

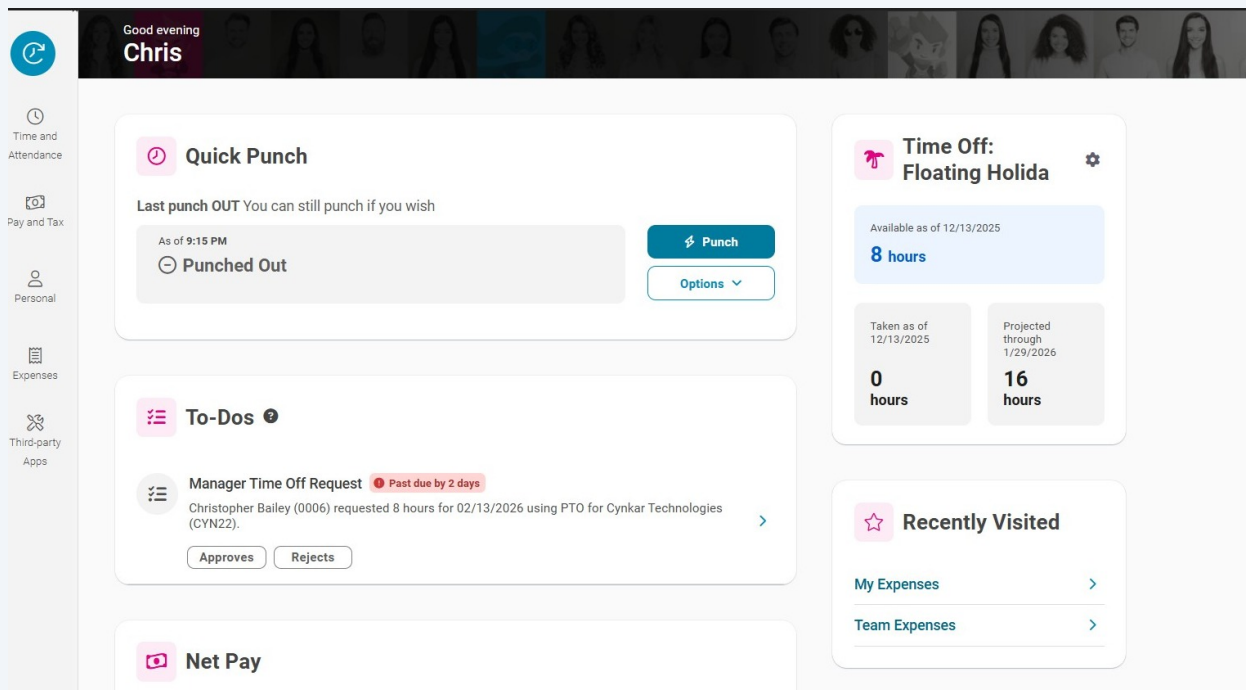
Submit Expenses on Desktop



This guide provides a process for submitting expenses via mobile. It outlines essential steps for uploading receipts and filling out expense details, ensuring you can efficiently track and submit your expenses for approval.

You can only submit expenses as an employee in the Adaptive or Mobile views, not in Classic.

- 1 Navigate to <https://aee.myisolved.com/home>



2 Click **Expenses**

Good evening **Chris**

Quick Punch

Last punch OUT You can still punch if you wish

As of 9:15 PM

Punched Out

Punch

Options ▾

To-Dos

Manager Time Off Request Past due by 2 days

Christopher Bailey (0006) requested 8 hours for 02/13/2026 using PTO for Cynkar Technologies (CYN22).

Approves Rejects

Net Pay

Time Off: Floating Holiday

Available as of 12/13/2025

8 hours

Taken as of 12/13/2025

0 hours

Projected through 1/29/2026

16 hours

Recently Visited

[My Expenses](#)

[Team Expenses](#)

3 Click **My Expenses**

Good evening **Chris**

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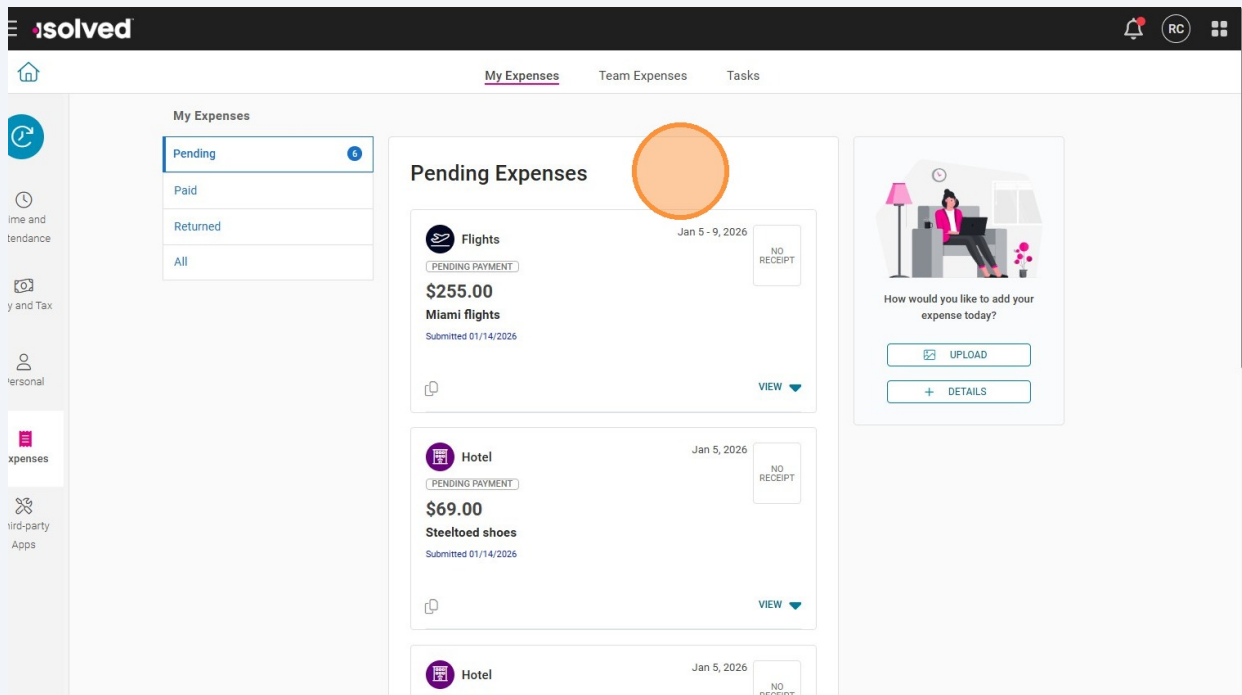
16 hours

Recently Visited

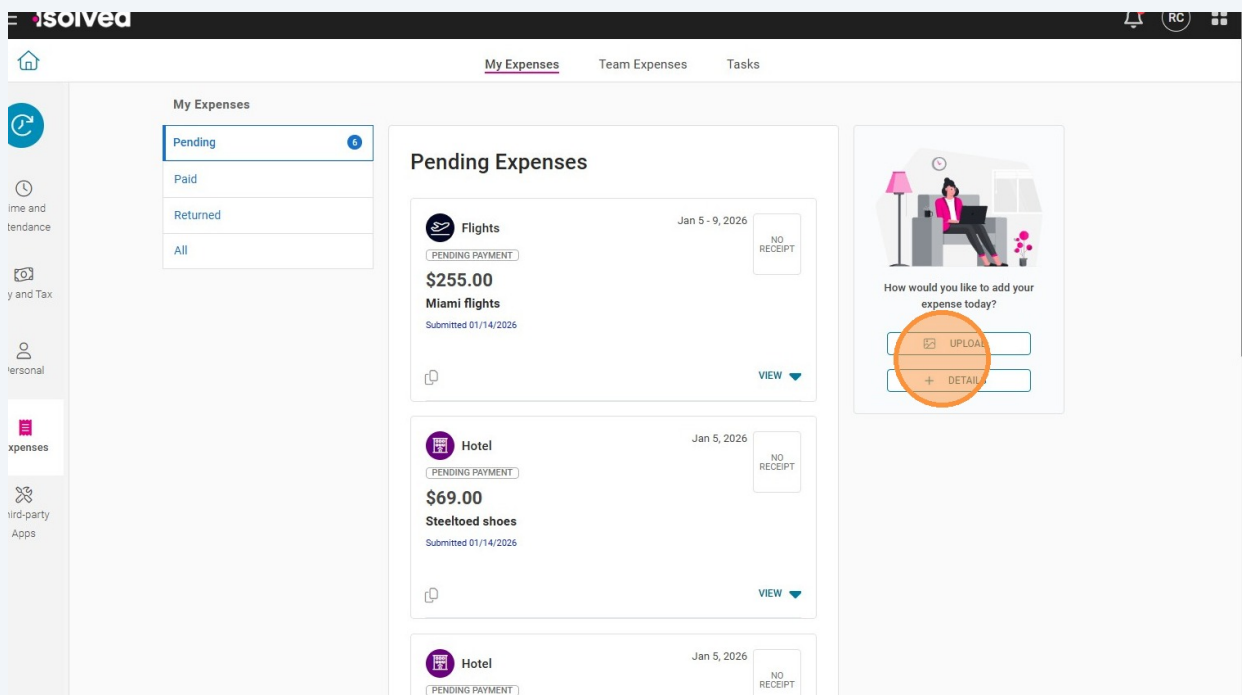
[My Expenses](#)

[Team Expenses](#)

4 Here you'll see any existing Pending Expenses



5 On the right side you have two options: **Upload:** You can upload a receipt first and then it will fill in any details it finds **Detail:** You can fill out the form and upload your receipt



6 Click **Details**

The screenshot shows the 'My Expenses' page with a sidebar on the left containing navigation icons for Home, My Expenses, Time and Attendance, Payroll and Tax, Personal, Expenses, and Third-party Apps. The main content area is titled 'My Expenses' and has a sub-header 'Pending Expenses'. It lists three pending expenses: 'Flights' for \$255.00 (Miami flights, Jan 5 - 9, 2026), 'Hotel' for \$69.00 (Steeltoed shoes, Jan 5, 2026), and another 'Hotel' for \$250.00 (Jan 5, 2026). Each entry has a 'VIEW' button. On the right, a sidebar prompt asks 'How would you like to add your expense today?' with 'UPLOAD' and 'DETAILS' buttons. An orange circle highlights the 'DETAILS' button.

7 Click **Add receipt**

The screenshot shows the 'Add expense' form. At the top, there's a header with 'solved' and navigation icons. The main content area is titled 'My Expenses' and has a sub-header 'Add expense'. The form contains several fields: 'Expense name' (Example: Team lunch or Trip to NYC), 'From' (mm/dd/yyyy), 'To' (mm/dd/yyyy), 'Business purpose' (Select), 'Type' (Select), 'Amount' (\$ 0.00), 'Currency' (USD), 'Details' (text area), and a 'Reimbursable' toggle switch. An orange circle highlights the 'Add receipt' button, which is located above the 'Expense name' field.

8 Click **Choose File**. Upload your file and click **Next**

The screenshot shows the 'Add expense' form in the 'My Expenses' section. An 'Upload document' modal is open, displaying a 'CHOOSE FILE' button. The background form includes the following fields and options:

- Expense name:** Text input with placeholder 'Example: Team lunch'.
- Business purpose:** Dropdown menu with 'Select'.
- Amount:** Text input with '\$ 0.00'.
- Currency:** Text input with 'USD'.
- Type:** Dropdown menu with 'Select'.
- Details:** Text input.
- Reimbursable:** Toggle switch (checked).
- Expense policy:** Link with a right arrow.

9 Fill out all of the details for your expense.

The screenshot shows the 'Add expense' form in the 'My Expenses' section. The 'Upload document' modal is closed. The 'Business purpose' dropdown is highlighted with an orange circle. The form is filled out with the following details:

- Expense name:** EVERYDAY MARKET
- From:** 07/29/2025
- To:** 07/29/2025
- Business purpose:** Select (highlighted with an orange circle)
- Type:** Select
- Amount:** \$ 0.00
- Currency:** USD
- Details:** (Empty text input)
- Reimbursable:** Toggle switch (checked)
- Expense policy:** Link with a right arrow
- Buttons:** SUBMIT and SAVE FOR LATER

10

Once you've entered all of your info. You can either **Save for Later** to go back and submit later, or choose **Submit** to submit for approval.

Change receipt

All fields are required unless marked optional

Expense name: EVERYDAY MARKET From: 07/29/2025 To: 07/29/2025

Business purpose: Conferences Optional: - Select -

Type: Meals Amount: \$ 80.03 Currency: USD

Details: Meals from Conference

Reimbursable: ☒

Expense policy

SUBMIT

SAVE FOR LATER

CANCEL

11

Once you click Submit, it will take you back to Expense screen. You can view or enter more expenses.

Expense successfully submitted

My Expenses

Pending

Paid

Returned

All

Pending Expenses

Flights Jan 5 - 9, 2026 NO RECEIPT

PENDING PAYMENT

\$255.00

Miami flights

Submitted 01/14/2026

VIEW

Hotel Jan 5, 2026 NO RECEIPT

PENDING PAYMENT

\$69.00

Steeltoed shoes

Submitted 01/14/2026

VIEW

Hotel Jan 5, 2026 NO RECEIPT

PENDING PAYMENT

VIEW

How would you like to add your expense today?

UPLOAD

DETAILS