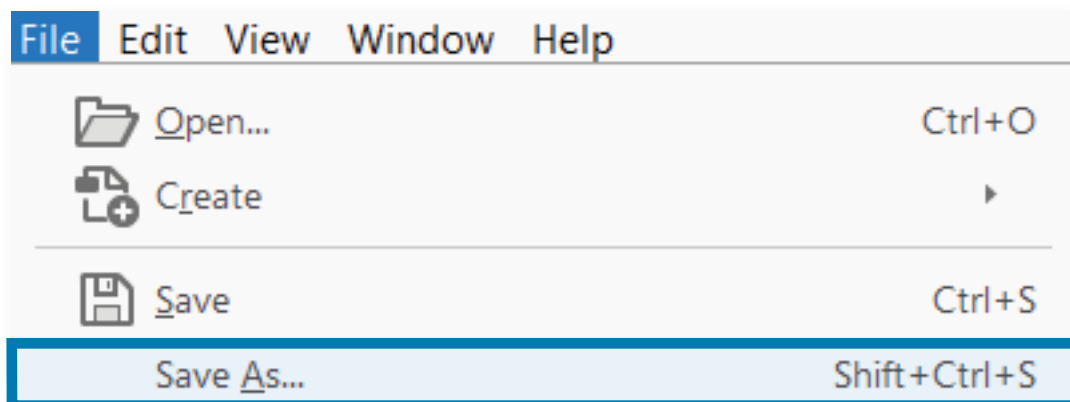
- 6 Once the **Insert Pages** window is displayed, select **Last** for the receipts to appear after the Solomon Page expense report and click **OK**.



- 7 You will now see all the selected files on the screen. You can drag them into the order that you desire. If you would like to add more files, repeat steps 3-6 until all files are in one PDF.

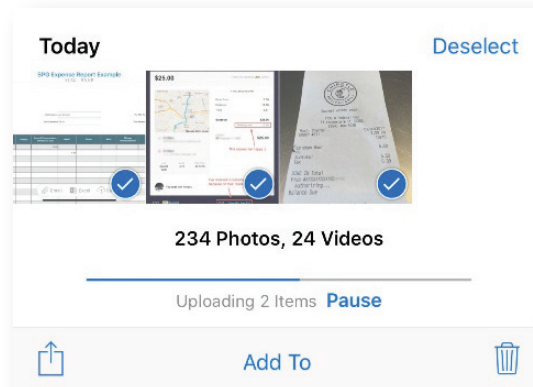


- 8 Select **File** and save it as a new document.

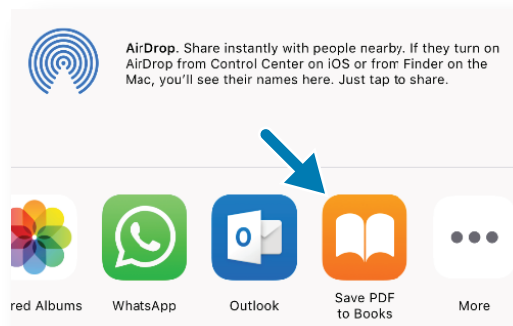


HOW TO COMBINE DOCUMENTS INTO ONE PDF (iPHONE)

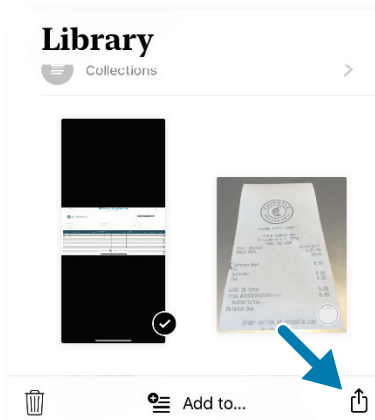
- 1 Select all photos/screenshots of the receipts you want to combine into one PDF within your Camera Roll. These should be selected in the order you want them to appear in the PDF.



- 2 Press the share button. 
- 3 Tap the iBooks icon prompting to **Save the PDF to Books**.



- 4 Once the PDF is created in the Library, you can export it by clicking the **Share** button on the bottom right.





Contact

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