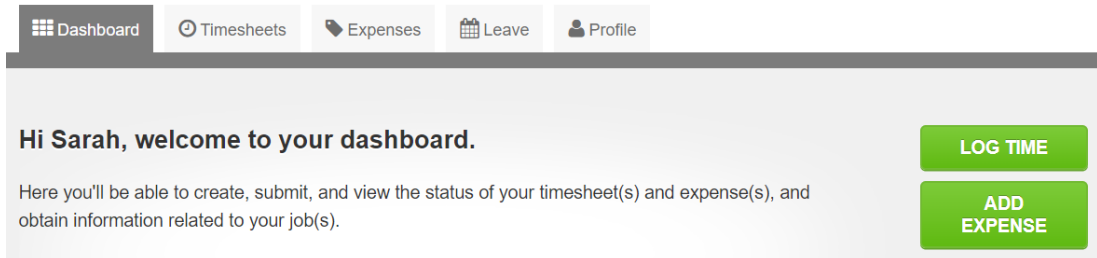


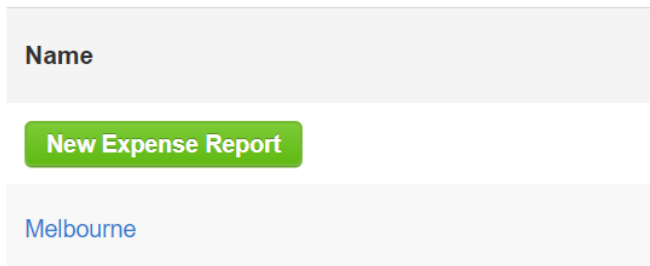
Submit an Expense in Astute

To submit an expense report:

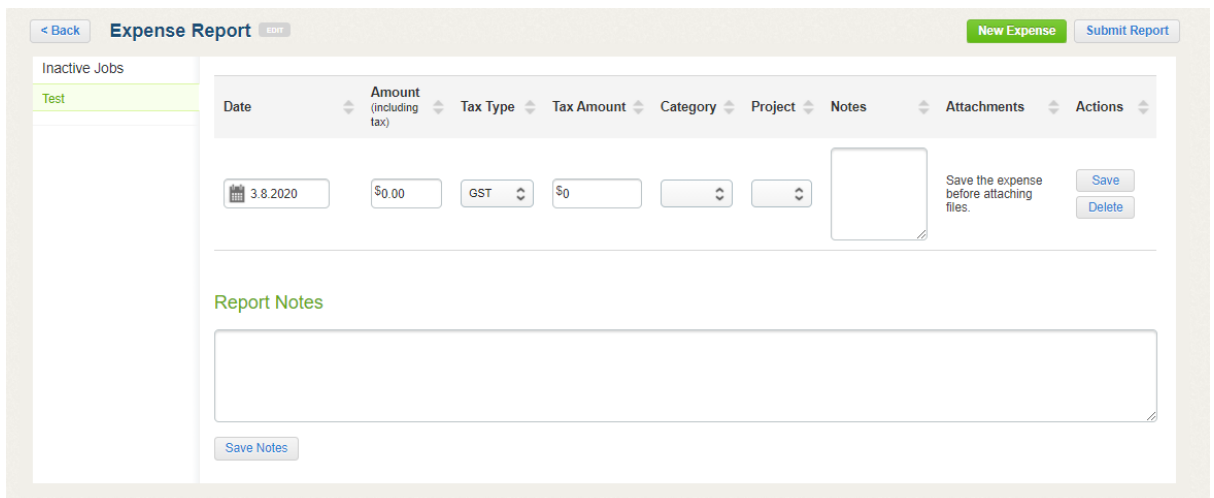
1. Log into your Astute Payroll account.
2. Once you log in, your Dashboard will display. On the right of the screen, click **Add Expense**, or click the Expenses tab in the navigation bar at the top of your Dashboard.



3. Create an expense report by clicking **New Expense Report**. The New Expense Report button will only appear if you've created an expense report in the past. If you haven't done this, you won't see the button and can move to step 5.



4. Ensure that the correct job is selected on the expense report. The selected job will be highlighted in the left side column when the expense report is on-screen.
5. Enter a Name for the expense report and click **Save**. The name that you give the report is how you will identify it in your list of expense reports. To access the report, click on the name.
6. Select **New Expense** from the top right corner of the expense report.
7. Enter the expense details. Make sure that the data you enter is correct, then type in the Amount and select a category. The Tax Amount will calculate automatically based on the Tax Type you have selected.



8. Click **Save** when all expense details have been entered.
9. If you have more than one expense or receipt to include in the expense report, click **New Expense** and follow the above steps as required. Each individual receipt that you need to include in a single expense report should be added as a separate expense.
10. Once all expenses are entered and saved, you can attach supporting documents by clicking the **Files** button in the Attachments column to attach supporting documents. You won't see this button until you've saved the expense details.
11. Click **Upload a File**, then select the file from your device and attach. When a file is successfully attached, it will be listed in the Attachments column. You can view a file by clicking on the filename, or delete a file by clicking the red **X**.
12. Submit your expense report for approval by clicking **Submit Report**.

Once the expense report is submitted, your browser will automatically refresh and return to the Expense Reports list, showing the report that you have just submitted with a status of Awaiting Approval.