



Corpay Complete Expense Module User Guide

Version 1.1

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Overview

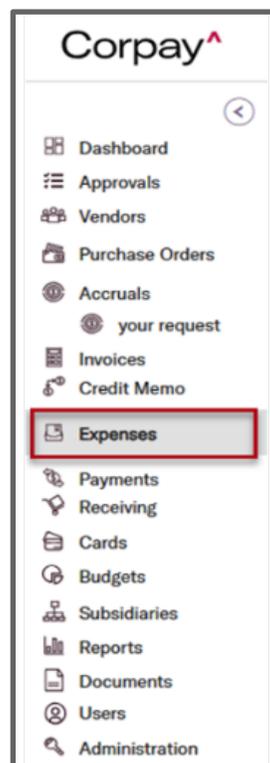
Corpay Complete is the name for the software / platform / apps (similar to AP Gateway, ExpenseTrack, iConnectData) for comprehensive spend management. The Expense Module in Corpay Complete offers users of Corpay Complete the ability to create and edit expense items for non-card transactions. It also allows users to create, edit, and submit expense reports for card and non-card transactions.

Expense Module – Web App

How to Access Expense Module

To access Expense Module in Corpay Complete,

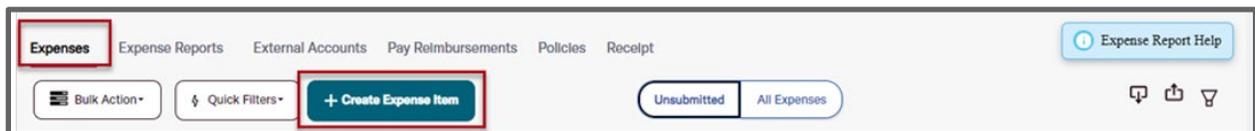
1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.



How to Create an Expense Item for Non-Card Transactions

Creating an Expense Item

1. Log in to **Corpay Complete**.
2. Select the **Expenses** menu item from the left-side navigation pane.
3. On the **Expenses** tab, click **+ Create Expense Item**.



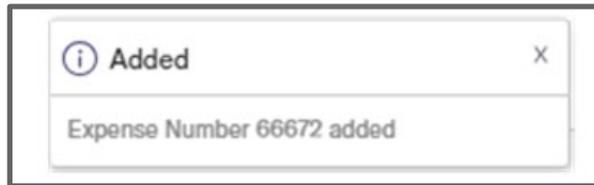
4. Complete the fields on **Create a New Expense Item** page including required fields such as **Upload a Receipt** and **Description**, and then click the **Create Expense Item** button.

IMPORTANT

If you wish to save the expense item as a draft, complete the fields on the **Create a New Expense Item** page and then click the **Save Draft** button. The expense will be assigned a status of **Draft**..

A screenshot of the 'Create a New Expense Item' form. The form contains several fields: 'Employee' (Hanna Admin), 'Policy' (Test policy), 'Expense Item Type' (Single Expense), 'Category' (Search/Select in the list), 'Merchant', 'Date' (03/21/2024), 'Currency' (USD \$), 'Tax Code' (search/select the list), 'Tax Amount', and 'Total Amount' (including tax). There is a 'Non-reimbursable' checkbox. A large dashed box on the left is labeled 'DROP FILE HERE OR UPLOAD RECEIPT' with an 'Upload Receipt' button below it. At the bottom, there are 'Add Expense', 'Cancel', 'Save Draft', and 'Create Expense Item' buttons. The 'Save Draft' and 'Create Expense Item' buttons are highlighted with red boxes.

- Once you create the new expense item, you will receive a popup message confirming the creation of the expense item. The expense item will be assigned a status of **New**. You may repeat steps 1 – 4 to create additional expense items as applicable.



As applicable, select the corresponding action to view, edit, or delete the expense item under the **Actions** column on the **Expenses** tab.

Expenses												
Expense Reports External Accounts Pay Expenses Policies Receipt												
Bulk Action* Quick Filters* + Create Expense Item Unsubmitted All Expenses												
Number	Merchant	Date	Total Amount	Category	Status	Violations	Receipt Required	Receipt Attached	Expense Report #	Policy	Nonreimbursable	Actions
66669	manual nonreir	03/19/2024	\$100.00	Airline	NEW		No	No	blank	Test policy	✓	View Edit Delete
66672	Test Merchant	03/19/2024	\$1.00	General	NEW		No	Yes		Test policy	✗	View Edit Delete

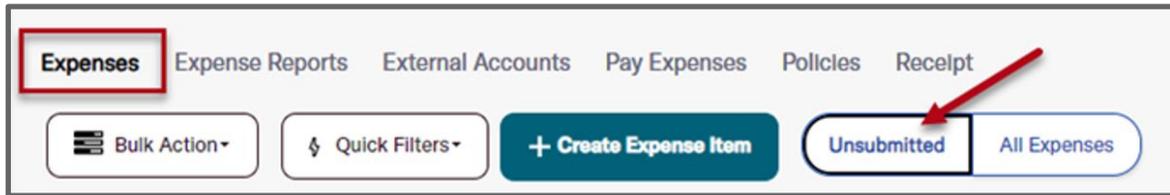
IMPORTANT

**Please note that Expense Reports need to be created for an Expense Item.

Editing an Expense Item

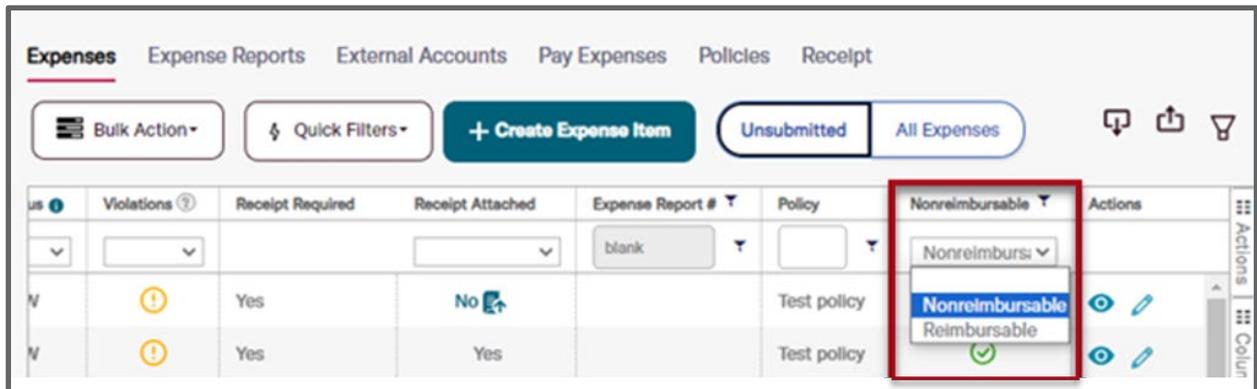
1. Log in to **Corpay Complete**.
2. Select the **Expenses** menu item from the left-side navigation pane.

3. Under the **Expenses** tab, select *Unsubmitted* to filter all the expense items that are not yet attached to an Expense Report. This action lets you view only the expense items not yet submitted in an Expense Report.



4. From the **Nonreimbursable** column, select **Nonreimbursable** option (see the note below for definition) from the dropdown to further filter card-expense related expense items.

- “**Reimbursable**” expenses are those that were paid for out of pocket, with either cash or card, that the company will pay back to the person submitting the expense.
- “**Non-Reimbursable**” expenses are expenses that were paid with a Corpay card and will automatically appear in the **Expenses** tab.



IMPORTANT

If the **Nonreimbursable** column is not showing on your screen, expand the columns list on the right side of the grid and select **Nonreimbursable** from the available options.

Receipt Attached	Expense Report #	Policy	Actions	Search...
No	ER-10500	immediately		<input checked="" type="checkbox"/> Actions
No	ER-10501	immediately		<input checked="" type="checkbox"/> Category
No	ER-10479	immediately		<input type="checkbox"/> Currency Code
No	ER-10467	immediately		<input checked="" type="checkbox"/> Date
No	ER-10468	immediately		<input type="checkbox"/> Employee
No	ER-10469	immediately		<input checked="" type="checkbox"/> Expense Report #
				<input type="checkbox"/> ID
				<input type="checkbox"/> Item Type
				<input checked="" type="checkbox"/> Merchant
				<input checked="" type="checkbox"/> Nonreimbursable
				<input checked="" type="checkbox"/> Number
				<input type="checkbox"/> PO Number
				<input type="checkbox"/> PO Open Bal
				<input checked="" type="checkbox"/> Policy

- As applicable, resolve any policy violations marked by the yellow exclamation mark () icon under the **Violations** column. This can be done either by clicking on the yellow exclamation mark () icon, or, by selecting the **Edit** () icon to open the expense item for editing.

Expense #	Merchant	Date	Total Amount	Category	Status	Violations	Receipt Attached	Expense Report #	Policy	Nonreimbursable	Actions
65823	VIOLATION	03/04/2024	\$100.00	Airline	NEW		No	blank	Test policy		
66251	Uber	03/04/2024	\$95.00	General	NEW		Yes		Test policy		
65673	Test	02/29/2024	\$100.00	Airline	NEW		No		Test policy		

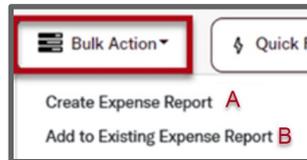
IMPORTANT

All expenses flagged for a violation per company policy (e.g., a missing receipt, a missing category) need to be edited and resolved before they are submitted for approval. Do this for each Expense item where there is a violation.

How to Create an Expense Report

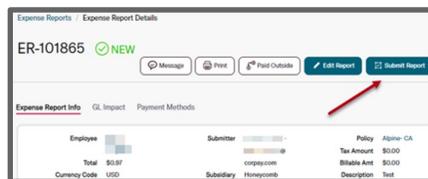
Create a New Expense Report

1. Log in to **Corpay Complete**.
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Under the **Expenses** tab, on the *Expenses* grid, select the applicable expense item(s) to submit for approval.
4. Select the **Bulk Action** dropdown menu.



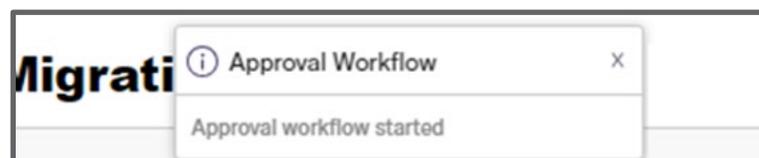
A. Create Expense Report:

- Select **Create Expense Report** from the **Bulk Action** dropdown menu.
- From the **Expense Report Details** page, click on **Submit Report**.



IMPORTANT

A success message will appear showing the successful creation of a new Expense Report initiating an approval workflow.



B. Add to Existing Expense Report

Follow the steps in the next section, "[Adding Expense Items to an Existing Expense Report](#)" if the Expense Item is to be added to **an already existing Expense Report**.

Adding Expense Items to an Existing Expense Report

To add the expense item to an existing Expense Report and submit the updated Expense Report for approval,

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Under the **Expenses** tab, on the *Expenses* grid, select the applicable item(s) to submit for approval.
4. Select *Add to Existing Expense Report* from the *Bulk Action* dropdown menu.
5. On the *Add to Existing Expense Report* screen, you have the option to either
 - A. *Select an Existing Report*
 - o Select the applicable expense report from the Existing Report and click **Add**.

Add to Existing Expense Report

Selected Expense Items

Number	Merchant	Status	Total Amount	Transaction Date
17647463	UBER TRIP	NEW	\$27.48	02/27/2024

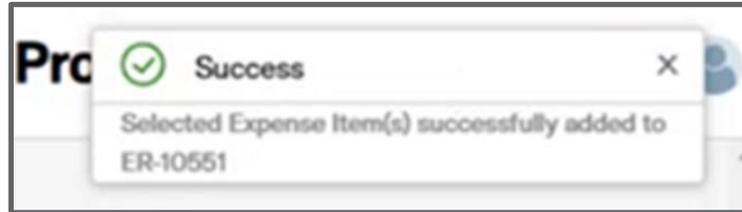
Select An Existing Expense Report **1**

ER-10651	NEW	03/15/2024	\$43.12
----------	-----	------------	---------

Number	Transaction Date	Merchant	Total Amount
17615840	02/27/2024	UBER TRIP	\$43.12

Create New Expense Report **2** Cancel Add

- A success message will appear confirming the successful addition of the expense item to the expense report.



IMPORTANT

Each expense item will include a link to the expense report in the Expense Report # column. New expense reports are automatically assigned a status of *Draft*.

Number	Merchant	Status	Category	Date	Total Amount	Currency Code	Item Type	Subsidiary	Policy	Expense Report #	Submitter	Employee	Violations
	Contains	NEW ✕		mm/dd/yyyy	greater th								
				mm/dd/yyyy	less than								
<input type="checkbox"/>	534	NEW	Office Expe...	12/27/2023	\$20.77	USD	SINGLE_EX...	Sample	test p...	ER-10203			
<input type="checkbox"/>	534	NEW	Office Expe...	12/27/2023	\$20.78	USD	SINGLE_EX...		test p...	ER-10203			
<input type="checkbox"/>	533	NEW	Office Expe...	12/27/2023	\$20.00	USD	SINGLE_EX...		test p...	ER-10203			

B. Create a New Expense Report.

Follow the steps in the section, “Create a New Expense Report” to **create a new Expense Report.**

IMPORTANT

****Please note that the Expense Report to which you added an Expense Item needs to be submitted for approval.**

Submitting Expense Reports

To submit an Expense Report for approval,

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Navigate to the **Expense Reports** tab and select the applicable Expense Report from the list.

Expense #	Employee	Date	Submit Date	Amount	Status
ER-10225	Card Holder Two	03/13/2024	03/13/2024	\$105.00	PENDING
ER-10226	Card Holder Two	03/13/2024	03/13/2024	\$46.50	NEW

4. On the **Expense Report Details** page, review the Expense Report, edit as applicable, and click **Submit Report**.

Expense Reports / Expense Report Details

ER-101865 NEW

Message Print Paid Outside Edit Report Submit Report

Expense Report Info GL Impact Payment Methods

Employee	Submitter	Policy	Alpine- CA
Total	corpays.com	Tax Amount	\$0.00
Currency Code	Subsidiary	Billable Amt	\$0.00
USD	Honeycomb	Description	Test

- A confirmation message will be displayed in the upper right corner of the screen and the expense report status will change to **Pending**.

Approval Workflow

Approval workflow started

Expense Reports / Expense Report Details

ER-10190 PENDING Message Print Paid Outside Edit Report

IMPORTANT

For an Expense Report with the status of *Pending* that awaits approval, the user may check the status within the **Expense Report Details** page, under the *Approval Workflow* tab.

APPROVAL WORKFLOW					
Approval Steps	Last Updated Date	Approved Date	Rejected Date	Approvers	Status
Employee manager	03/19/2024 6:12 PM PDT	03/19/2024 6:12 PM PDT		Expense Approver approver@corpay.com	Approved  
> Accounting team Approval (2 Total)	03/19/2024 6:12 PM PDT			Accounting (+1 Others)	Sent   

Splitting Expenses

The Split Expense feature in Corpay Complete helps users to allocate/split expenses between expense categories, departments, locations, business units, or projects. Expenses can also be split between metadata/dynamic coding fields. Users may split expenses when creating a new expense item or editing an existing expense item.

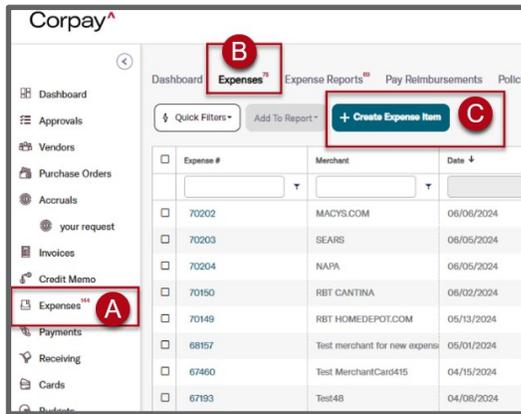
IMPORTANT

Please note that the company setting needs to be turned on for Split Expense features to be active.

Follow the steps below to allocate your expenses when creating a new Expense Item.

1. Log in to [Corpay Complete](#).

2. Select the **Expenses** menu item from the left-side navigation pane. Under the **Expenses** tab, select the **+Create Expense Item** button.



3. Complete the fields on **Create a New Expense Item** page.

IMPORTANT

Under the *Expense Allocation* section, you have two options to split an expense.

- a. Complete the fields in the *Expense Allocation* section and click on the **Split Expenses** button.

The screenshot shows the 'Create a New Expense Item' form. The 'Expense Allocation' section is visible, containing a 'Location' dropdown menu. Below it, the 'Split Expense' button is highlighted with a red box. Other fields include 'Employee' (Hanna Admin), 'Policy' (search/select), 'Expense Item Type' (Select...), 'Merchant', 'Date' (12/01/2024), 'Currency' (USD \$), and 'Total Amount'. There are also checkboxes for 'For Reimbursement?' and a 'Description' field.

- i. When *Coding* field is filled out in the **Create a New Expense Item** page, the **Split Expense** window appears with prepopulated coding info from the previous page.

Category	Department	Location	Business Unit	Project	Amount	Percentage
Travel- Misc	Sales	Los Angeles, CA	Business Unit	Project name	\$100.00	100%

- ii. As applicable, add more allocation items by selecting the **+ Add Split** button. When done, click **Save**.
- b. Click on the **Split Expense** button without completing the fields in the *Expense Allocation* section.

Expense Allocation

Category*	Project
Select...	Select...
Department	Location
Select...	Select...

Additional Coding Fields

Select One

Split Expense

- i. The **Split Expense** modal appears with an empty and editable row.

The screenshot shows the 'Split Expense' modal with a title bar and a close button. At the top, it displays 'Expense Amount \$100.00', 'Number of Splits 1', and 'Remaining Amount \$0.00 (0.00)%'. Below this is a section titled 'Add Allocation' with a red underline. The main area contains a table with columns: Category*, Department, Location, Amount*, and Percentage*. The first row has a trash icon, a 'Select...' dropdown, two 'Select' dropdowns, '\$ 100', and '100 %'. At the bottom, there is a '+ Add Split' button, a 'Cancel' button, and a 'Save' button.

- ii. As applicable, add more allocation items by selecting the + *Add Split* button. When done, click **Save**.

The screenshot shows the 'Split Expense' modal with a title bar and a close button. At the top, it displays 'Expense Amount \$100.00', 'Number of Splits 2', and 'Remaining Amount \$0.00 (0%)'. Below this is a section titled 'Add Allocation' with a red underline. The main area contains a table with columns: Category, Department, Location, Business Unit, Project, Amount, and Percentage. The first row has a trash icon, 'Travel- Misc', 'Sales', 'Los Angeles, CA', 'Business Unit', 'Project name', '\$50.00', and '50%'. The second row has a trash icon, '--Select One--', '--Select One--', '--Select Location--', '--Select One--', '--Select One--', '\$50.00', and '50%'. Below the second row, a dropdown menu is open showing 'Category 1', 'Category 2', and 'Category 3'. A green circle with a hand cursor is over the 'Category 1' option. At the bottom, there is a '+ Add Split' button, a 'Cancel' button, and a 'Save' button.

IMPORTANT

- The **Create Expense Item** page will now display the updated *Expense Allocation* information in a tabular format.
- As applicable, you may edit the expense allocation by clicking on **Edit Split** at the bottom of the screen.
- Once done, select *Create Expense Item*.

Corpay[^] Sample Inc Alice Submitter

Create a New Expense Item

Cancel Save Draft **Create Expense Item**

Employee: Alice Submitter Policy: Product Travel Policy

Expense Item Type: Alice Submitter

Merchant: Lyft Date: 03/29/2024

Currency: \$ USD Total Amount (inc. tax): 100 Tax Amount (optional): Tax Code (optional): Search/select in the list

Expense Report: New Expense Report For Reimbursable?

Description: Dnate

Upload Receipt

Click to upload or drag and drop file to upload a new receipt

Expense Allocation					
Category	Department	Location	Business Unit	Project	Allocation
Hotel	Sales	Los Angeles, CA	Business Unit	Project Name	\$50.00 / 50%
Travel	Product	Los Angeles, CA	Business Unit	Project Name	\$50.00 / 50%
Total					\$100.00% / 100%

Edit Split

+ Add Expense

Cancel Save Draft **Create Expense Item**

IMPORTANT

The **Split Expense** feature allows you to also edit expense allocations on an already created Expense Item. Follow the steps below to edit expense allocations on an already created Expense Item.

1. From the **Expenses** tab, *Expense* grid, select the Expense Item you wish to edit. The **Expense Item Details** page displays all *Expense Allocation* Information. Click on the **Edit Expense Item** button at the top right-hand corner of the screen.

Expense Items / Expense Item Details

68157 NEW

Message Edit Expense Item

Merchant: Test merchant for new expense item detail layout
Policy: Test policy
Currency Code: USD
Item Type: SINGLE_EXPENSE
Submitter: Jordan Admin
Submitted On Date: 06/01/2024
For Reimbursement?: Yes
Transaction Date: 06/01/2024
Expense Amount: \$350.00
Tax:

DROP FILE HERE

Expense Allocation

Category	Department	Location	Business Unit	Project	Allocation
category name	Department name	City, State	Business Unit name	Name of Project	\$25.00 / 25%
category name	Department name	City, State	Business Unit name	Name of Project	\$25.00 / 25%
category name	Department name	City, State	Business Unit name	Name of Project	\$25.00 / 25%
category name	Department name	City, State	Business Unit name	Name of Project	\$25.00 / 25%
category name	Department name	City, State	Business Unit name	Name of Project	\$25.00 / 25%
Total					\$100.00% / 100%

2. On the **Edit Expense Item** page, click on the **Edit Split** button at the bottom of the page.

Edit Expense Item

Cancel Save Draft Save

POLICY VIOLATION SUMMARY

- Receipt required for expenses over USD 1
- Receipt required for Category: Airline

Employee*: Hanna Admin Policy*: Test policy

Expense Item Type*: Single Expense

Expense Allocation

Category	Department	Location	Allocation
General	10-Revenue		\$80.00 / 80.00%
General	30-Product		\$10.00 / 10.00%
Airline	40-HR		\$10.00 / 10.00%
Total			\$100.00 / 100.00%

Edit Split

Cancel Save Draft Save

- When the **Split Expense** modal appears, complete the Expense Allocation edits as applicable.

IMPORTANT

Expense Allocations can also be edited from the **Expense Report Details** page.

- Click on the pencil icon corresponding to an expense allocation for a given Expense Item.

Expense Reports / Expense Report Details

ER-10523 NEW

[Message](#) [Print](#) [Paid Outside](#) [Edit Report](#) [Submit Report](#)

Expense Report Info [GL Impact](#) [Payment Methods](#)

Expense Report #	ER-10523	Submitter	Hanna Admin -	Policy	Test policy
Employee	Hanna Admin		hanna.alemu+ad	Tax Amount	\$0.00
Total	\$100.00		min@corpays.com	Billable Amt	\$0.00
Currency Code	USD	Subsidiary	Corpays Complete	Description	Test Description
Date	09/19/2024			For Reimbursement?	Yes

EXPENSES [+ Add Expense](#)

[Remove from Report](#) [Delete Receipt](#)

<input type="checkbox"/>	Receipt	Expense #	Date	Merchant	Description	Total	
<input type="checkbox"/>		88248	09/19/2024	Test Merchant	Test Description	\$100.00	
Expense Allocation							
Category				Allocation			
General				60% / \$60.00			
General				20% / \$20.00			
General				20% / \$20.00			

2. Update the fields as applicable and click on the **Split Expense** button.

Merchant: Test Merchant

PO #: [] Date: 09/19/2024

Tax: [] Total: 100

Description*: Test Description

Buttons: Split Expense, Save

3. On the **Split Expense** modal, update the fields or **Add Split** as appropriate and click **Save**.

Expense Amount: \$100.00 | Number of Splits: 3 | Remaining Amount: \$0.00 (0.00)%

Add Allocation

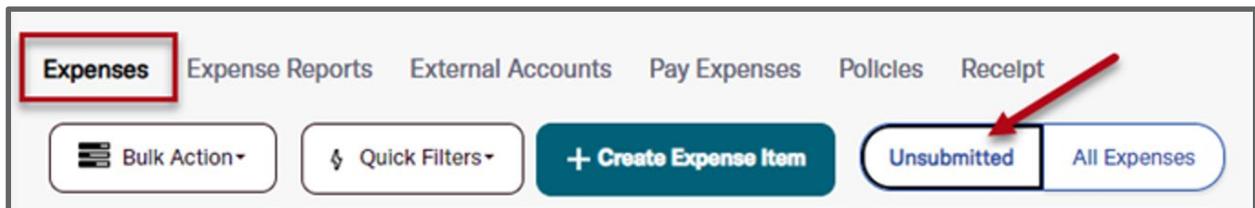
Category*	Amount*	Percentage*
General	\$ 60	60 %
General	\$ 20	20 %
General	\$ 20	20 %

Buttons: + Add Split, Cancel, Save

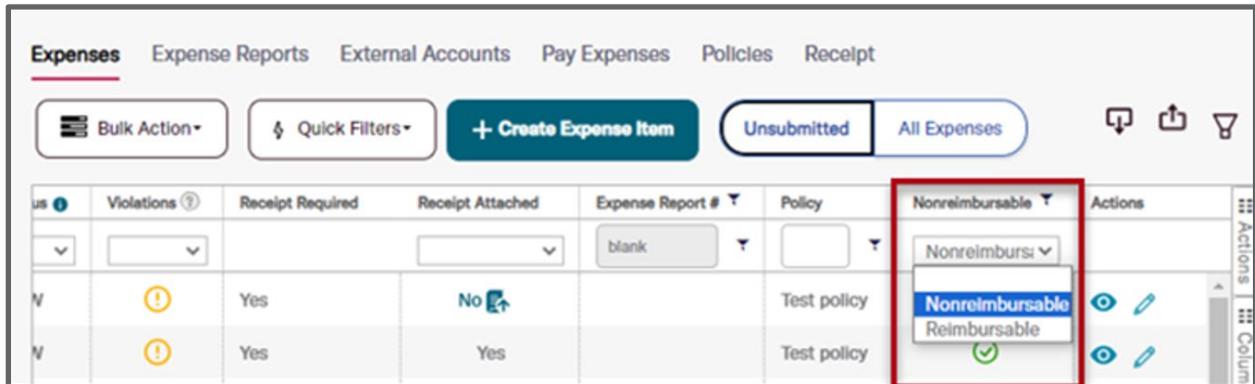
Resolving Policy Violations

To resolve violations related to expense items,

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Under the Expenses tab, select *Unsubmitted* to filter all the expense items that are not yet attached to an Expense Report. This action lets you view only the expense items not yet submitted in an Expense Report.



4. From the *Nonreimbursable* column, select *Nonreimbursable* option.



5. Optionally, filter the *Violations* column by 'Has Violations' to see expenses only with violations per company policy.

IMPORTANT

All expenses flagged for a violation per company policy (e.g., a missing receipt, a missing category) need to be resolved before they are submitted for approval. Do this for each Expense item where there is a violation.

Category	Status ⓘ	Violations ⓘ	Receipt Re
	<input type="text"/>	<input type="text"/>	
General	NEW		Yes
General	NEW	⚠	Yes
General	NEW	⚠	Yes
General	NEW	⚠	Yes
General	NEW		No

6. Click on the yellow exclamation mark (⚠) icon to edit the expense item to resolve the violation(s). Alternatively, you may select the **Edit** (✎) icon to open the expense item for editing.

Total Amount	Category	Status ⓘ	Violations ⓘ	Receipt Required	Receipt Attached	Expense Report #	Policy	Nonreimbursable	Actions
		<input type="text"/>	<input type="text"/>		<input type="text"/>	blank		Nonreimburs: <input type="text"/>	
\$95.00	General	NEW	⚠	Yes	No		Test policy	<input checked="" type="checkbox"/>	
\$95.00	General	NEW	⚠	Yes	Yes		Test policy	<input checked="" type="checkbox"/>	
\$444.00	General	NEW	⚠	Yes	No		Test policy	<input checked="" type="checkbox"/>	

IMPORTANT

You can Hover over the yellow exclamation mark () icon to view the violation(s).

Category	Status	Violations	Receipt Required
General	NEW		Yes
General	NEW		Yes

- Receipt required for expenses over USD 1
- Description required for Category: General
- Receipt required for Category: General

7. On the **Edit Expense Item** page, upload a receipt or complete any other changes that caused the violation, as applicable. Once done, click **Save**.

A. Policy Violation Summary:

Edit Expense Item

1

Cancel Save

POLICY VIOLATION SUMMARY

- Description required for Category: General
- Receipt required for Category: General
- Receipt required for expenses over \$1

DROP FILE HERE OR UPLOAD RECEIPT

Upload Receipt

Employee: Card Holder Two | Policy: Test policy

Expense Item Type: Single Expense

Category: General

Merchant: Cab 24/7 | Date: 03/31/2024

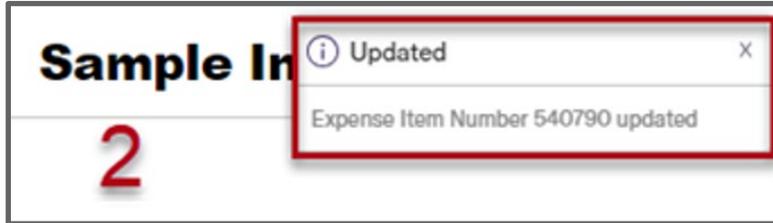
Currency: USD \$ | Tax Code: search/select the list | Tax Amount: | Total Amount: 35

Expense Report: New Expense Report | Non-reimbursable:

Description:

Cancel Save

B. Confirmation Message: A confirmation message will appear notifying you of the successful updates.



IMPORTANT

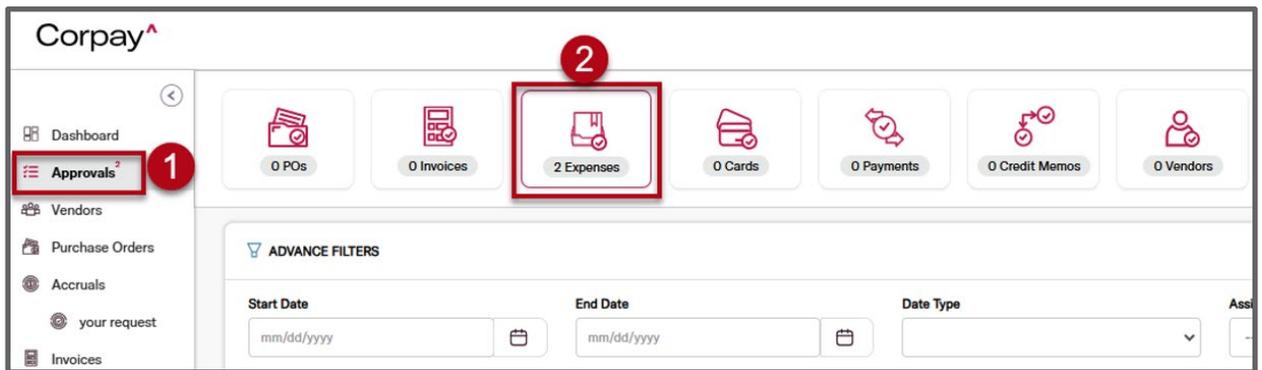
- Resolving all policy violations on the **Edit Expense Item** page will cause the yellow exclamation mark (⚠) to disappear from the *Expenses* grid. Violation reason(s) will also disappear from the hover-over tooltip. If there is any policy violation that still needs to be addressed, the yellow exclamation mark (⚠) will remain on the *Expenses* grid until the policy violation is addressed. Resolve all violations.
- If you attempt to save changes on the **Edit Expense Item** page without completing fields that are marked with asterisks (*) as required, the field with the missing information will turn red with a blurb "This field is required." Complete all required fields to be able to save changes.

A screenshot of a form field. The field is labeled "Description*" and has a red border. Below the field, the text "This field is required" is displayed in red. A red arrow points from the error message to the field. At the bottom right of the form, there are two buttons: "Cancel" and "Save".

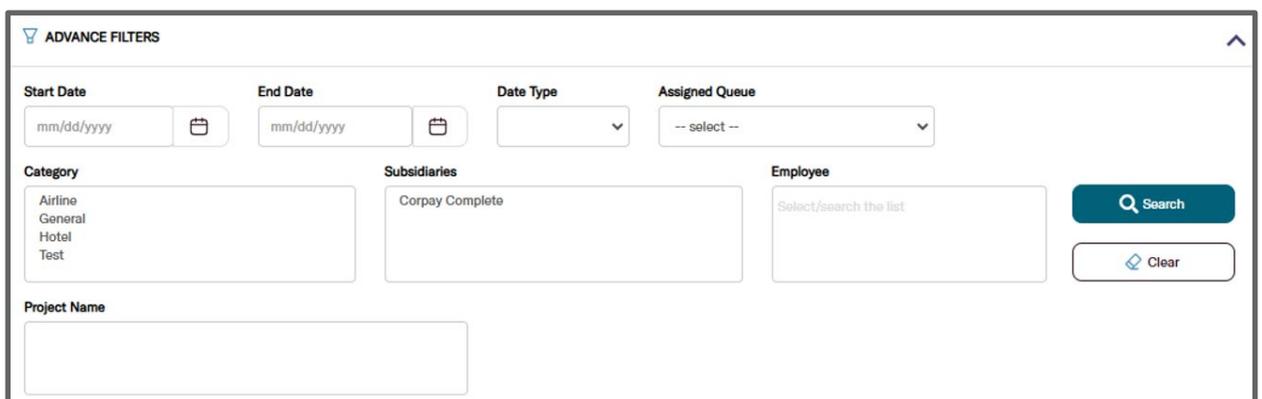
Approving Expenses

Corpay Complete users with expense approver role can approve expenses using the Approvals Module. Follow the steps below to approve employee expenses.

1. Log in to [Corpay Complete](#).
2. Select the **Approvals** menu item from the left-side navigation pane, and select the **Expenses** tab.



3. On the **Expenses** screen, complete the fields under the **Advanced Filter** section, as applicable, to search or filter the Expense Reports you wish to approve by start and end date, date type (Expense Report Date or Submit Date), Assigned Queue, Category, Subsidiaries, and/or Employee.



- Click on the **Expense Report** hyperlink in the **Expense Report #** column to view details of the Expense Report you wish to approve.

Exp Report #	Exp Report Date	Merchant	Submit Date	Original Currency	Original Amount	Action
ER-10521	08/29/2024	Test Vendor	08/29/2024			
ER-10520	08/29/2024	Test Vendor	08/29/2024			

- Under the **Expense Report Info** tab, review details of the Expense Report under the **Expenses** section for accuracy. Once done, select the checkbox next to the **Expense#**, and click **Next**.

Expense Report Info Accounts

Expense Report # ER-10521 Submitter Jordan Admin - jordan.galther@corpay.com Policy Test policy
 Employee Jordan Admin Subsidiary Corpay Complete Tax Amount \$0.00
 Total \$300.00 Billable Amt \$0.00 Description Approval testing expense
 Currency Code USD For Reimbursement? Yes
 Date 08/29/2024

EXPENSES \$300.00

Selected items will be approved. To reject expense items, deselect them and provide a reason for rejection.

Receipt	Expense #	PO #	Date	Merchant	Description	Original Currency	Original Amount	Total
<input checked="" type="checkbox"/>	84339		08/29/2024	Test Vendor	Approval testing expense		\$300.00	

Expense Allocation

Category	Department	Location	Allocation
General			100% / \$300.00

Next

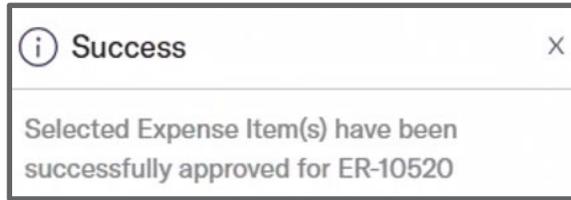
- On the **Confirm Expense Report** window, click on **Confirm** to proceed with the approval action.

Confirm Expense Report

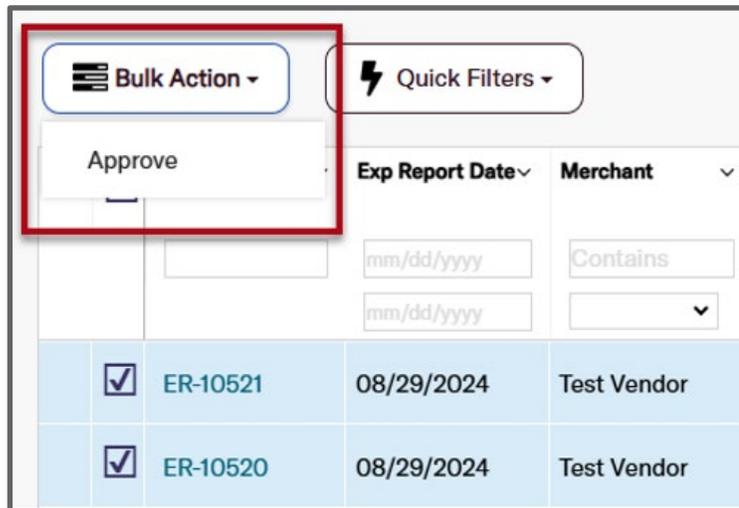
1 Expense Item(s) to be Approved

Cancel Confirm

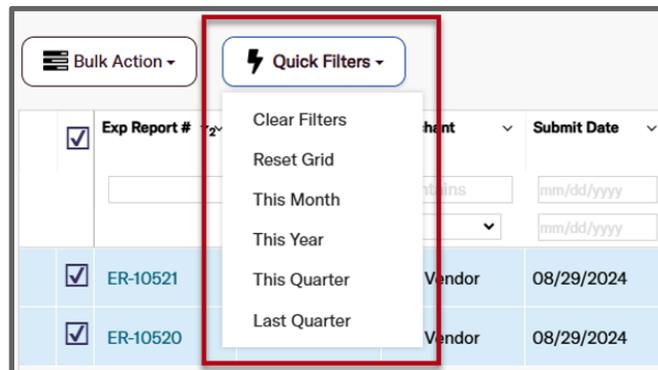
7. You will receive a success message indicating that the Expense Item(s) for the selected Expense Report has/have been approved.



8. If you wish to approve multiple Expense Reports at once, select the checkbox next to the applicable Expense Reports and select *Approve* from the *Bulk Action* dropdown.



9. Use the *Quick Filters* dropdown to filter expenses you wish to view by current month, current year, or current or previous quarter.



- You can also perform the following actions from the *Expenses* grid within the Approvals module:

Exp Report #	Exp Report Date	Merchant	Submit Date	Original Currency	Original Amount	Action
ER-10521	08/29/2024	Test Vendor	08/29/2024			
ER-10520	08/29/2024	Test Vendor	08/29/2024			

- a. Click on the **Expense Report** hyperlink under the *Expense Report #* column to view details of the submitted Expense Report. Alternatively, you can click on the **View** icon () on the right side of the grid under the *Action* column.
- b. Send a message to the Expense Report submitter by clicking on the **Message** icon () on the right side of the grid under the *Action* column.
- c. Approve an Expense Report by clicking on the **Approve** icon () on the right side of the grid under the *Action* column.
- d. Reject an Expense Report by clicking on the **Reject** icon () on the right side of the grid under the *Action* column.

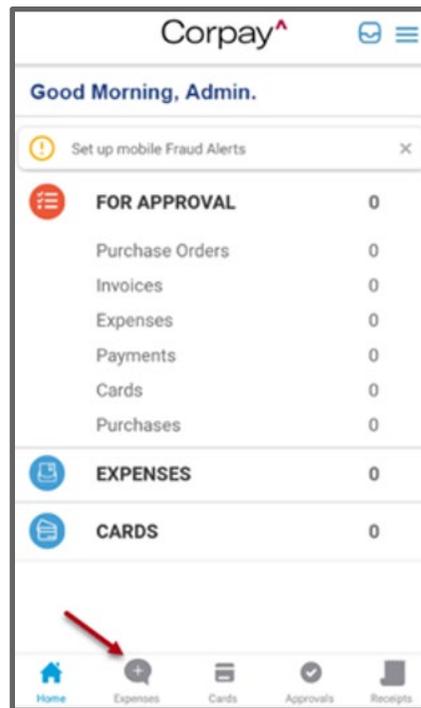
Expense Module – Mobile App

The Corpay Complete mobile app allows users of the Corpay Complete platform to submit employee expenses. This section describes the steps in the Corpay Complete mobile app to create and edit an expense item and submit an Expense Report for approval. The process in this guide is specific to out-of-pocket transactions made using personal cards or cash.

How to Access Expense Module

To access Expense Module in Corpay Complete,

1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.



How to Create an Expense Item for Non-Card Transactions

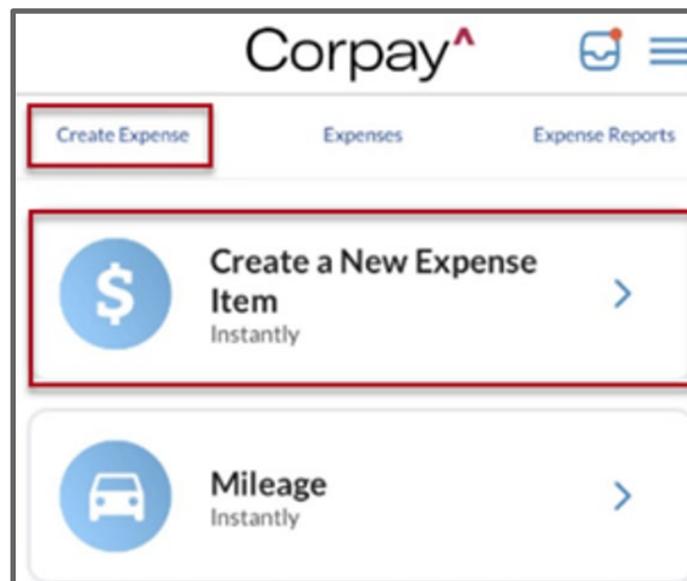
Creating an Expense Item

To start the Expense Reimbursement process in the Corpay Complete mobile app,

1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.
3. Select **Create Expense** to create an expense item.



4. From the **Create Expense** tab, select **Create a New Expense Item**.



5. On the **Create a New Expense Item** screen, complete all the required fields and upload a receipt as applicable. When done, tap the *Create Expense Item* button.

<Back Create a New Expense Item

+ Upload Receipt

Policy*
Select Policies

Merchant*
[Empty field]

Date*
Dec-13-2024

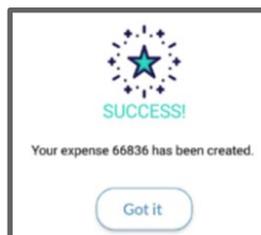
Select Department

Location
Select Location

SHOW LESS

Create Expense Item

- You will receive a popup message confirming that a new Expense Item has been created.

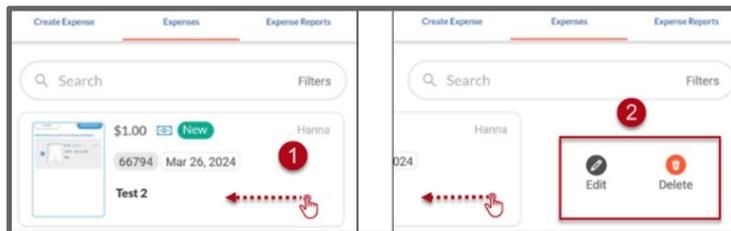


IMPORTANT

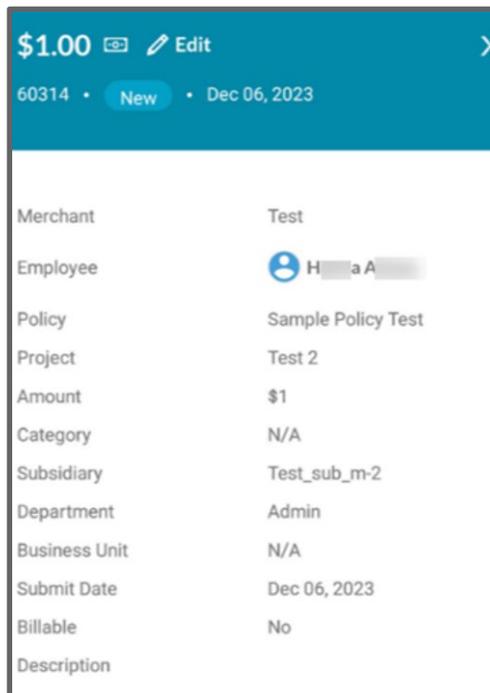
**Please note that Expense Reports need to be created for Expense Items.

Editing an Expense Item

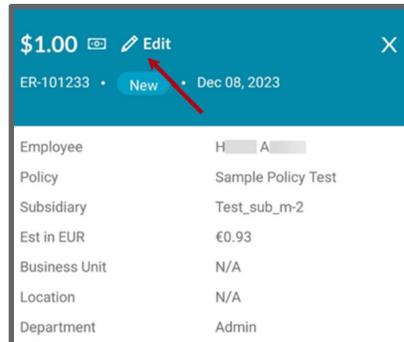
1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.
3. Tap on the applicable Expense Item and swipe left if you wish to edit or delete the expense item.



4. Alternatively, you may tap the applicable expense item to review and edit from the **Expense Detail** screen.



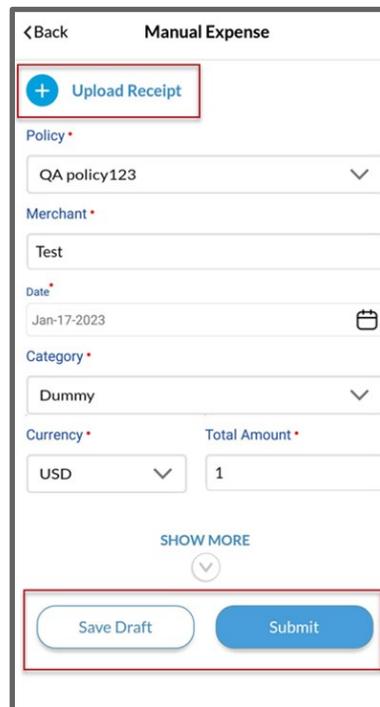
5. Tap on the **Edit** link at the top of the general info section if you wish to edit a **DRAFT** expense. This will bring you to the expense form to make edits.



The screenshot shows the top portion of an expense item. At the top left, the amount is \$1.00. To its right is an 'Edit' link with a pencil icon. Below this, the expense ID 'ER-101233' and the date 'Dec 08, 2023' are visible. A red arrow points to the 'Edit' link. Below the header is a table of general information:

Employee	H A
Policy	Sample Policy Test
Subsidiary	Test_sub_m-2
Est in EUR	€0.93
Business Unit	N/A
Location	N/A
Department	Admin

6. You may click **Submit** to save the expense item or **Save Draft** from the form.



The screenshot shows the 'Manual Expense' form. At the top left is a '< Back' button. The title is 'Manual Expense'. Below the title is a blue button with a plus sign and the text 'Upload Receipt'. The form contains several fields: 'Policy' (QA policy123), 'Merchant' (Test), 'Date' (Jan-17-2023), 'Category' (Dummy), 'Currency' (USD), and 'Total Amount' (1). Below these fields is a 'SHOW MORE' link with a downward arrow. At the bottom of the form are two buttons: 'Save Draft' and 'Submit'. Red boxes highlight the 'Upload Receipt' button and the 'Save Draft' and 'Submit' buttons.

IMPORTANT

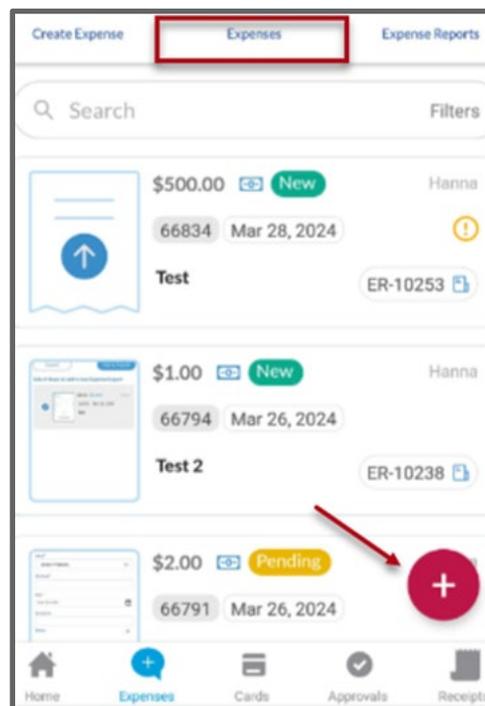
Only DRAFT expenses may be edited.

How to Create an Expense Report

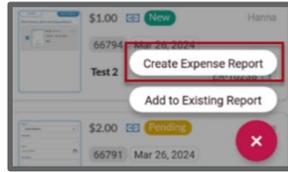
Create a New Expense Report

To create a new Expense Report in the Corpay Complete mobile app,

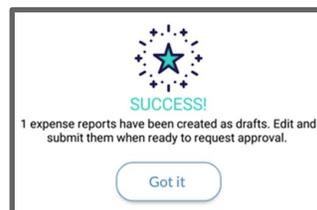
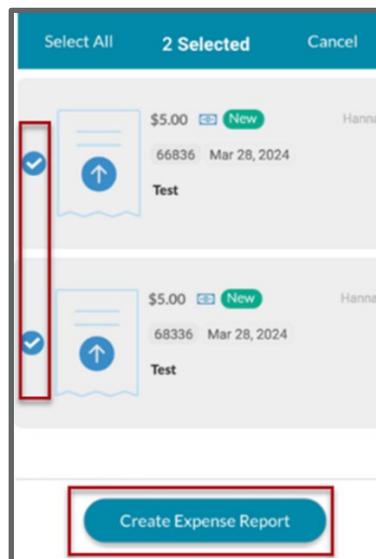
1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.
3. Tap on the  icon at the bottom of the screen in the **Expenses** tab.



4. Select Create Expense Report.



5. Select the applicable Expense Item(s) and tap the **Create Expense Report** button. You will receive a popup message confirming that a draft Expense Report has been created.

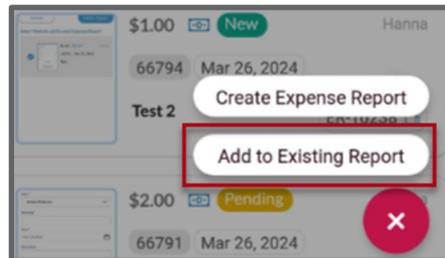


This completes the workflow for creating a New Expense Report and you may proceed to Submit the Expense Report you created. Follow the steps below if the Expense Item is to be added to an already existing Expense Report.

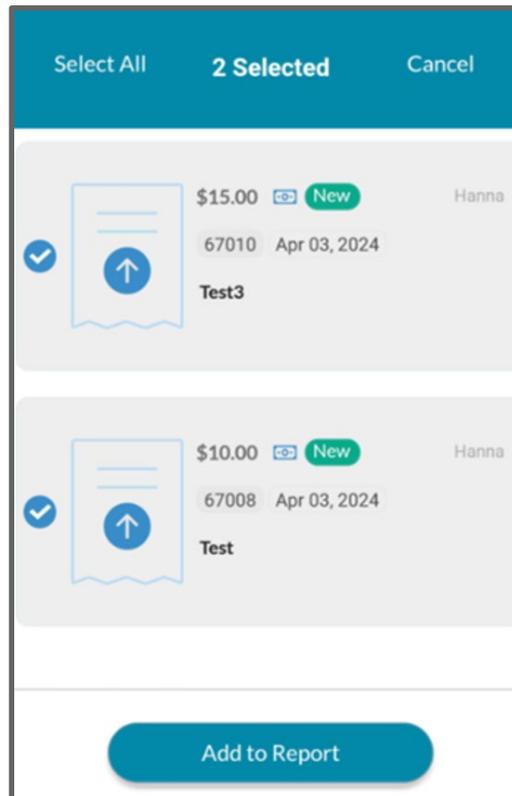
Adding Expense Items to an Existing Expense Report

Follow the steps below to add an Expense Item to an already Existing Expense Report.

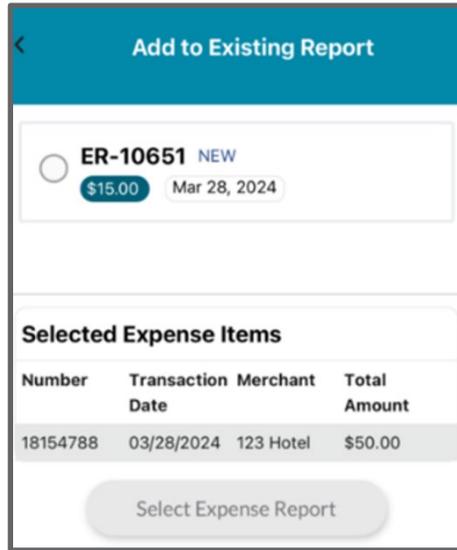
1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.
3. Select **Add to Existing Report**.



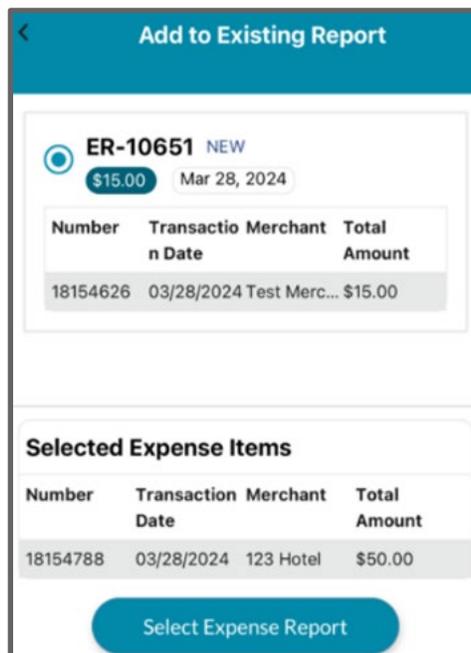
4. Select the Expense Item(s) you want to add from the list and tap *Add to Report*.



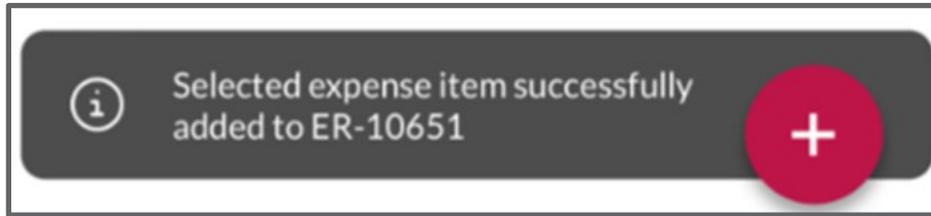
5. Choose the Expense Report to which you want to add the selected Expense Item(s).



6. Tapping an Expense Report from the list will expand the selection to show an overview of the Expense Items already linked to that Expense Report. Tap *Select Expense Report* to add the selected Expense Item(s) to the report.



- A success message will appear showing the successful addition of the expense item to the expense report.



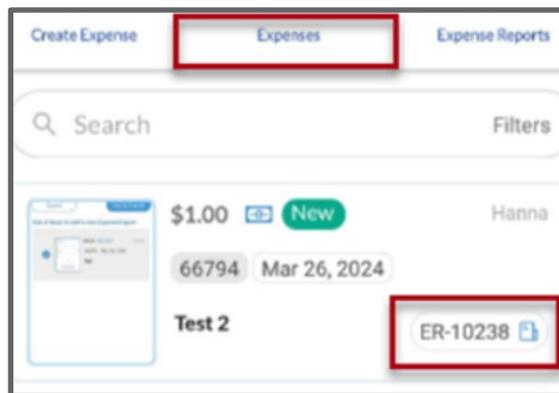
IMPORTANT

Please note that the Expense Report to which you added an Expense Item needs to be submitted for approval. Follow the steps below to submit the updated Expense Report for Approval.

Submitting Expense Reports

To submit an Expense Report for approval,

1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.
3. Tap on the draft Expense Report.

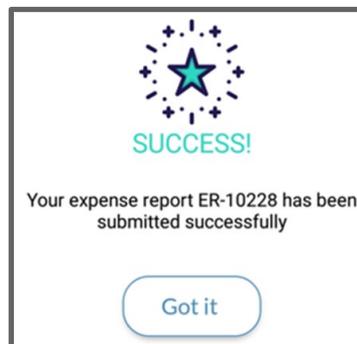


4. From the **Expense Reports** details screen, edit the draft Expense Report as applicable and tap *Submit*.

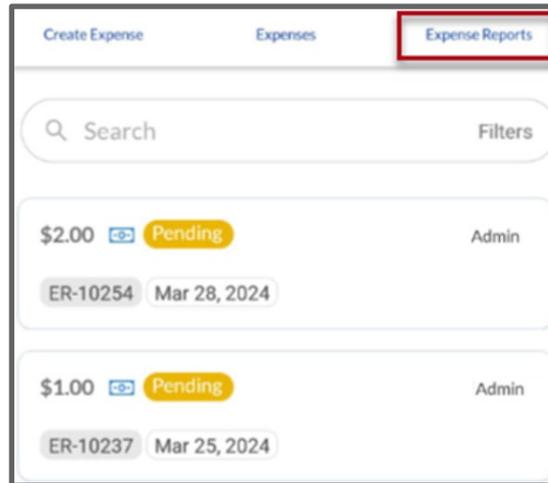
Expense Report details screen showing fields for Employee, Policy, Subsidiary, Business Unit, Location, Department, PO #, Description, and Tax Amount. A red box highlights the 'Edit' button at the top right. Below the fields is a table with one row: Merchant 'Test', Description 'Test', Total '\$2.00'. A red box highlights the 'Submit' button at the bottom.

Merchant	Description	Total
Test	Test	\$2.00

You will receive a success message confirming that the Expense Report was submitted.



- The Expense Report will show under the **Expense Reports** tab with the status **Pending**.



Splitting Expenses

The Split Expense feature in Corpay Complete helps users to allocate/split expenses between expense categories, departments, locations, business units, or projects.

IMPORTANT

Please note that the company setting needs to be turned on for Split Expense features to be active.

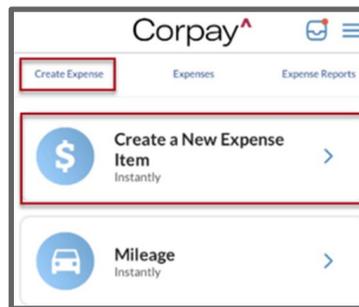
Follow the steps below to allocate your expenses when creating a new Expense Item via the Corpay Complete Mobile App.

1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.

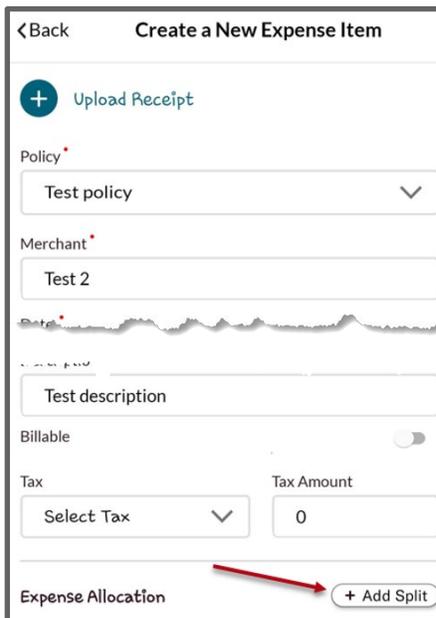
3. Select **Create Expense** to create an expense item.



4. From the **Create Expense** tab, select **Create a New Expense Item**.



5. On the **Create a New Expense Item** screen, complete all the required fields and tap the **+Add Split** button under the **Expense Allocation** section.



6. As applicable, add more allocation items by selecting the **+ Add Split** button. When done, click **Save All**.

The image displays two side-by-side screenshots of the "Split Expense" dialog box, illustrating the process of adding multiple splits to a \$100.00 expense.

Left Screenshot (Initial State):

- Expense Amount: \$100.00
- Number of Splits: 1
- Remaining Amount: \$50.00 (50.00%)
- Category: General
- Department: 30-Product
- Location: Select Location
- Project: (empty)
- Percent: 50
- Amount: 50
- Buttons: Cancel, Save All, and a highlighted **+ Add Split** button.

Right Screenshot (After Adding Splits):

- Expense Amount: \$100.00
- Number of Splits: 3
- Remaining Amount: \$0.00 (0.00%)
- Category: General
- Department: 40-HR
- Location: Select Location
- Project: (empty)
- Percent: 30
- Amount: 30
- Buttons: Cancel and a highlighted **Save All** button.

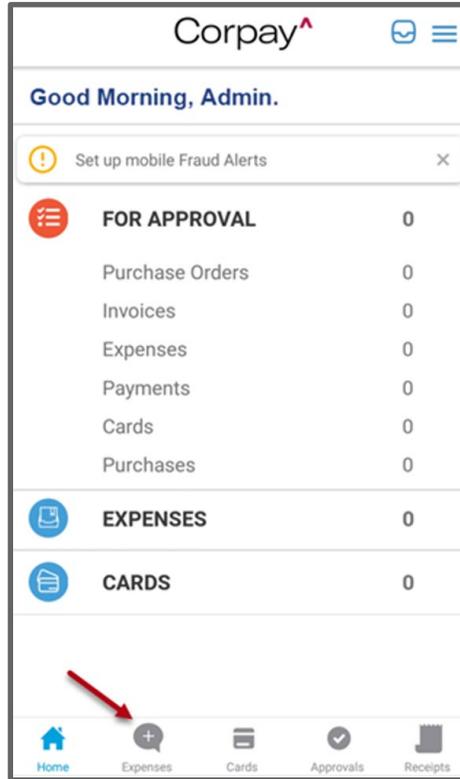
IMPORTANT

You may edit the split expenses by following the steps to edit an expense item.

Resolving Policy Violations

To resolve violations related to expense items,

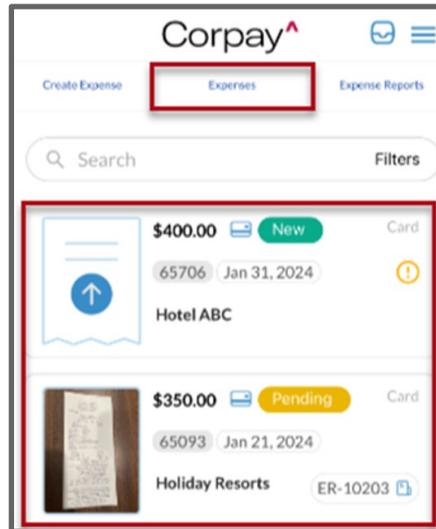
1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Expense** icon from the main navigation at the bottom of the screen.



3. Select the **Expenses** tab to view Corpay card-related expense items.



4. From the list of Expense Items, select the Expense Item with violations that you wish to view or edit. (See the *notes below* if you prefer to use the **Search** or **Filter** functions to find a specific Expense Item.)

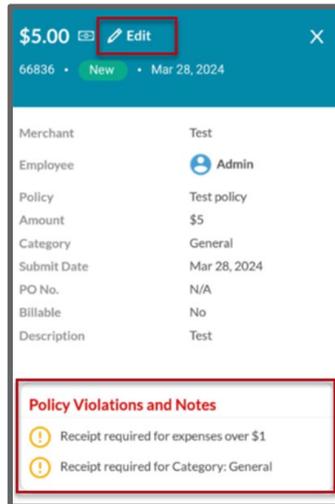


IMPORTANT

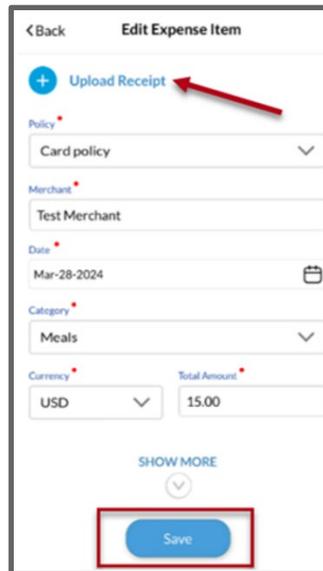
- Please note that processed card transactions will automatically appear in the **Expenses** tab under the **Expense** Menu.
- If you wish to search for a specific Expense Item, you may input the Expense Number in the **Search** field (🔍 Search) and search for the applicable expense item.



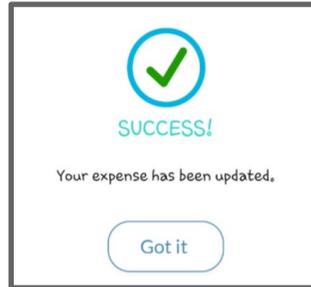
5. Selecting the Expense Item brings you to the **Expense Details** screen with an option to edit the Expense Item. As applicable, resolve any policy violations listed at the bottom of the Expense Details screen.



6. On the **Edit Expense Item** screen, complete all the required fields and upload a receipt as needed. When done, tap **Save**.



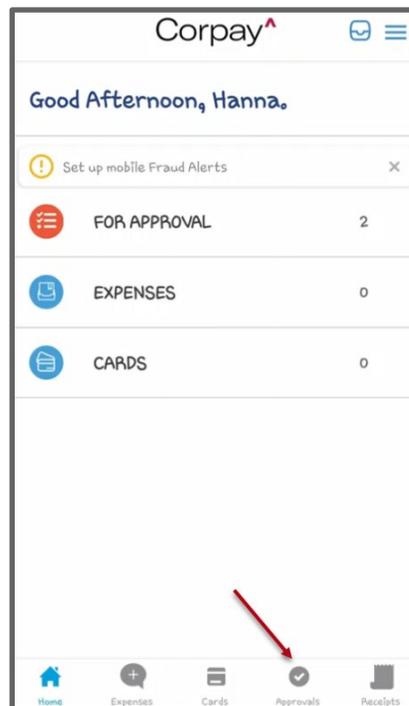
- You will receive a popup message confirming that your updates are saved.



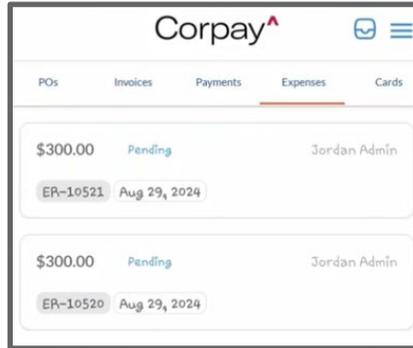
Approving Expenses

Corpay Complete users with the expense approver role can approve expenses using the Approvals Module. Follow the steps below to approve employee expenses.

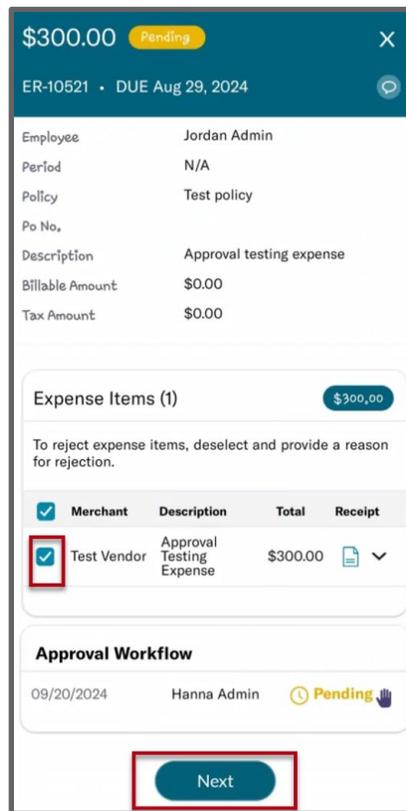
1. Log in to the **Corpay Complete** mobile app.
2. Tap on the **Approvals** icon from the main navigation at the bottom of the screen.



3. Tap on the Expense Report you wish to approve.



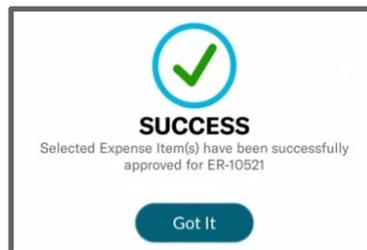
4. From the **Expense Reports** details screen, select the Expense Report you wish to approve and tap *Next*.



5. Select *Confirm* to proceed with the approval action.



6. You will receive a success message indicating that the Expense Item(s) for the selected Expense Report has/have been approved.



IMPORTANT
You will receive a success message confirming that the Expense Report was submitted, and the Expense Report will show under the <i>Expense Reports</i> tab with the status <i>Pending</i> .

Expense Report Status Description

Expense Report Status	Expense Report Status Description
New	The Expense Report is newly created and needs to be reviewed and submitted for approval.
Pending Approval	The Expense Report is submitted for and awaiting approval.
Approved	All approvals are completed for the Expense Report, and it is awaiting payment and reconciliation.
Rejected	The Expense Report has been rejected by the approver. No action is needed.
Paid	The Expense Report has been fully processed, and expense reimbursement is paid to the requestor.
Closed	The Expense Report has been fully processed, expense reimbursement is paid and reconciled.