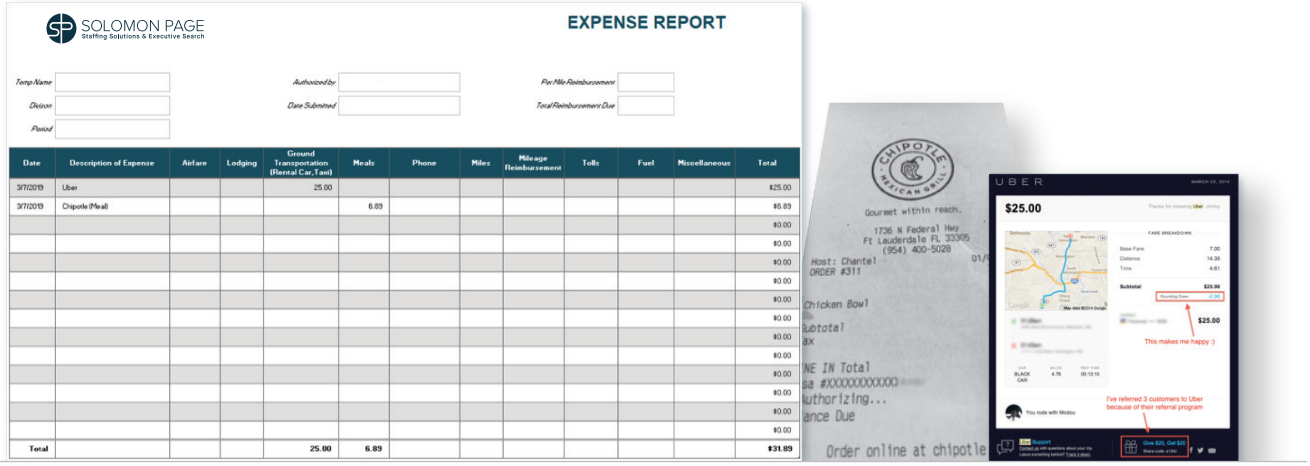
Webtime
by SOLOMON PAGE

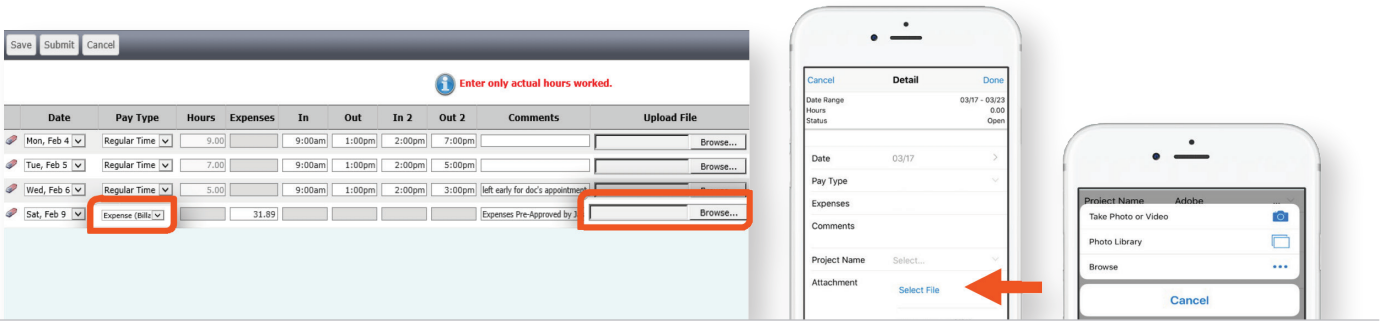
Submitting Expenses

Expenses are added to a timesheet in the same location as your hours; utilizing the pay type **Expense (Billable)**.

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

2. Combine the completed expense report and all supporting receipts into one PDF document.



3. 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.

4. Attach your file to the entry by clicking **Browse** and upload your PDF.