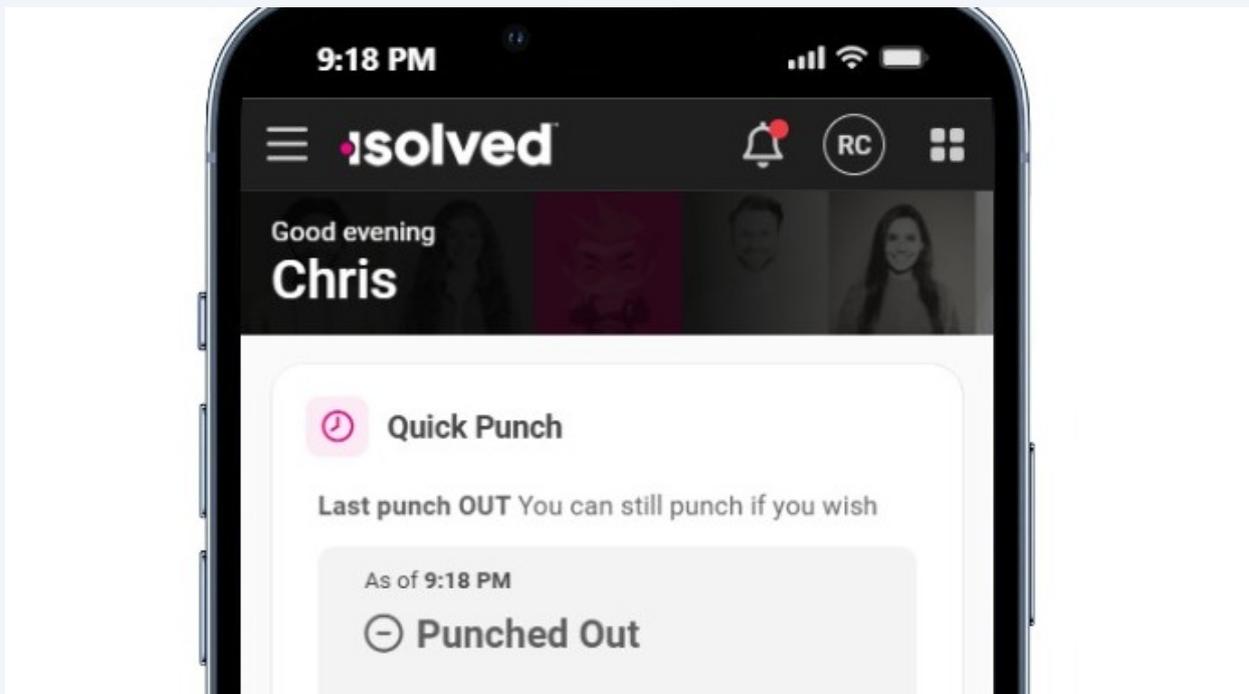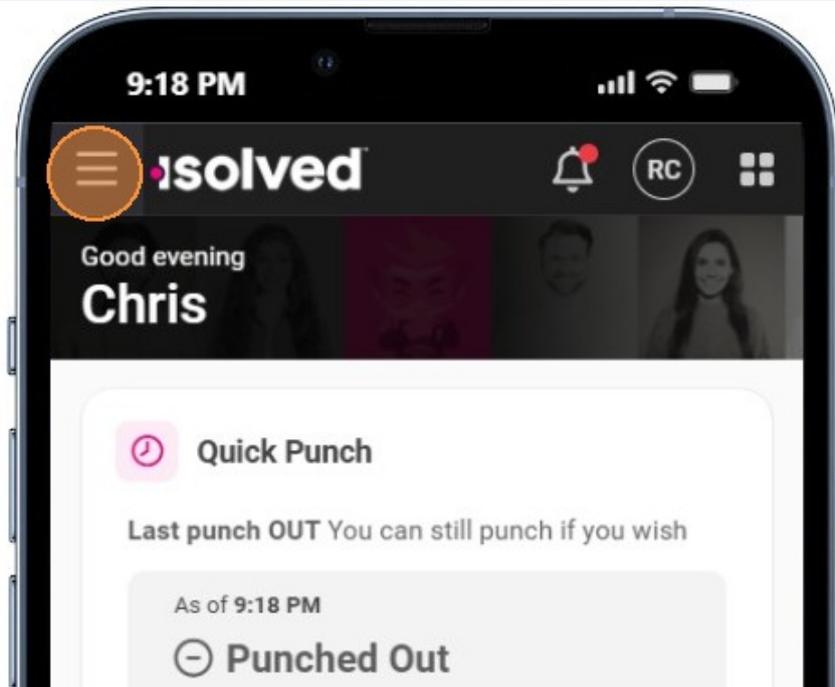# Submit Expenses on Mobile

thread

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.
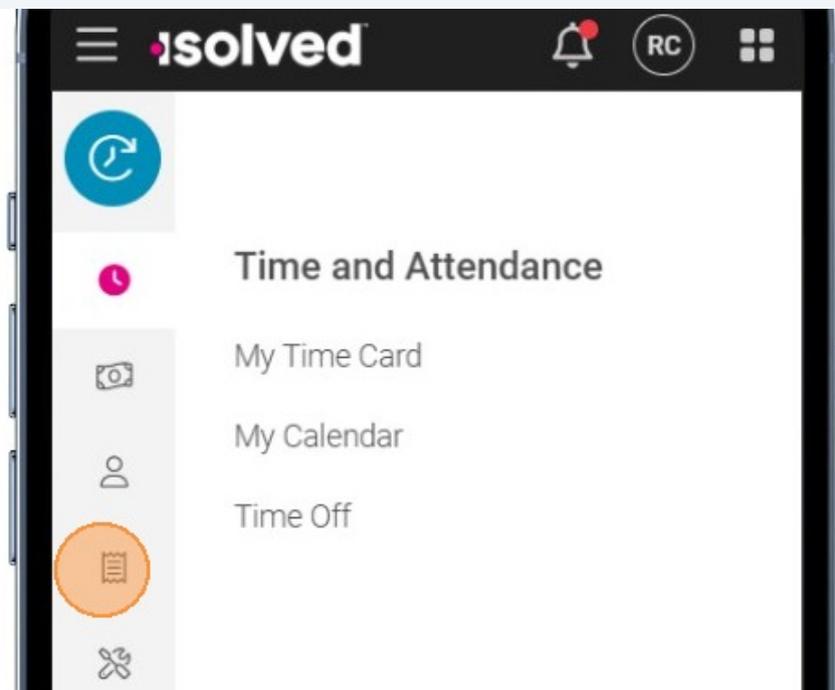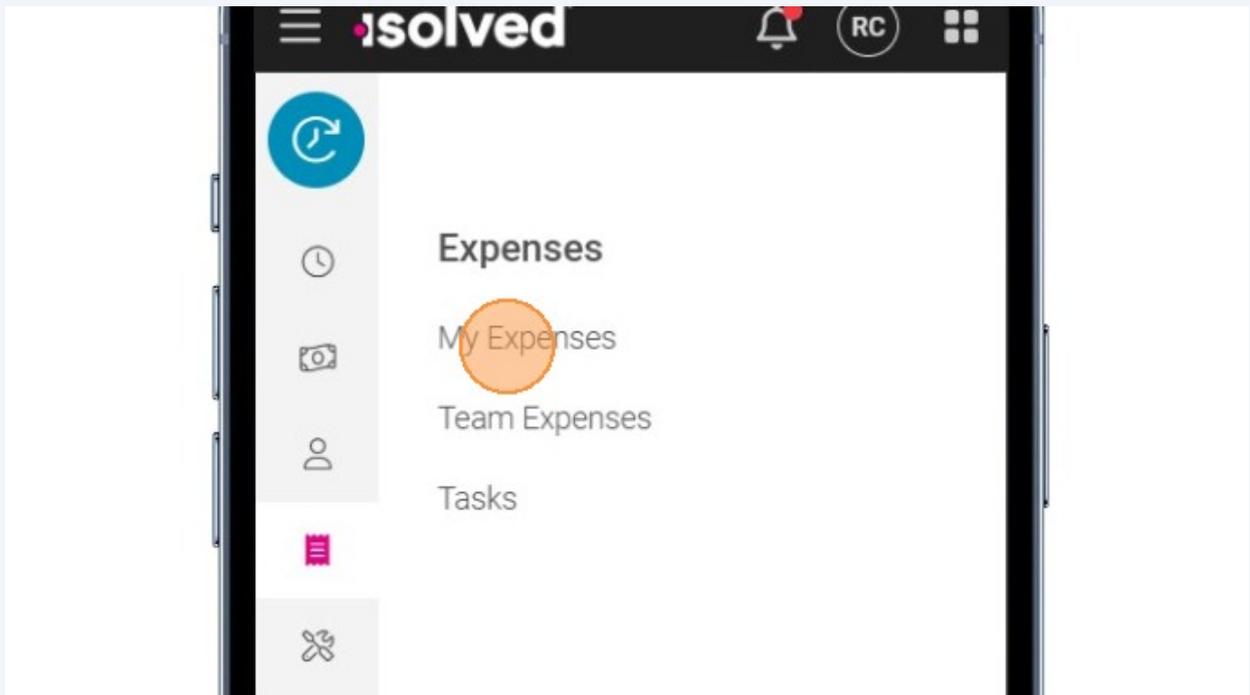
**1**   Navigate to **https://aee.myisolved.com/home/expense**
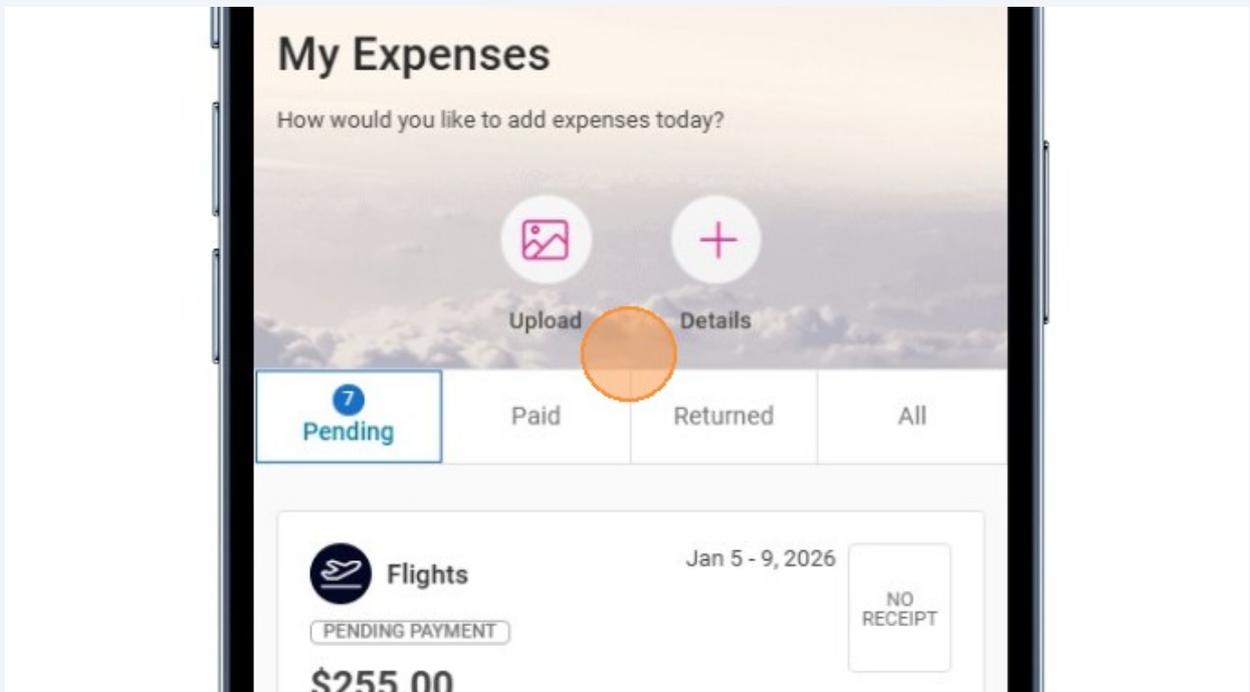
**2** Click on the menu in the top left



**3** Click **Expenses**

**4** Click **My Expenses**



**5** Here you'll see any existing Pending Expenses and can choose Paid, Returned or All as well.
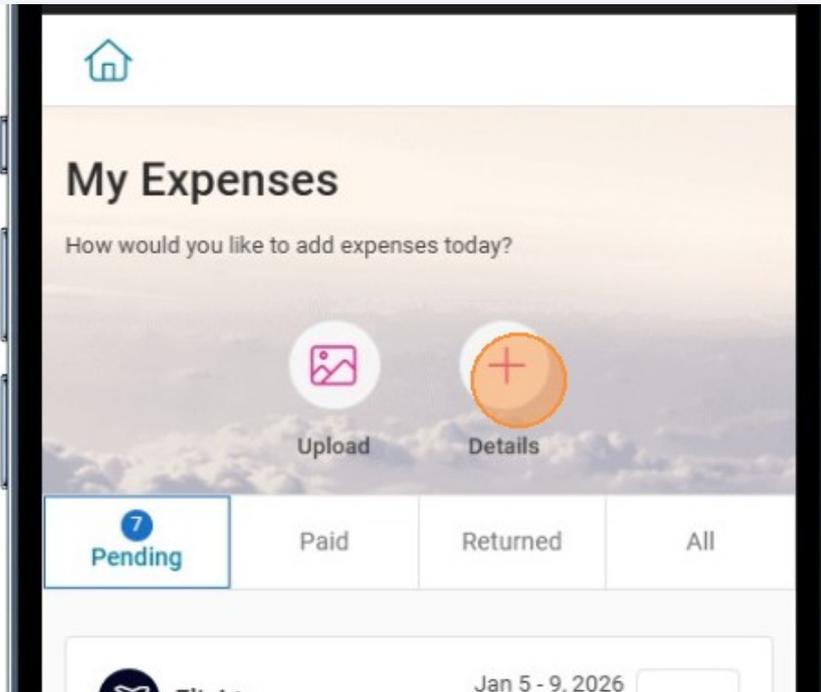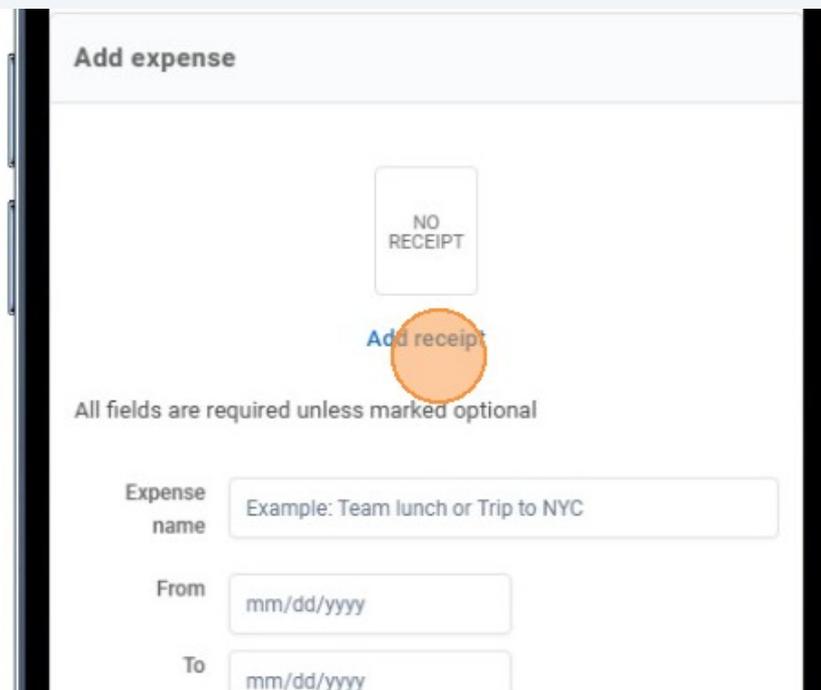
**6** Up top you have two options:
**Upload:** You can upload a receipt first and then it will fill in any details it finds
**Detail:** You can fill out the form and upload your receipt



**7** Click **Add receipt**

**8** Fill out all the details

| | |
|---|---|
| Expense name | EVERYDAY MARKET |
| From | 07/29/2025 |
| To | 07/29/2025 |
| Business purpose | Conferences ⌄ |
| Optional | - Select ⌄ |
| Type | Select ⌄ |
| Amount | $ 0.00 |

**9** 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.
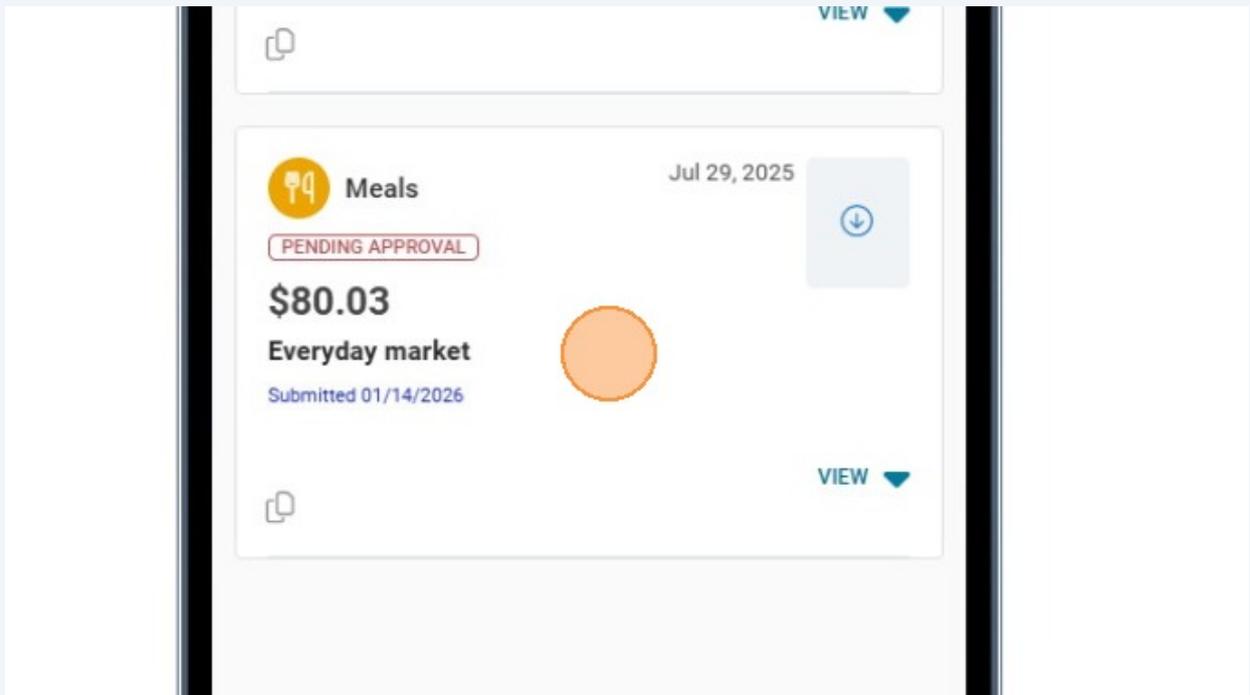
Reimbursable ⬤

Expense policy 〉

SUBMIT

SAVE FOR LATER

CANCEL

**10** Click "MealsPENDING APPROVAL $80.03 Everyday market Submitted 01/14/2026"



**11** Click "UploadDetails"