



# **Zoho Expense Submitter's Manual**

# New to Zoho Expense?

**Don't worry!**

**We will help you get started.**

Zoho Expense is an online expense reporting application which makes your expense reporting effortless. It auto-scans your receipts and converts them into expenses automatically. It also automates report generation and helps you receive reimbursements on time, every time!

**If you have joined Zoho Expense as a [submitter](#), this guide is for you.**

In this guide, you will learn how to:



**Activate your account**

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**Raise a trip request**

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**Record your expenses**

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**Submit your expense report**

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**Explore My Settings**

# How to activate your account

## Accept the invitation and join the organisation.

After your admin sets up the account for the organisation, they will invite you to use Zoho Expense for your expense reporting needs. You will receive an email with the subject **'Join <your organisation name>Zoho Expense account'**.

### Account Activation Flow



**Click the invite link in the email.**



**In the page that follows, create a password for your account.**

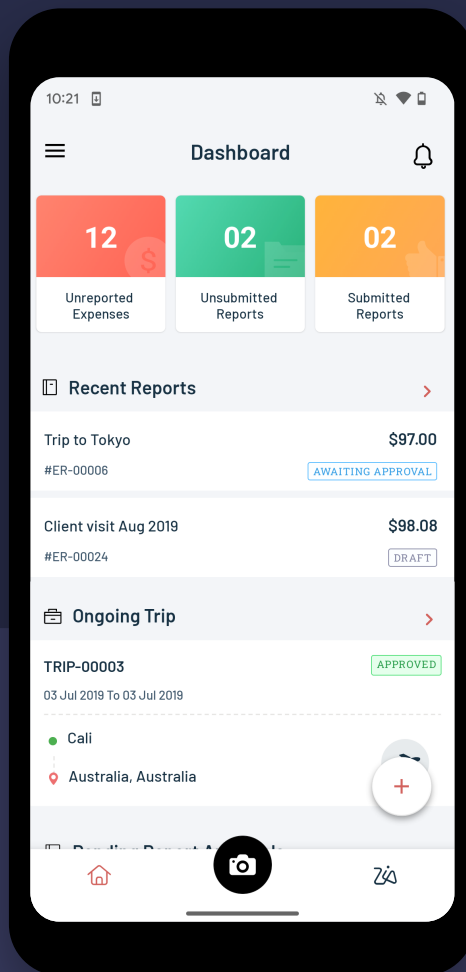


**You will receive an email to verify your account.  
Click the verification link, and your account will be verified.**

If your email address is already registered with Zoho, that is, if you are using a Zoho product other than Zoho Expense, we will automatically take you to your Zoho Expense account. You need not create a password or verify your account, you can use your existing Zoho account's email address and password to access Zoho Expense.



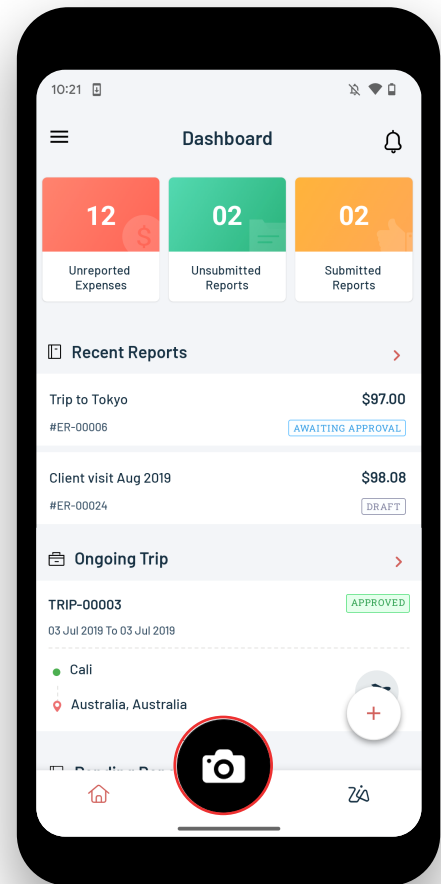
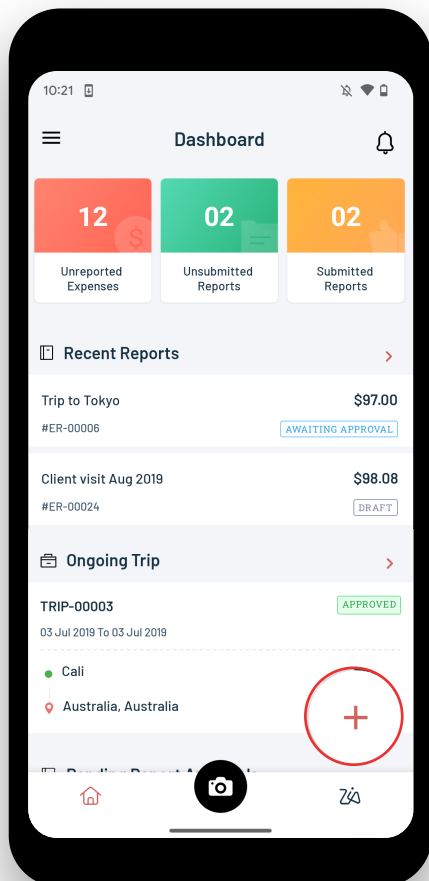
# Android App



# Mobile App - Android

## 1. Create expenses from receipts

Tap the **Camera** icon on the Dashboard. Take a snap of the receipt using your phone camera or upload it from the gallery.

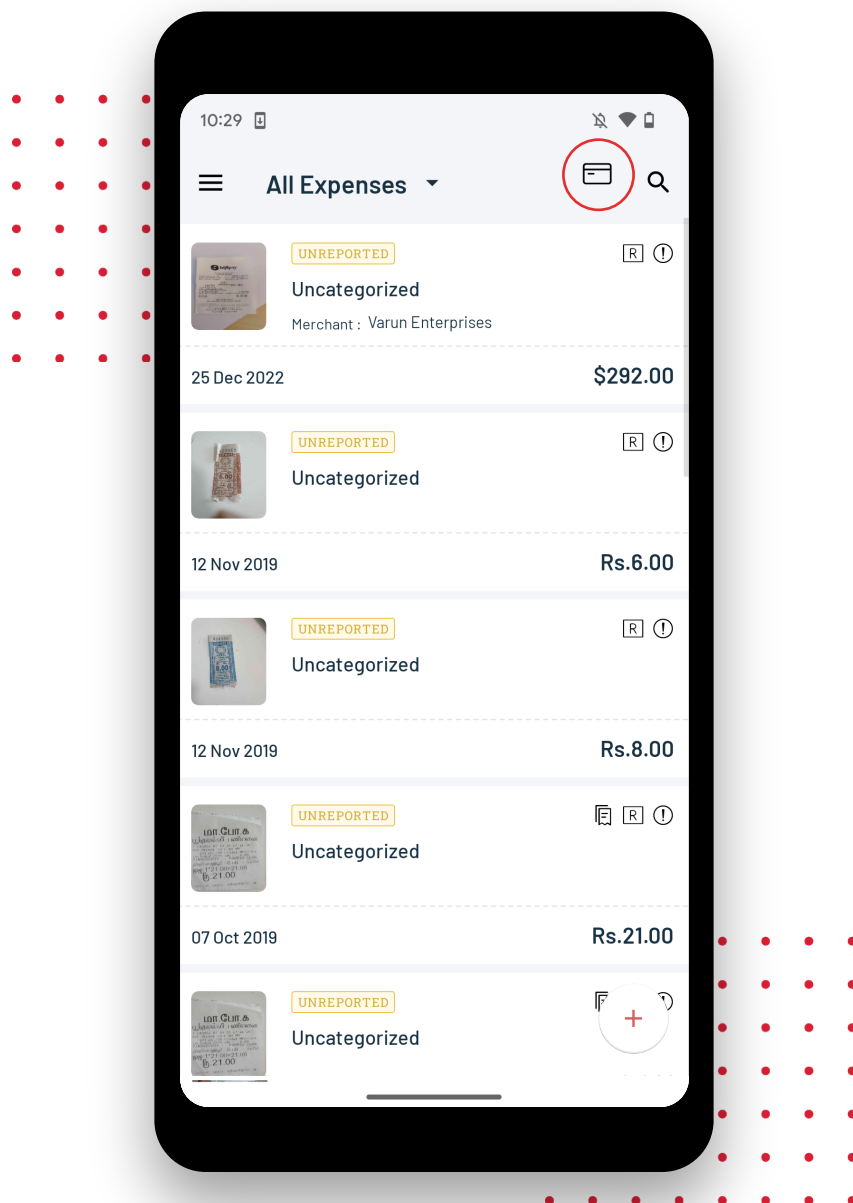


## 2. Create expenses


Click the **+** icon on the dashboard and select **Add Expense**.

### 3. Create expenses from cards

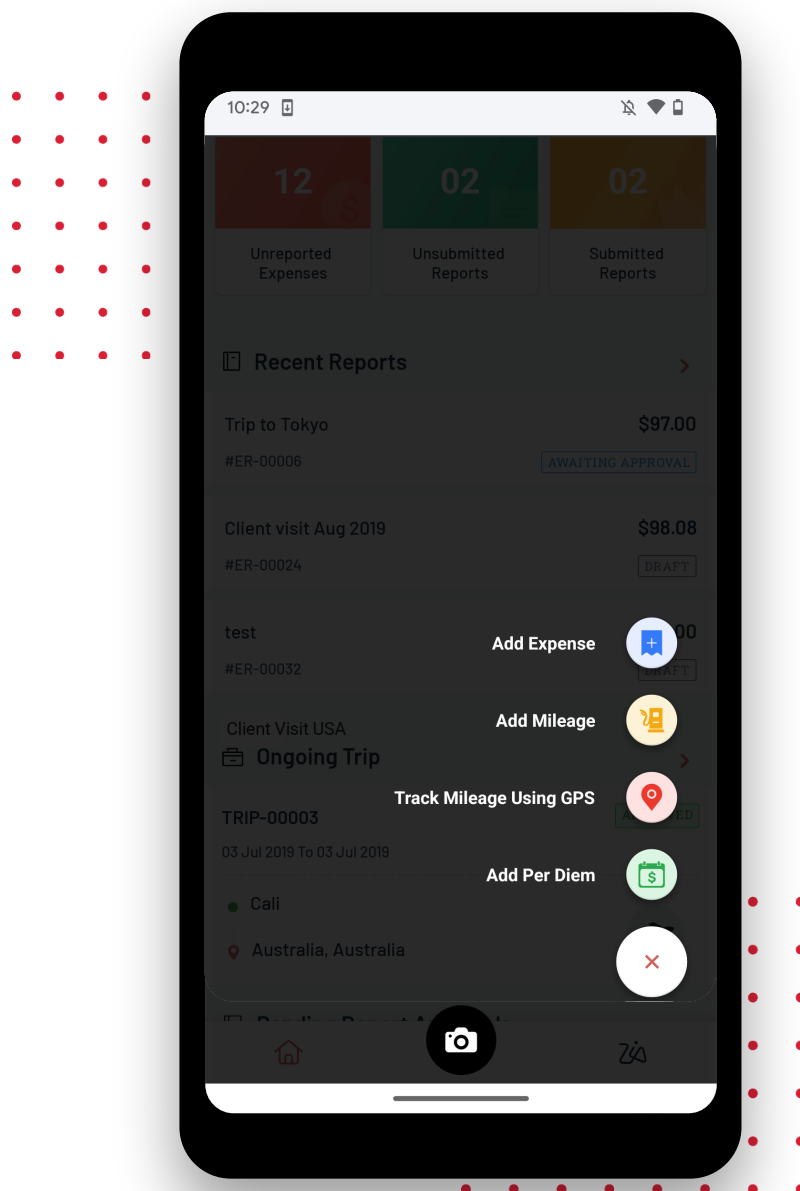
Navigate to **Expense** and click the **Card icon** in the top right corner. Click the card transactions you want to convert into an expense, fill in the additional details and click **Save**.



## 4. Record mileage expenses

Click  icon and select **Add Mileage**. Select the method through which you wish to calculate your mileage expense.

The amount will be auto-calculated based on that. Click **Save**.



## The following are the different methods to calculate mileage expense:

### Enter the distance

Enter the distance traveled and the amount will be calculated based on the mileage rates configured by the admin.

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### Using GPS

Select **Using GPS** in your app. Click **Start** at the beginning of the journey and **Stop** when the journey ends. The distance and the amount will be automatically calculated based on the configured mileage rate.



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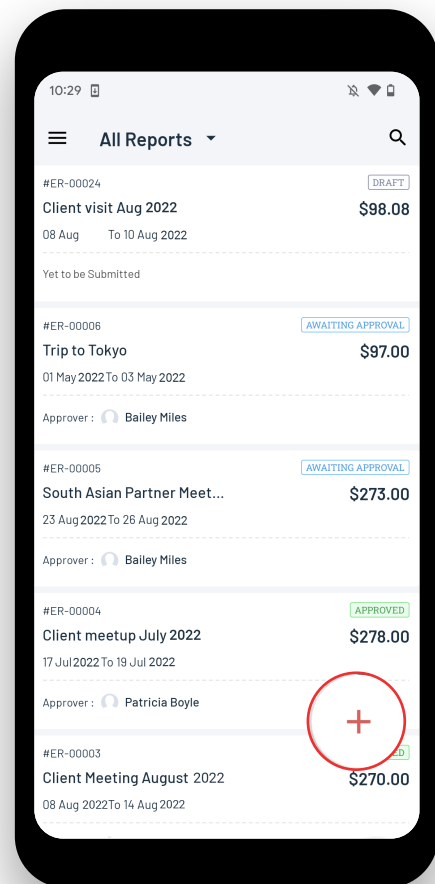
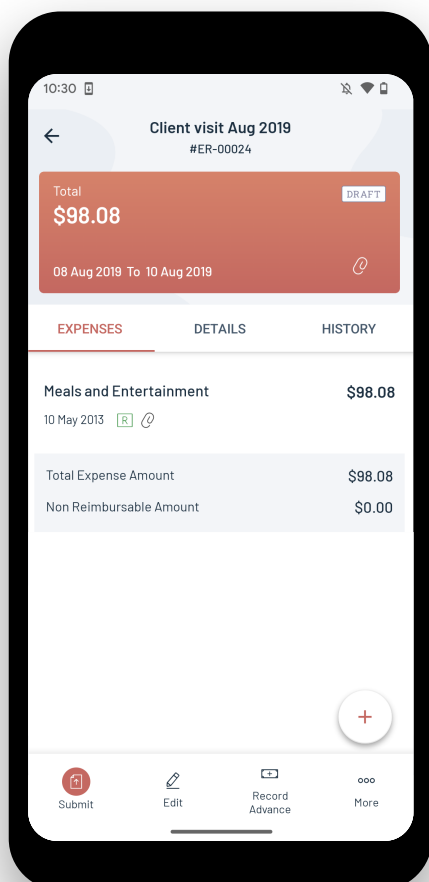
### Odometer reading

Fill the start reading and the end reading fields to auto-calculate the expense amount.



## 5. Add expenses to a report

To create a new report, tap on the  Hamburger icon on the top left corner, select **Reports** and tap on the  icon or New Report. Next, you can either add a new expense or include unreported expenses. Click **Save**.



## 6. Submit a report for approval

Navigate to **Report**. Go to the report you want to submit for approval and click **Submit**.



Contact us:

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Reach out to us on:

