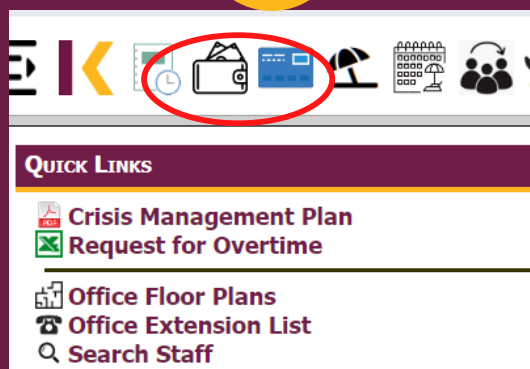




LEE KENNEDY
Let's build on big thinking.

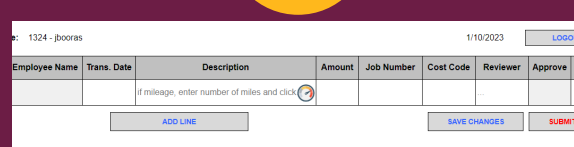
How To Do EXPENSE REPORT

1



Log into the LKCo dashboard and click the wallet icon

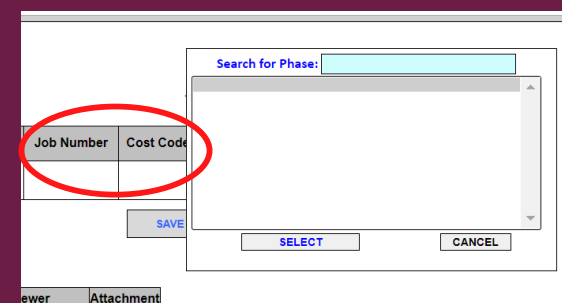
2



Complete necessary fields:

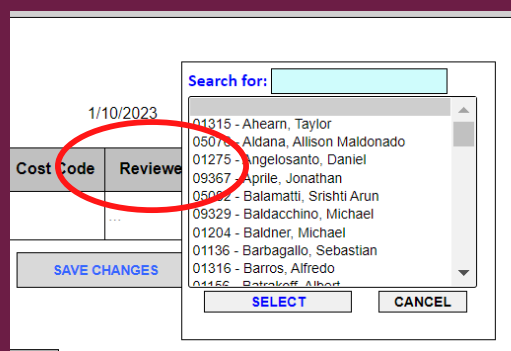
- Employee Number
- Transaction Date
- Description
- Amount
- Reviewer
- Attachment

3



*NOTE- If expense is not a project cost and you do not know the cost code, leave blank.

4



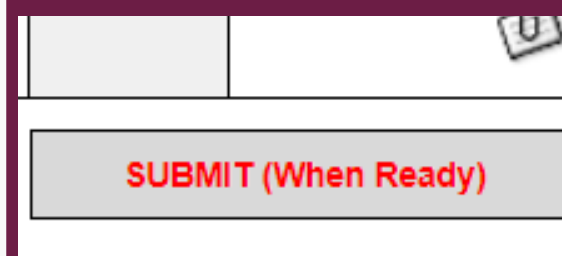
*NOTE - Reviewer will either be the employee's manager or project manager

5



Add an attachment of the receipt
*NOTE- Must be in PDF Format

6



Click "Submit"
*NOTE- All prior transactions will appear at the bottom of the screen