

Date: August 1, 2016

From: Accounts Payable Department

To: CEI Employees

Subject: New Way of Submitting Expense Reports

CEI is pleased to announce an exciting change. Effective August 8, 2016, we will be moving toward a more efficient way of submitting expense reports. The vision is to move away from hard copy reports to submitting reports electronically via Expensify, an expense system that will make life extremely easy when reporting out of pocket and/or credit card expenses.

To help you to become familiar with how to navigate within the Expensify application, we have included a training video. This video is intended to help you, the user understand the general functionality and the workflow of Expensify. You will also learn how to utilize the Expensify mobile app, which will allow you to manage your expenses while on the go.

Please click on the following link <https://youtu.be/E0dhGkFagG0> to view the training video. You will learn how to log into the Expensify website, download the Expensify app, create and submit a new expense report, upload receipts, set up your direct deposit account, identify and correct policy violations, and more. It is very important that you view this video prior to the “GO LIVE” date of August 8, 2016.

Below are other helpful videos:

<https://youtu.be/GwhpnAl-yWs>

How to use Expensify Smartphone App

<https://youtu.be/B290cDx6pZo>

How to create and submit an expense report?

<https://youtu.be/iladoTuDKbs>

How to upload receipts?

<https://youtu.be/HKQE6nBIBF4>

How to add and edit expenses?

<https://youtu.be/iJNH7HVHM8g>

How to approve and process reports?

<https://youtu.be/LkAeq0L9fE4>

How to scan and attach receipts?

<https://youtu.be/wtHiPIU4BYs>

How to set up a reimbursement account?

<https://youtu.be/XhggQFILKdA>

How to import bank and credit card?

Important Things to Know

- **You must contact Corporate AP or HR to send you an Expensify invite prior to logging in.**
- To log onto Expensify, go to www.expensify.com and click on sign in. Enter your work email address and password. Please be advised, you will receive an email notification from Expensify requesting that you register. This notification will provide your User ID, as well as your Password. It is very important that you register.
- Go to the App Store and download the Expensify app using your smartphone. Managing your expenses via the app will make life so much easier.
- **Any expense incurred after August 8, 2016 must be submitted via Expensify. After September 1, 2016, hard copy expense reports will no longer be accepted.**
- To receive reimbursement via direct deposit, go into Expensify and set up your reimbursement account. Be sure to have your banking information handy.
- When preparing an expense report, ALWAYS assign a category code and tag. Category codes represent GL account codes. Tags represent sites/departments to be charged.
- **Approved expense reports will have to be submitted by EOD Tuesday in order to be reimbursed on Thursday. Any report(s) not received on Tuesday will be reimbursed on Thursday of the following week. Remember, timely submission and timely approval = timely reimbursement.**

How will Expensify benefit you?

- You will be able to manage your expenses from your mobile device
- Efficient creation and reimbursement of expense reports
- Electronic Workflow Approval
- Visibility of your expenses and/or expense report(s) at any time
- Better expense reporting

Common Expensify websites

www.expensify.com – Official Website

help@expensify.com – Help and Support

receipt@expensify.com – Receipt Hub

If you have any questions or concerns prior to the “GO LIVE” date, please contact Matthew Conley, AP Manager at mconley@customecology.com, and I will be happy to assist you.