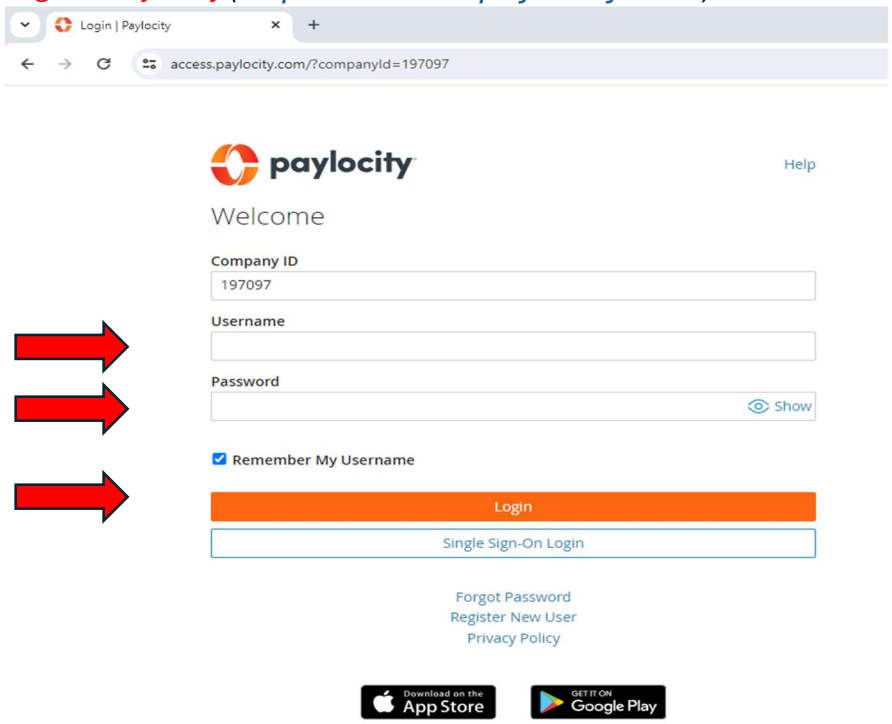
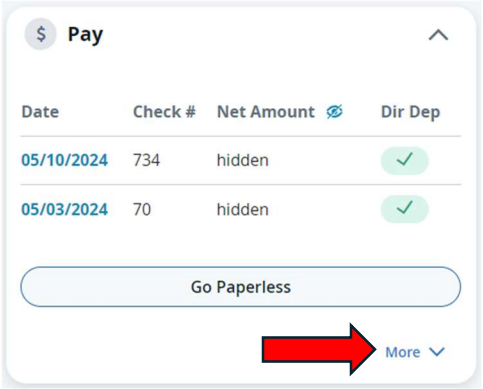
Submitting an Expense Reimbursement Request in Paylocity

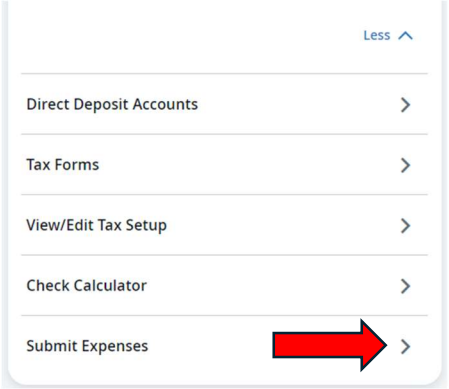
Log into Paylocity (https://access.paylocity.com):



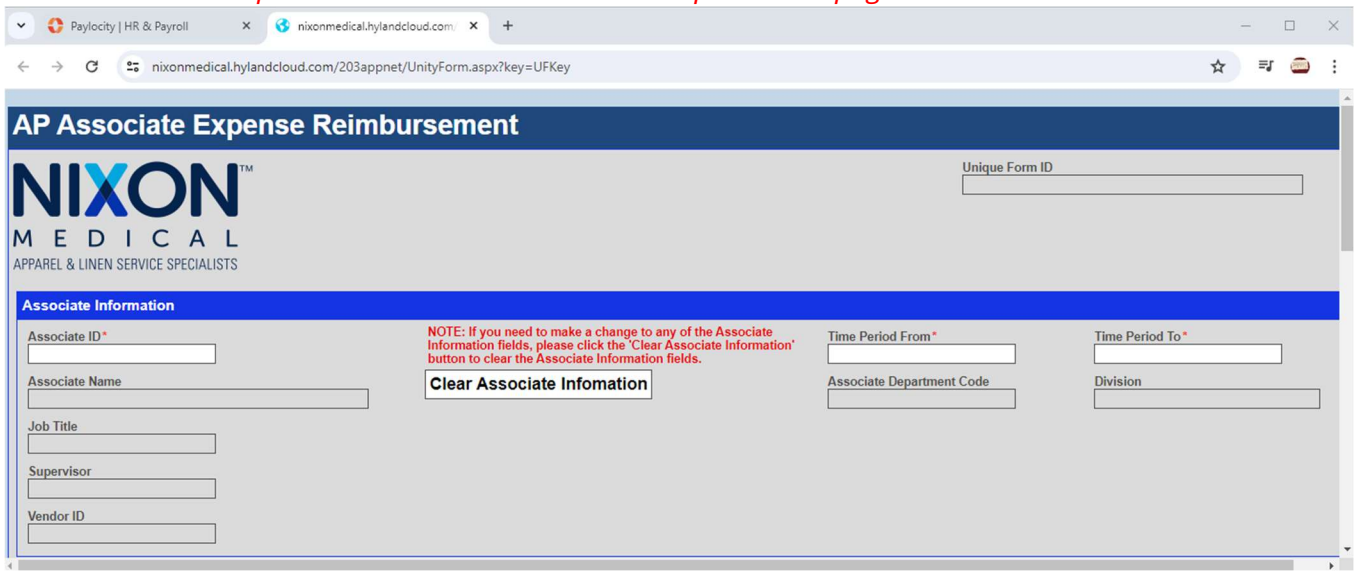
Go to the "Pay" section
Click the "More" arrow:



Click the "Submit Expenses" arrow:



The AP Associate Expense Reimbursement form in a separate webpage window:



Receipts must be attached for each expense before submitting form.