

Submit and Manage Your Expense Reports

Browser / Desktop Walkthrough

Use this guide to create an expense report, add your expenses, and submit them for approval. This example walks through an airfare expense — other expense types follow the same steps. It takes about 10 minutes. Use Chrome or Edge on your computer.

Have your receipts ready

A receipt is required before you can submit your report. Save a photo or PDF of each receipt to your computer before you start so you can upload it with the expense.

Fill in every required field

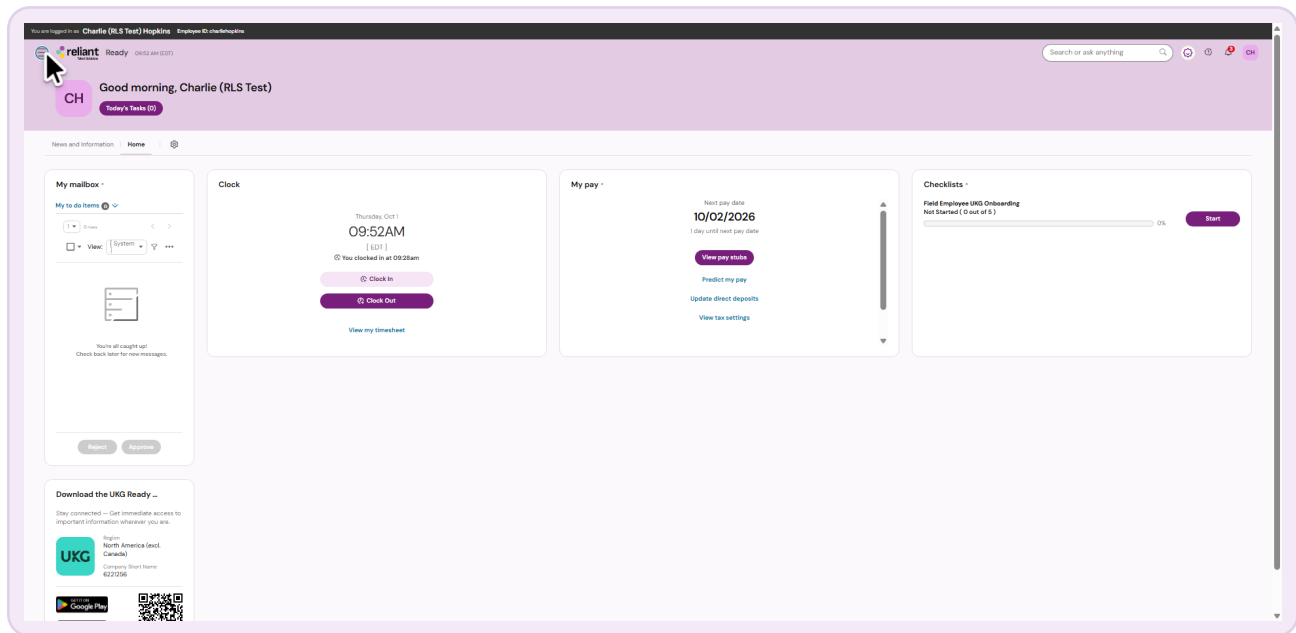
Fields marked with * are required. If one is missing, UKG Ready won't let you save and will highlight the field in red (Step 33). Fill it in and click Save again.

What you'll do

- Open My Expenses and start a new expense report
- Add an expense and pick the expense type
- Enter the date, amount, payment type, and vendor
- Add travel details and a comment
- Upload your receipt, save, and submit your report

01 Open the Main Menu

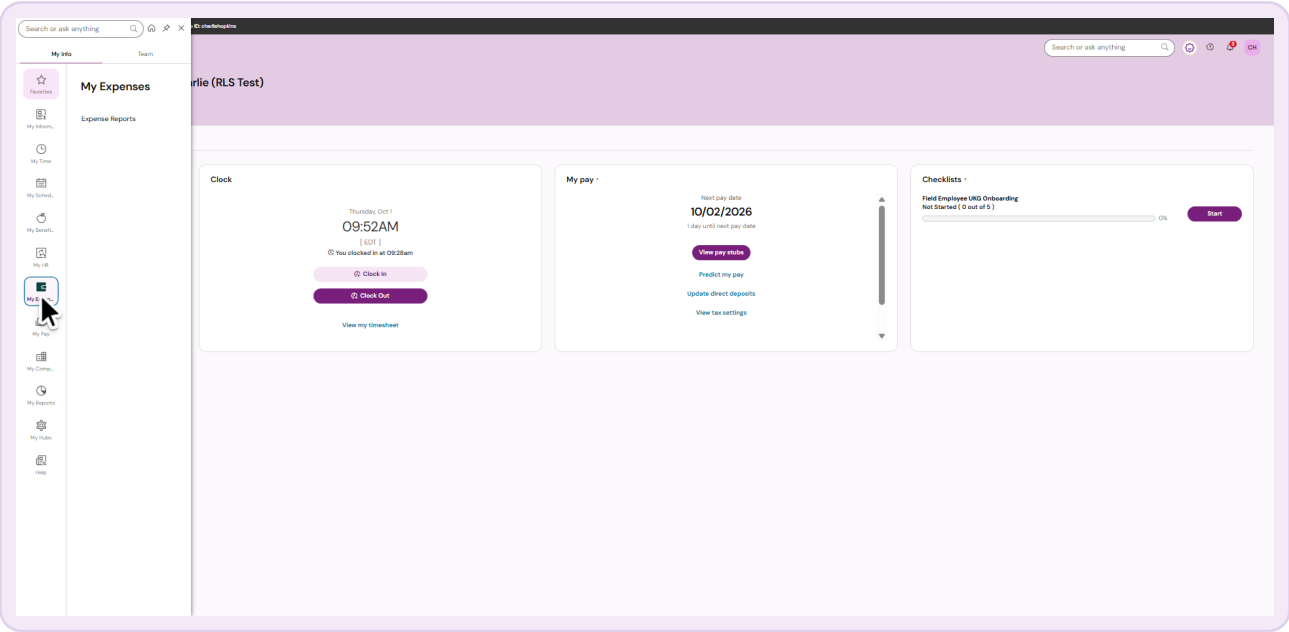
Go to secure7.saashr.com and sign in. Click the menu icon (three lines) in the top-left corner.



02

Go to My Expenses

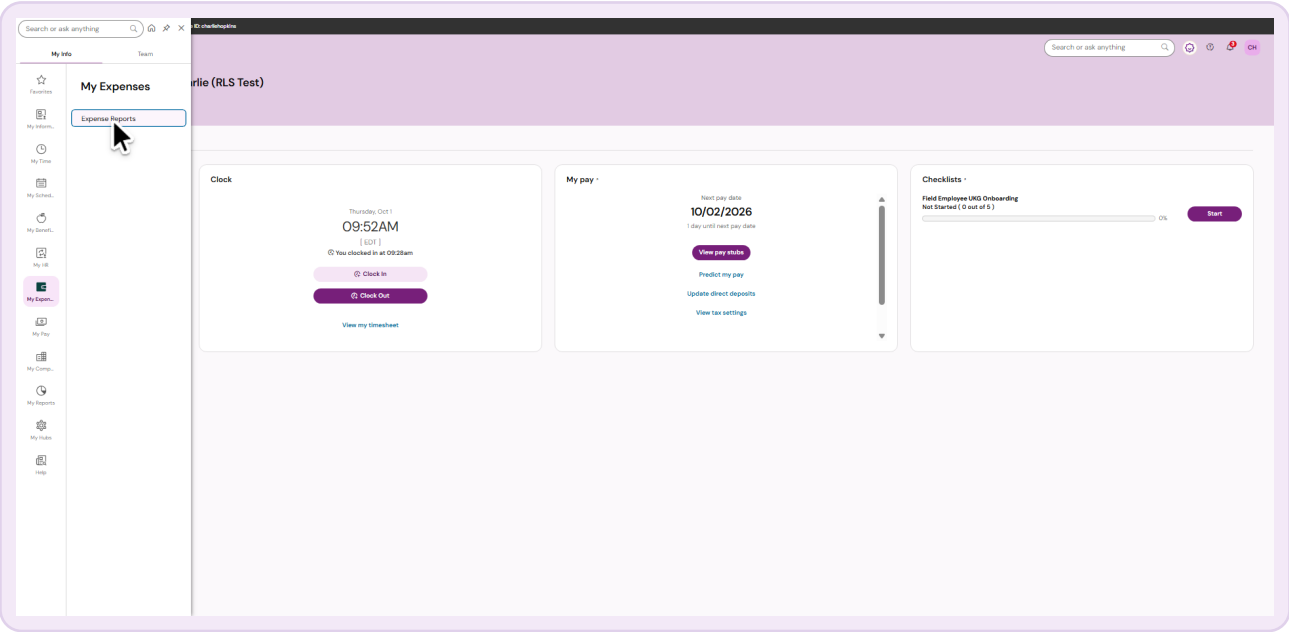
In the left menu, click My Expenses.



03

Open Expense Reports

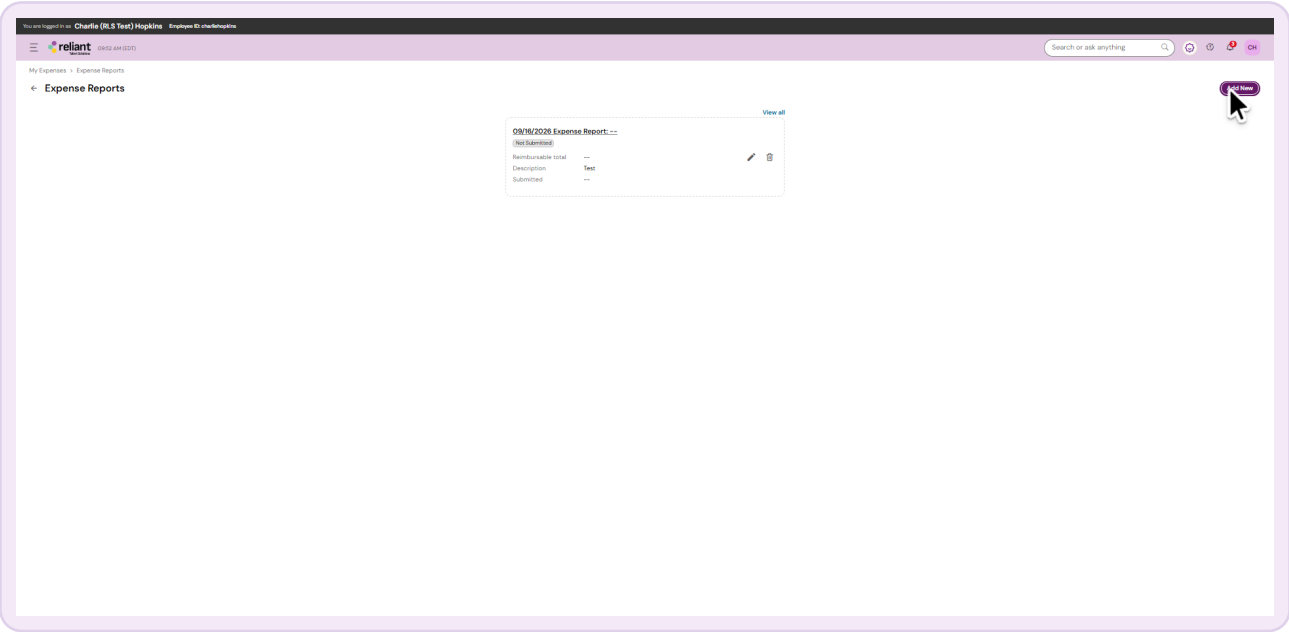
Click Expense Reports to see your reports and start a new one.



04

Start a New Report

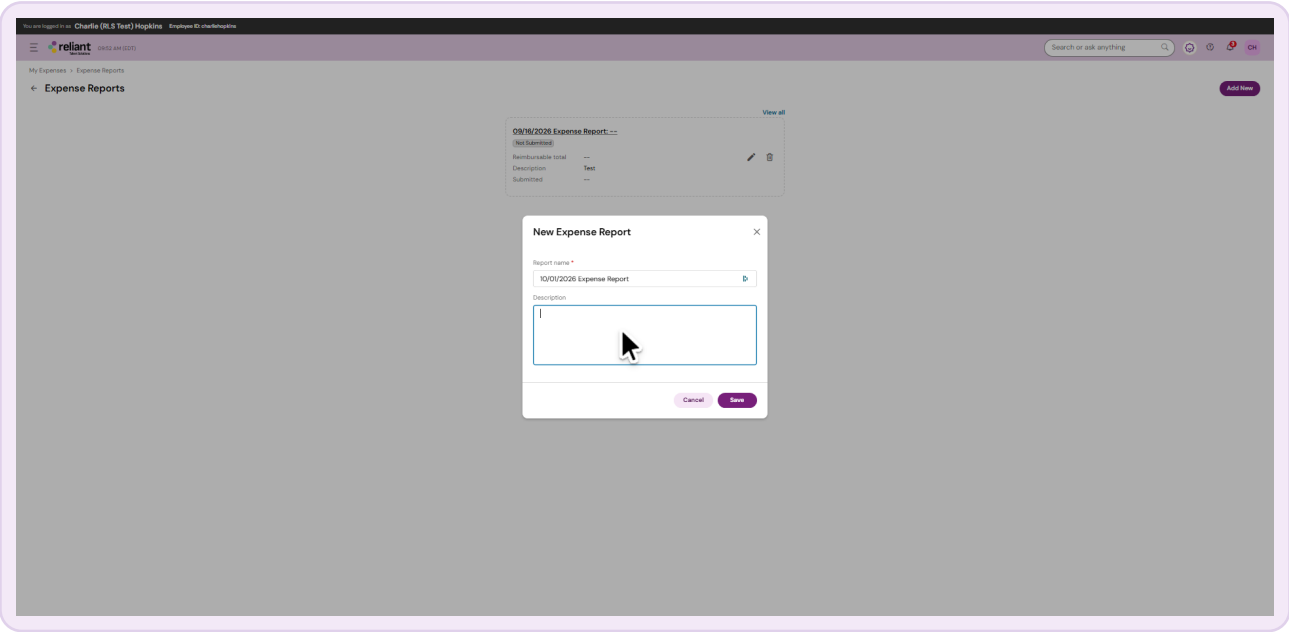
Click Add New in the top-right corner.



05

Click the Description Box

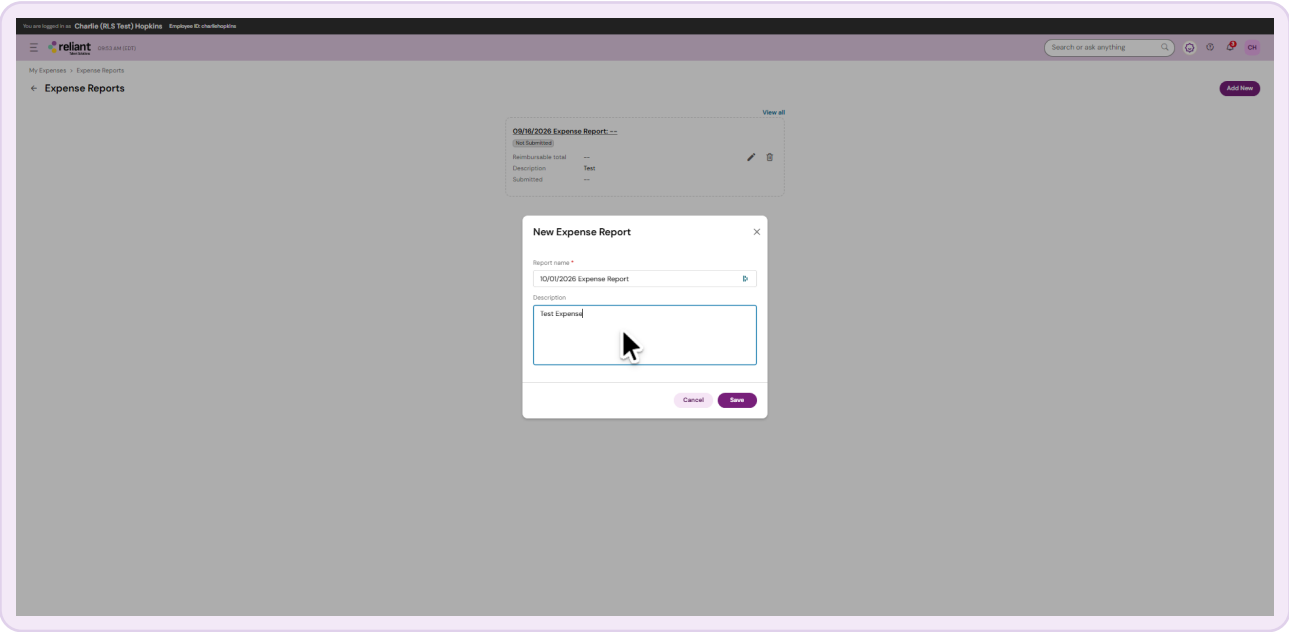
The New Expense Report box opens with a report name filled in. Click the Description box.



06

Describe the Report

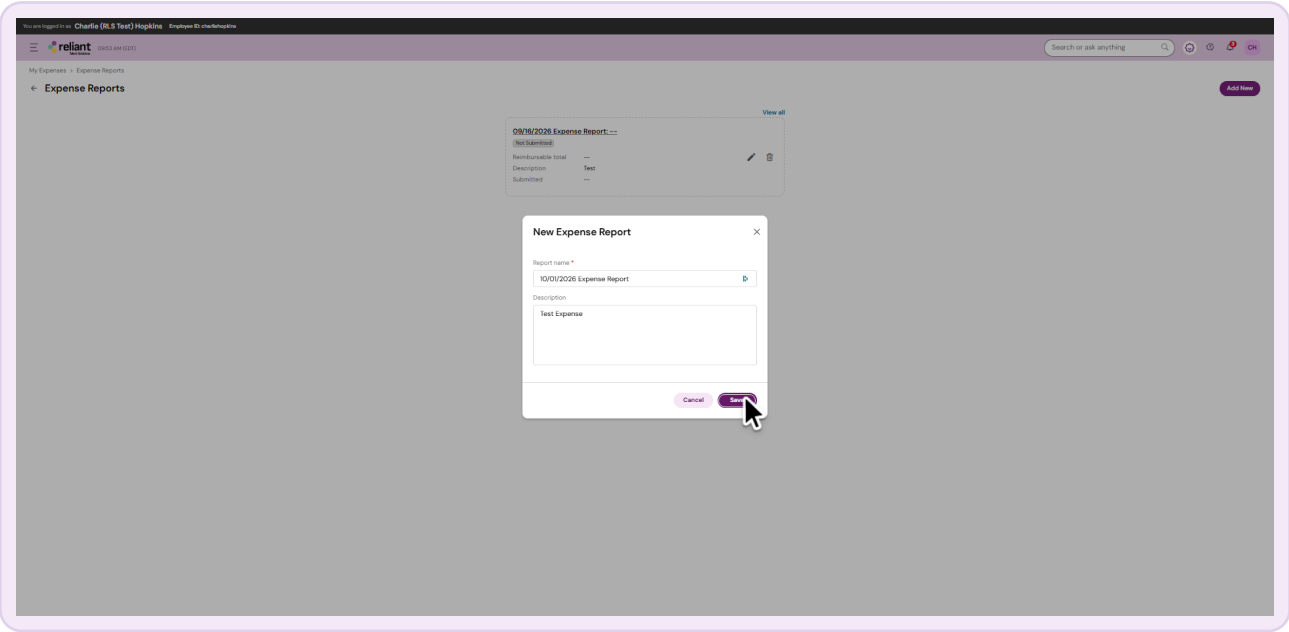
Type a short description — for example, "Client site travel – October."



07

Save the Report

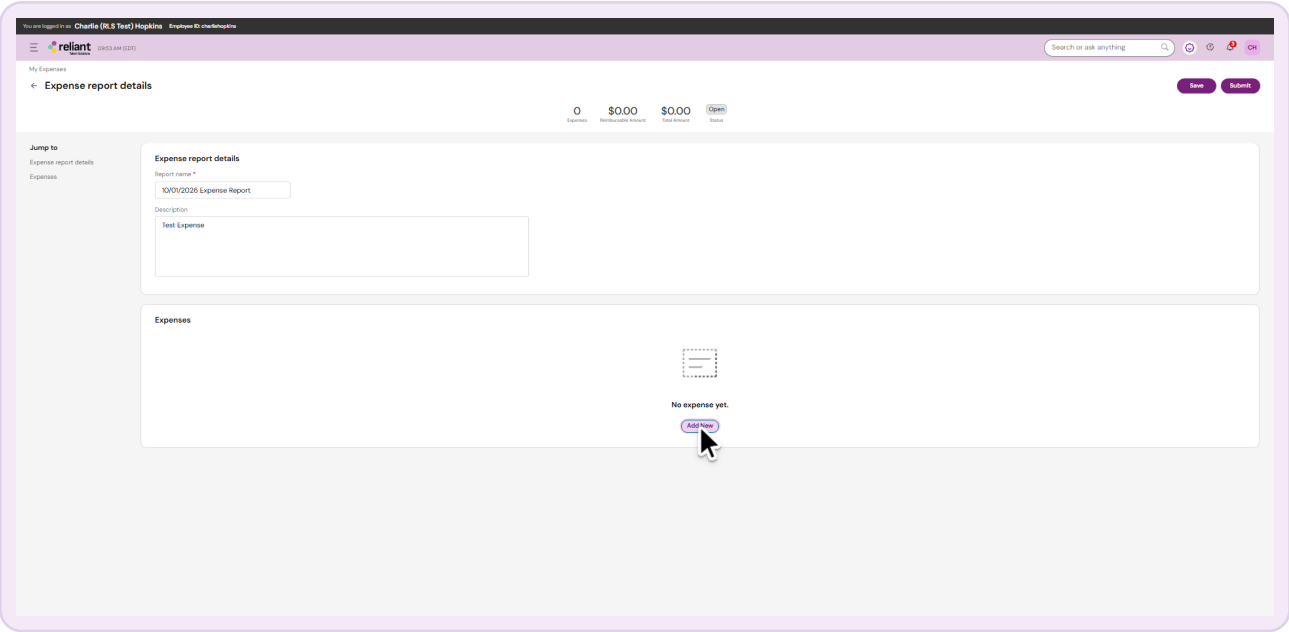
Click Next to create the report.



08

Add an Expense

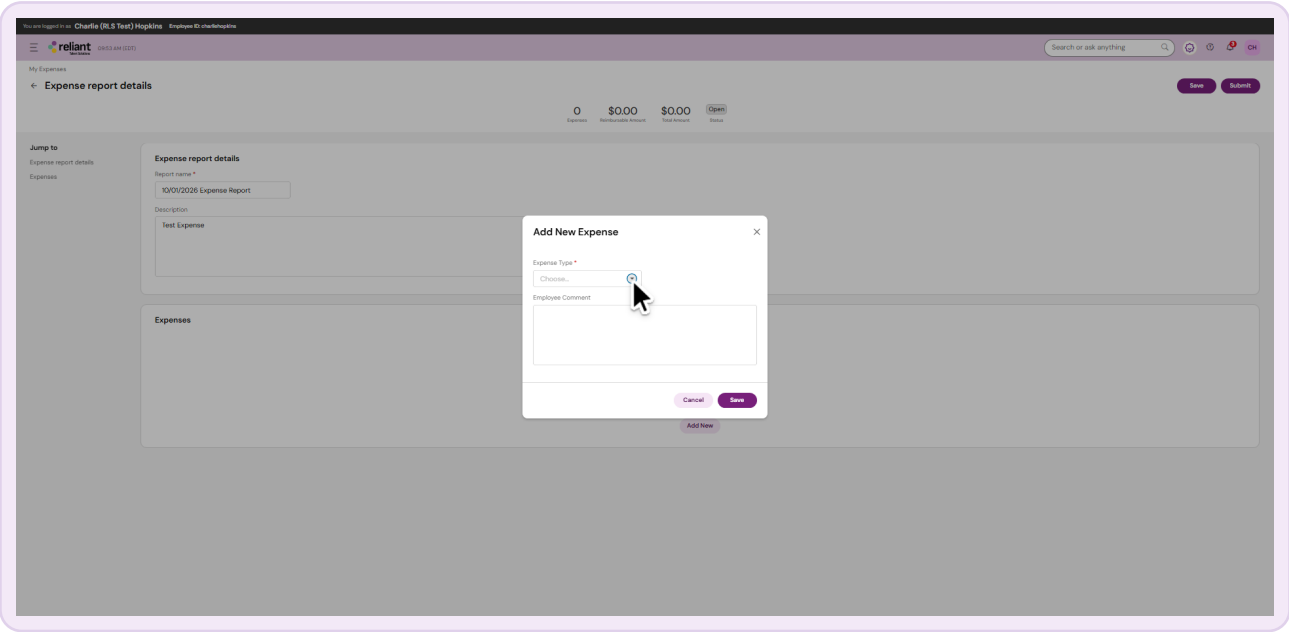
Your report opens. Under Expenses, click Add New.



09

Open Expense Type

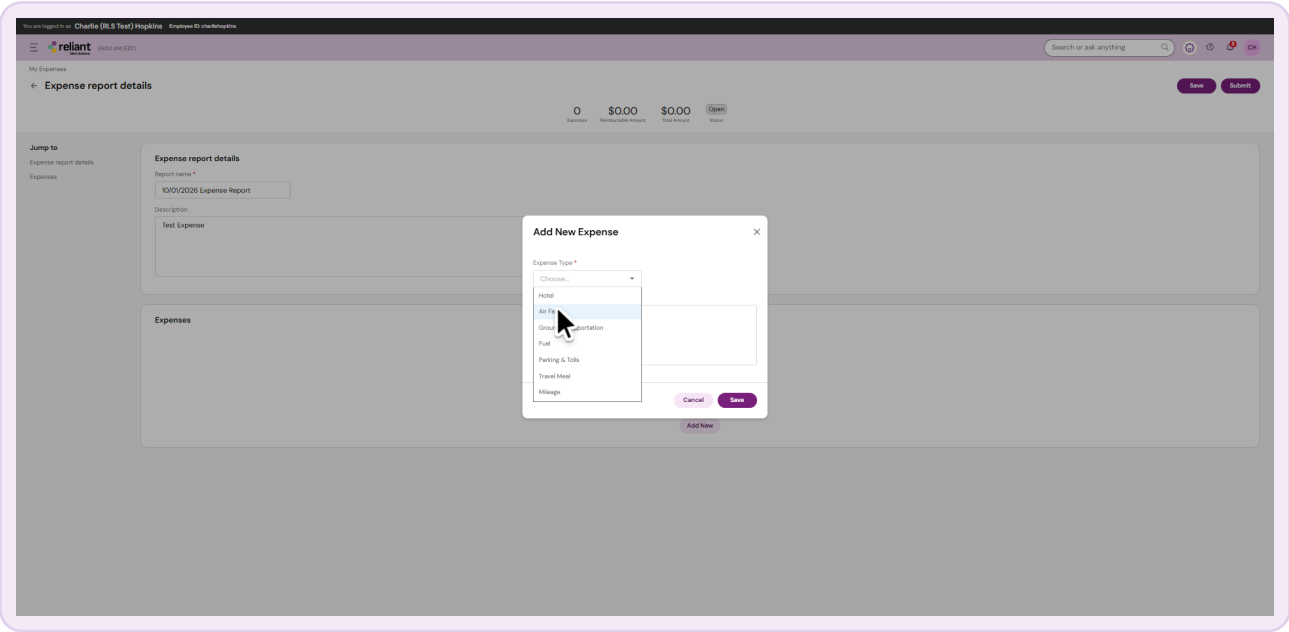
In the Add New Expense box, click the Expense Type dropdown.



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Pick the Expense Type

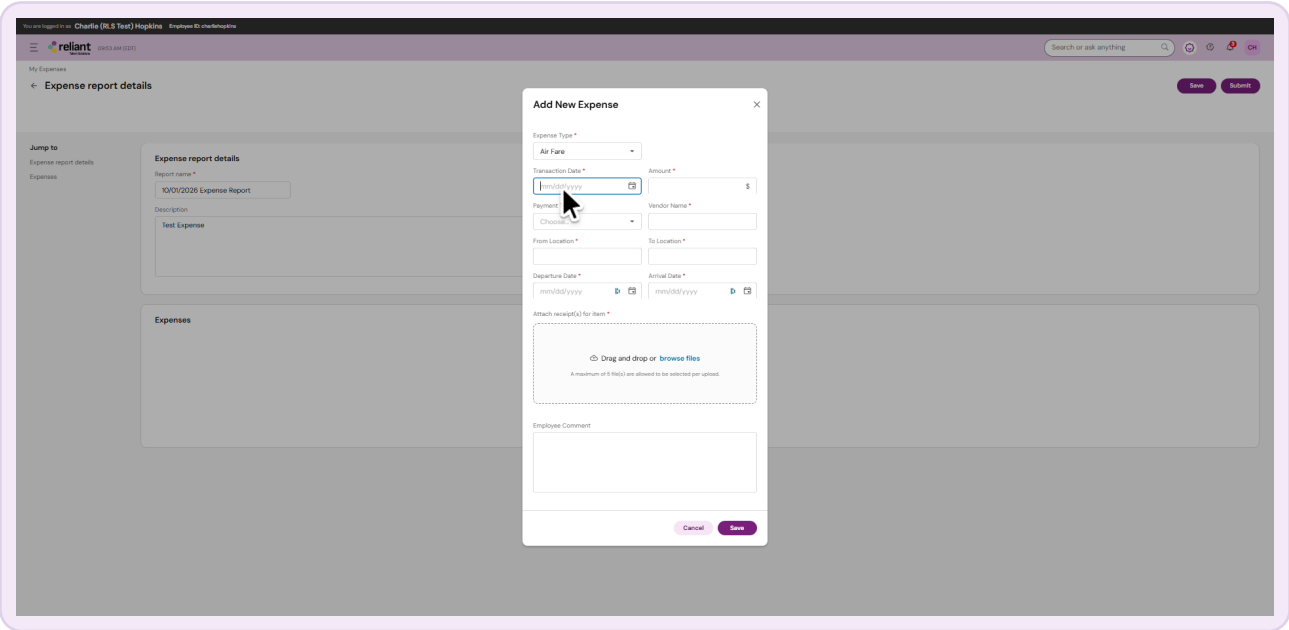
Choose the type that fits your expense. This example uses Air Fare.



11

Click Transaction Date

More fields appear. Click the Transaction Date box.



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Review the Fields

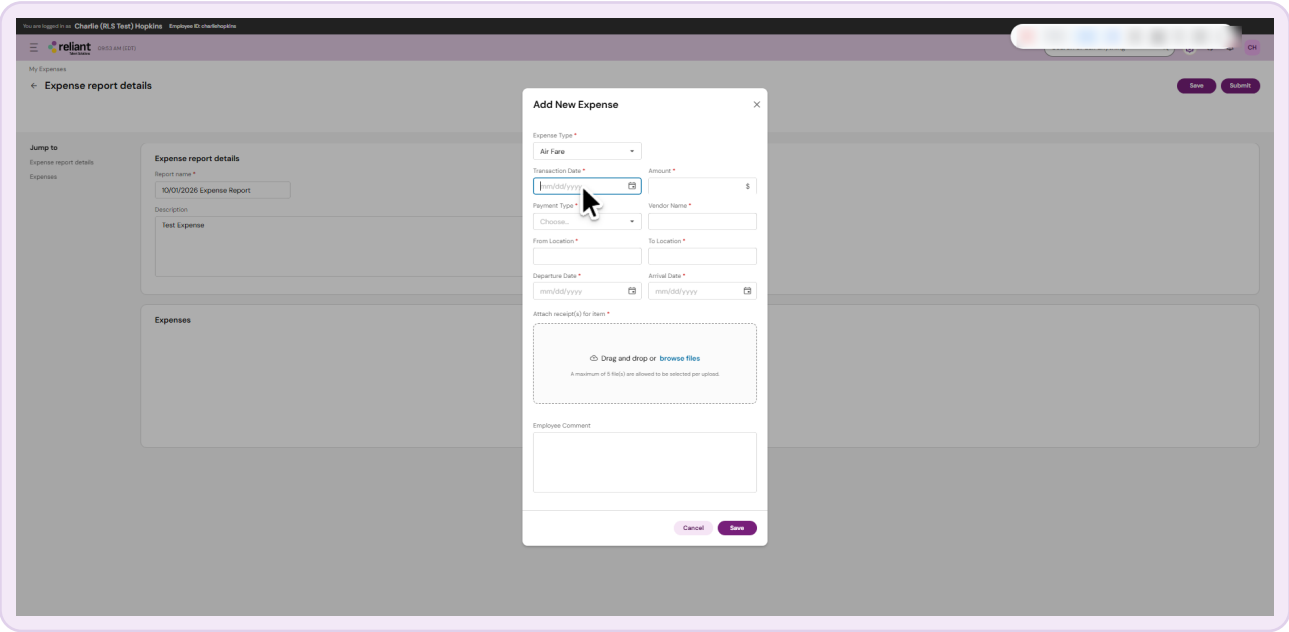
Take a quick look at the form: date, amount, payment type, vendor, locations, travel dates, receipt, and comment.

The screenshot shows a web application interface for managing expense reports. In the background, the 'Expense report details' page is visible, featuring a sidebar with 'Jump to' links for 'Expense report details' and 'Expenses'. The main content area includes a form for 'Expense report details' with fields for 'Report name' (containing '10/01/2026 Expense Report'), 'Description' (containing 'Test Expense'), and a list of 'Expenses'. Overlaid on this is a modal window titled 'Add New Expense'. This modal contains the following fields: 'Expense Type' (a dropdown menu currently showing 'Air Fare'), 'Transaction Date' (a date picker showing 'mm/dd/yyyy'), 'Amount' (a text input field with a dollar sign), 'Departure Date' (a date picker showing 'mm/dd/yyyy'), 'Arrival Date' (a date picker showing 'mm/dd/yyyy'), 'Attach receipt(s) for item' (a dashed box with a file upload icon and text 'Drag and drop or browse files. A maximum of 5 file(s) are allowed to be selected per upload.'), and 'Employee Comment' (a text area). At the bottom of the modal are 'Cancel' and 'Save' buttons. The background page also has a top navigation bar with the Reliant logo, user information, and a search bar.

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Go Back to Transaction Date

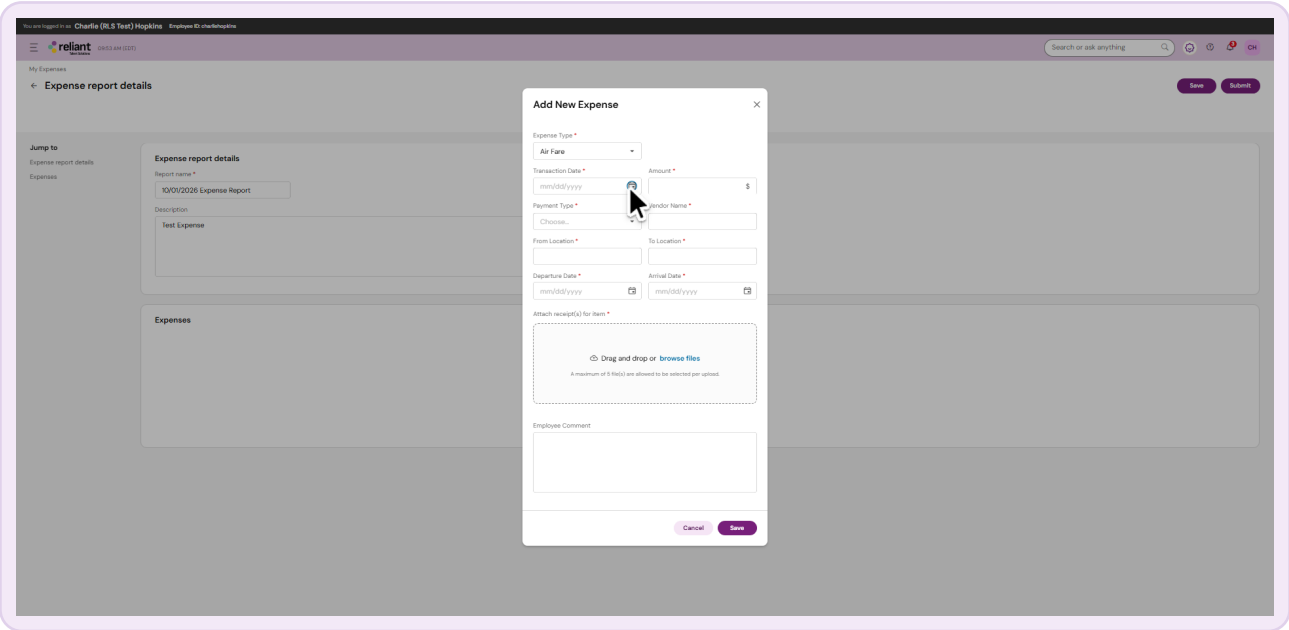
Click the Transaction Date box again to enter the date.



14

Open the Calendar

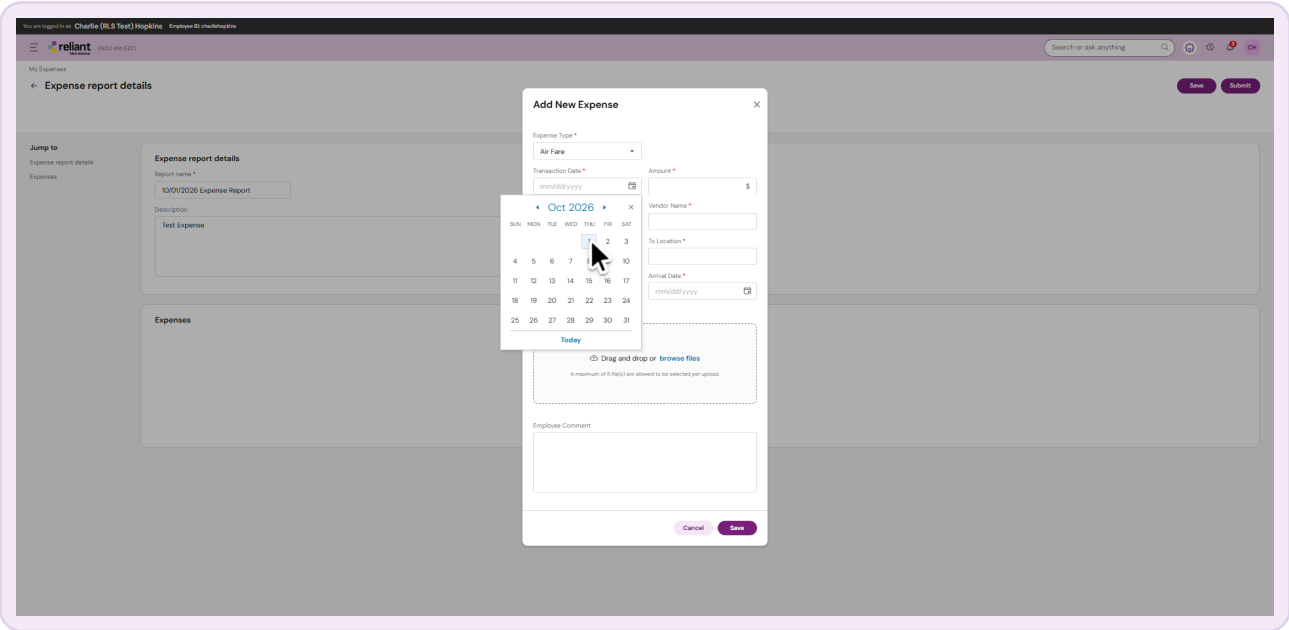
Click the calendar icon next to Transaction Date.



15

Pick the Date

Click the date you paid for the expense.



16

Enter the Amount

Type the total amount in the Amount box.

My Expenses

Expense report details

← Expense report details

Jump to

Expense report details

Expenses

Expense report details

Report name *

10/01/2026 Expense Report

Description

Test Expense

Expenses

Add New Expense

Expense Type *

Air Fare

Transaction Date *

10/01/2026

Amount *

50000

Payment Type *

Choose...

Vendor Name

From Location *

To Location *

Departure Date *

mm/dd/yyyy

Arrival Date *

mm/dd/yyyy

Attach receipt(s) for item *

Drag and drop or browse files

A maximum of 5 file(s) are allowed to be selected per upload.

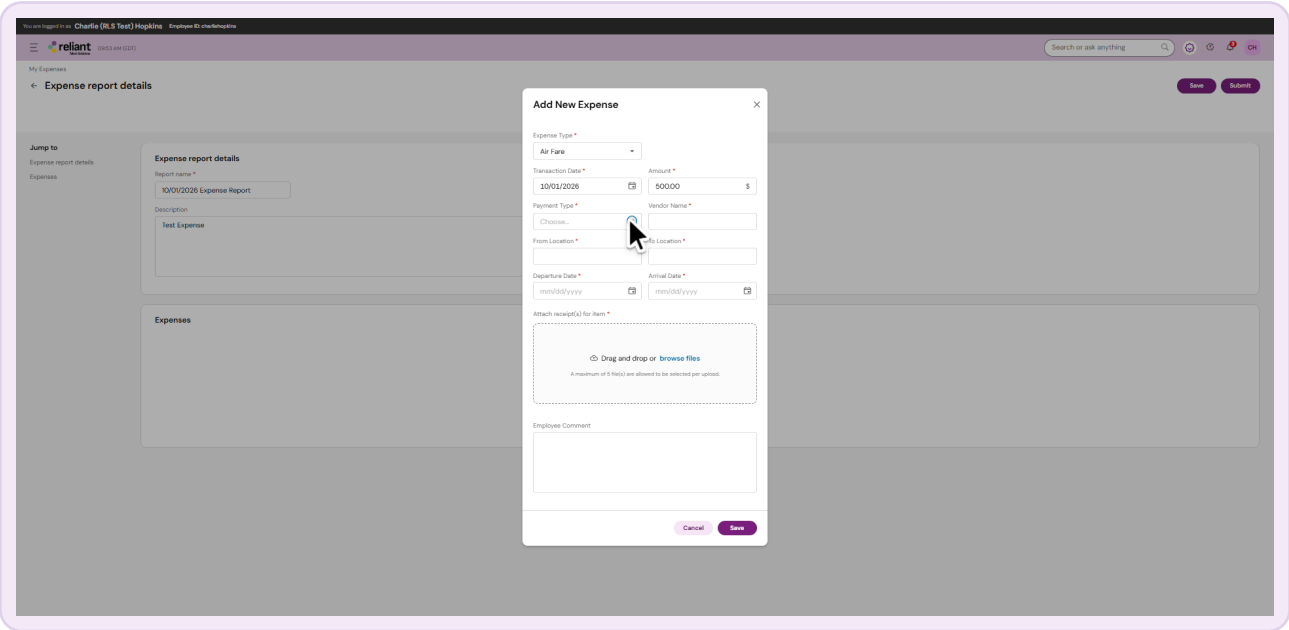
Employee Comment

Cancel Save

17

Open Payment Type

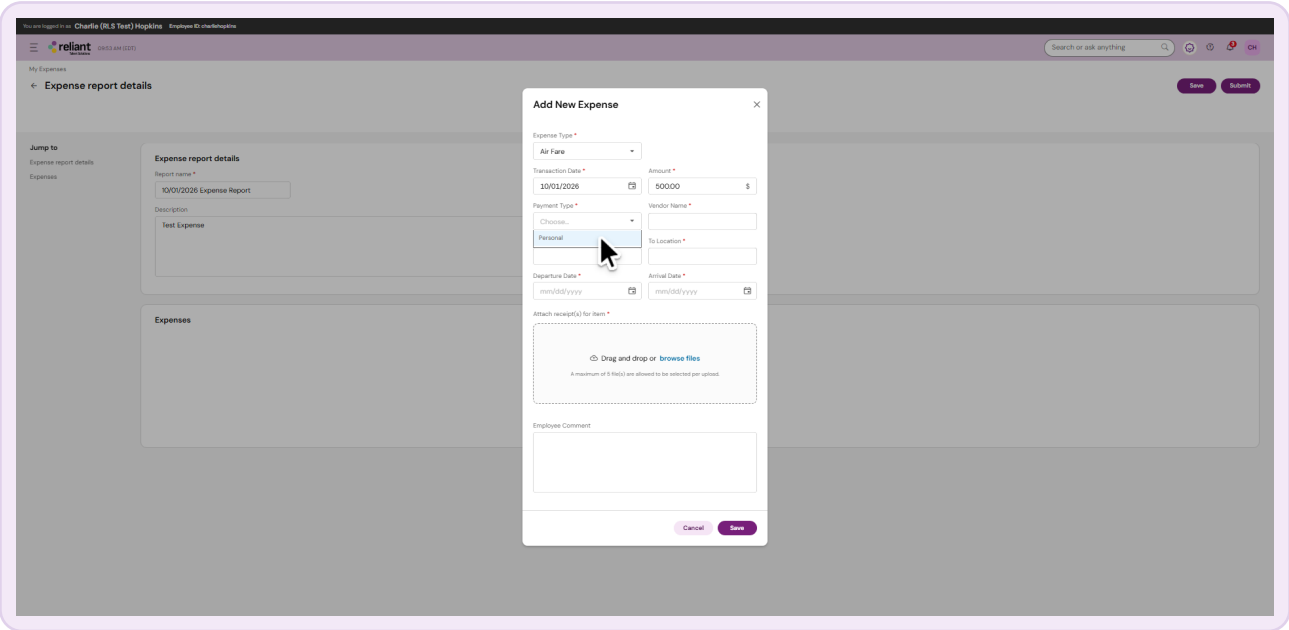
Click the Payment Type dropdown.



18

Pick Personal

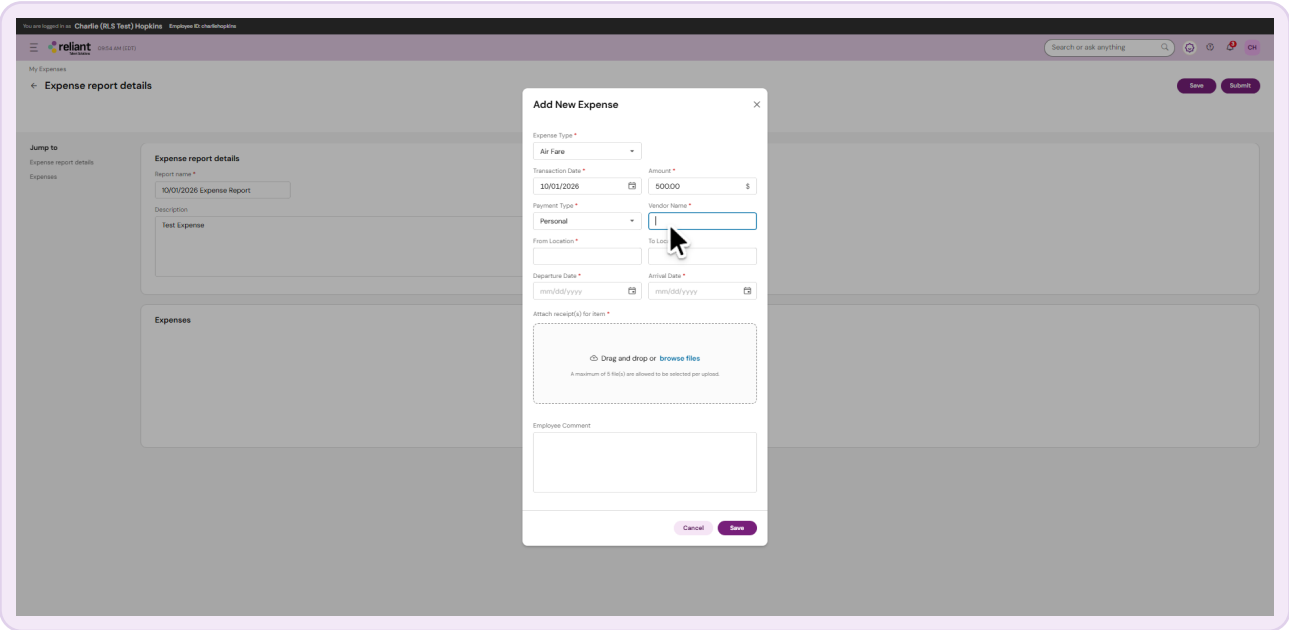
Choose Personal if you paid with your own card or cash.



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Click Vendor Name

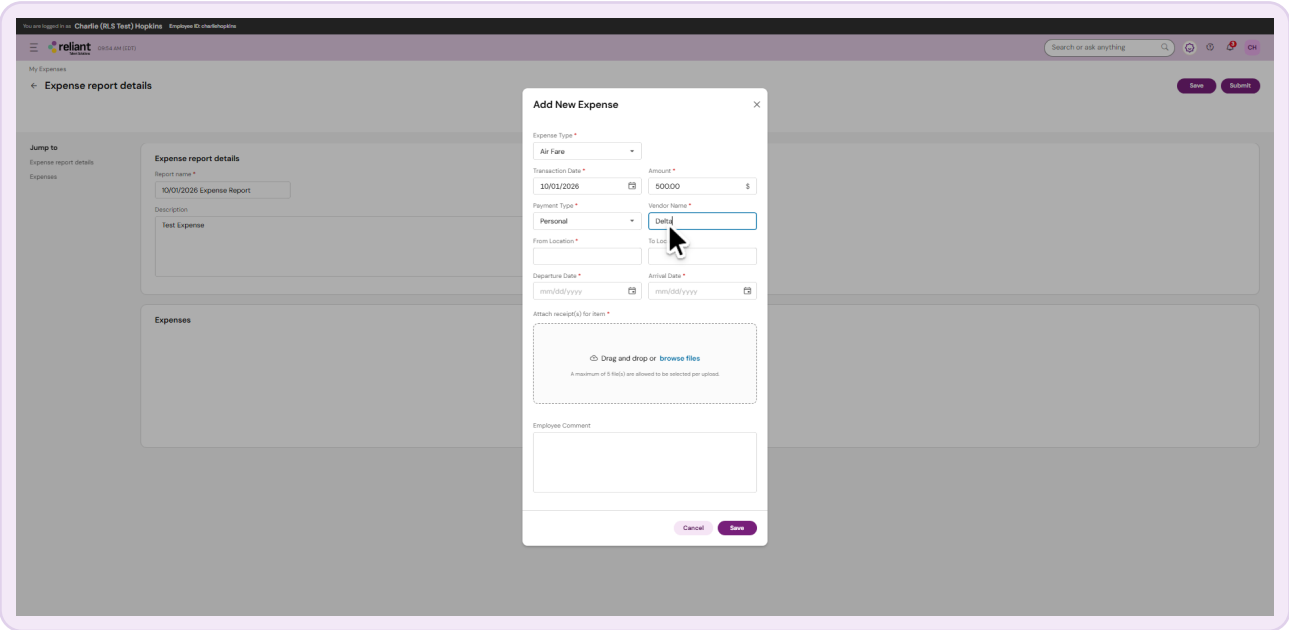
Click the Vendor Name box.



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Enter the Vendor

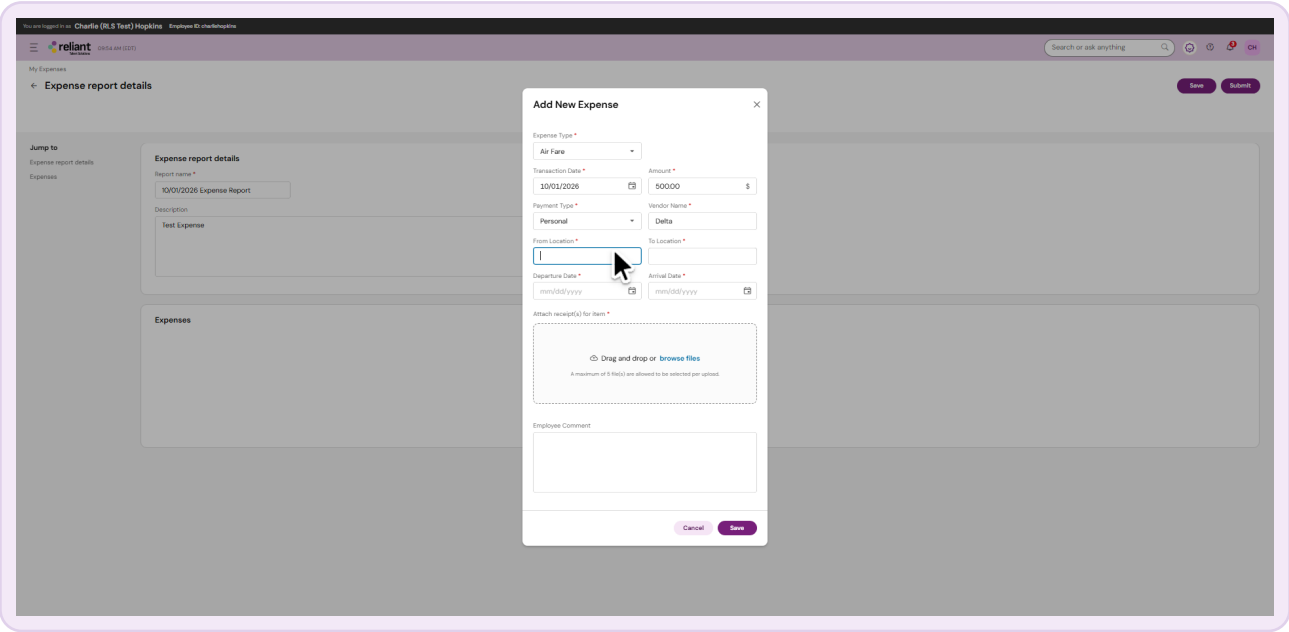
Type the company you paid — for example, Delta.



21

Click From Location

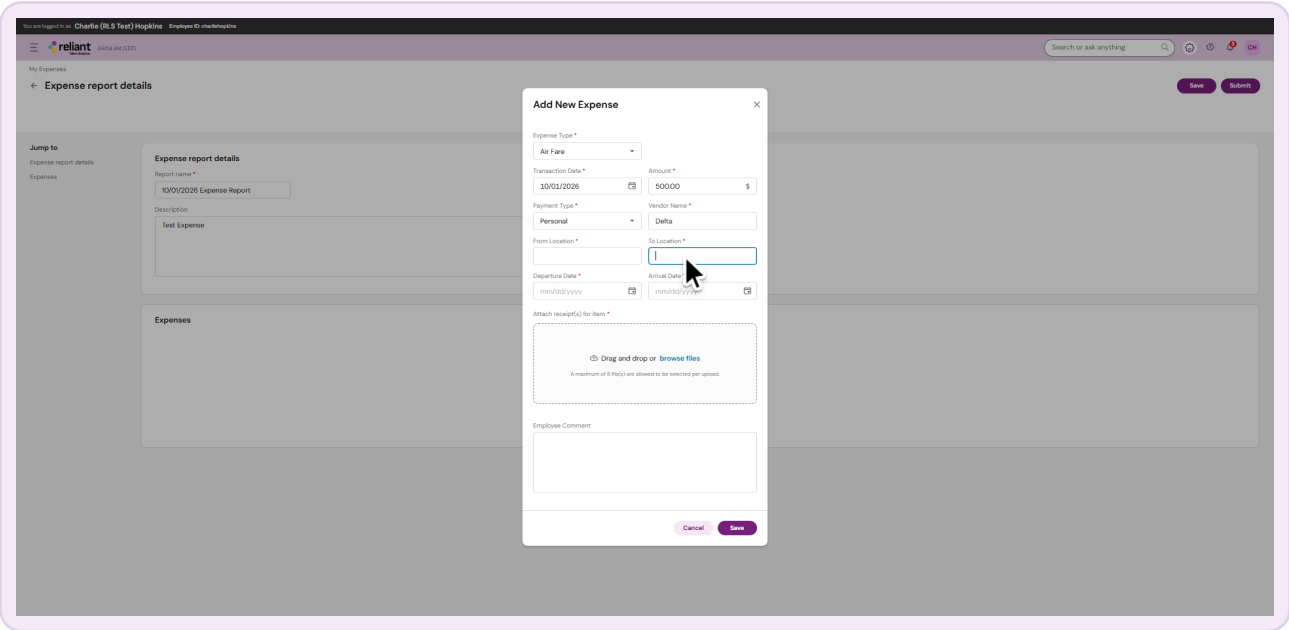
Click the From Location box.



22

Click To Location

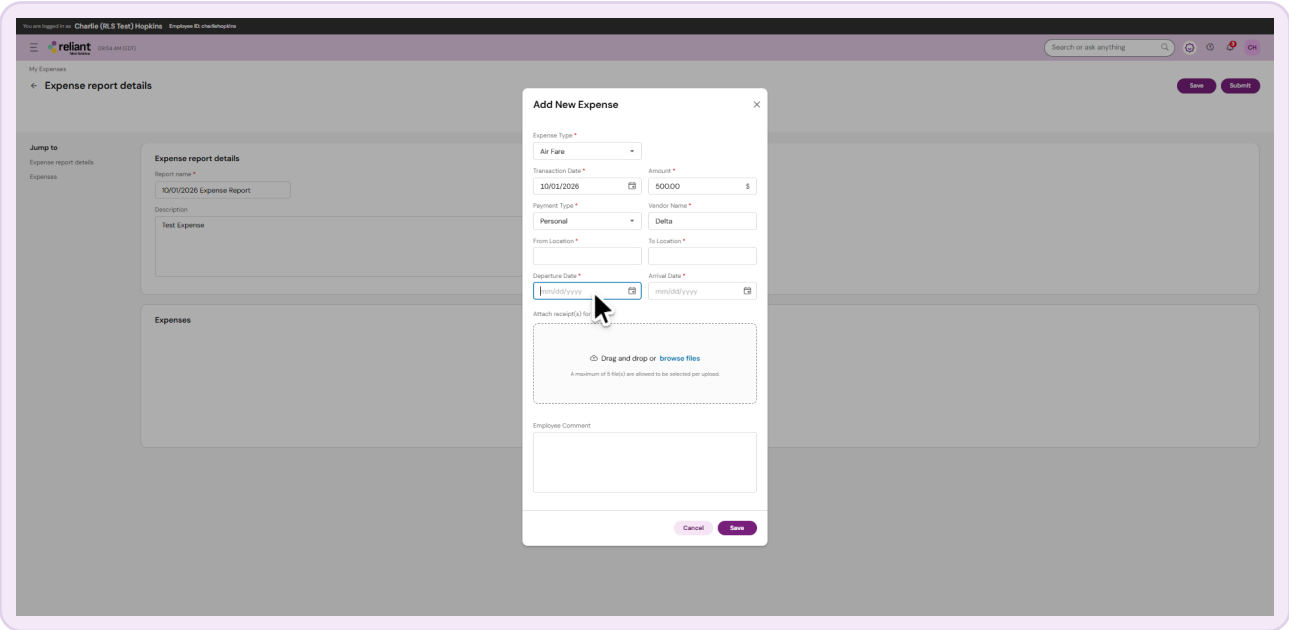
Click the To Location box.



23

Click Departure Date

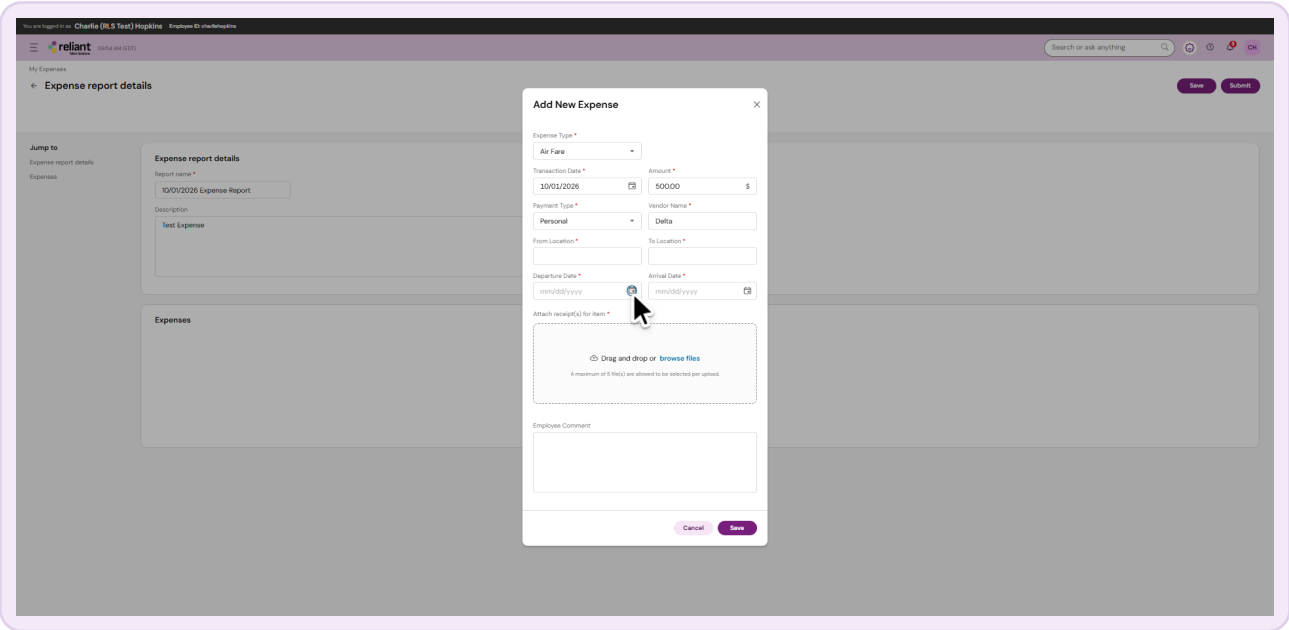
Click the Departure Date box.



24

Open the Calendar

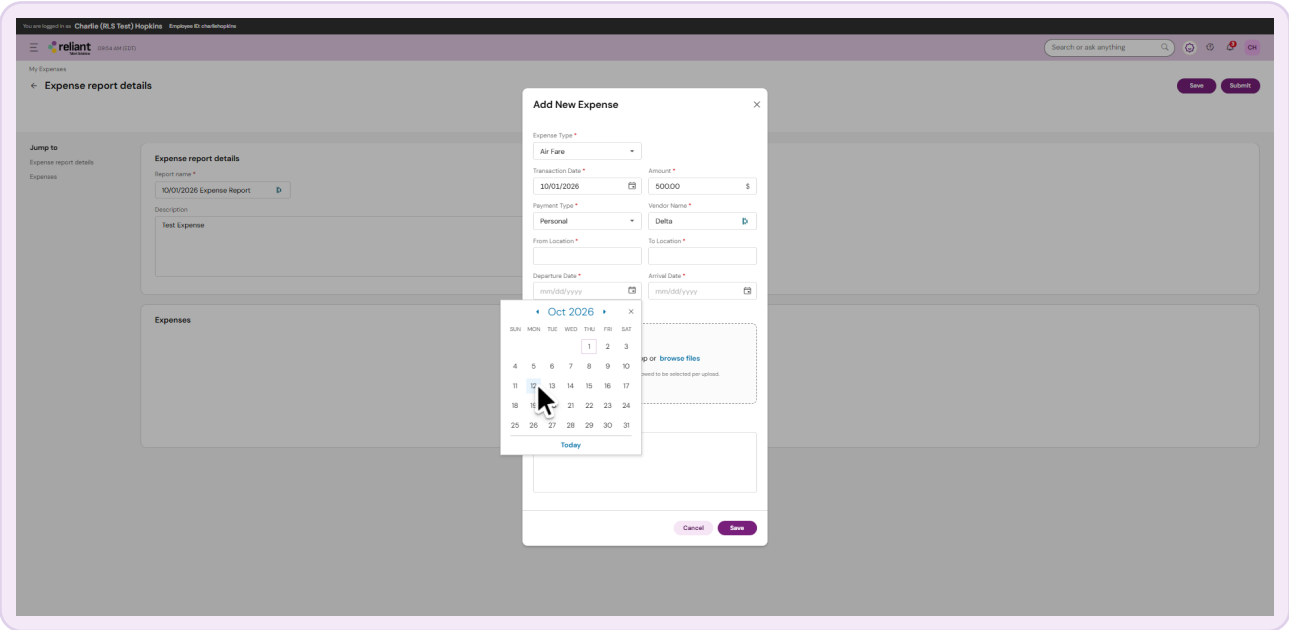
Click the calendar icon next to Departure Date.



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Pick Your Departure Date

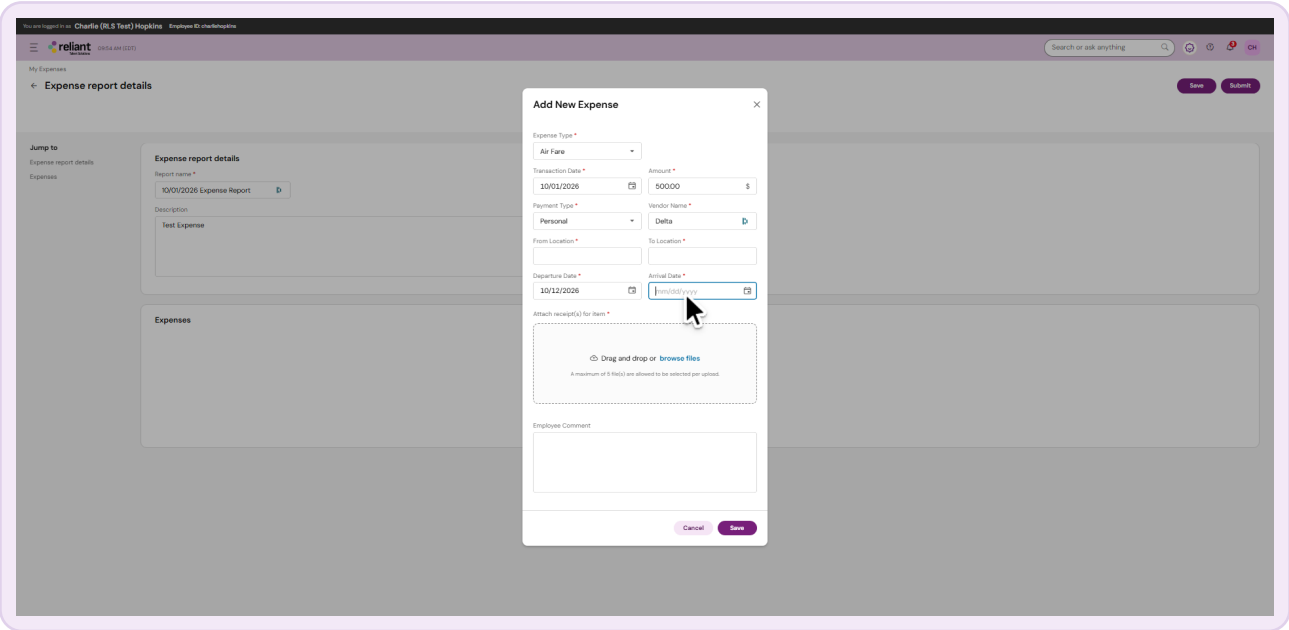
Click the day your trip started.



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Click Arrival Date

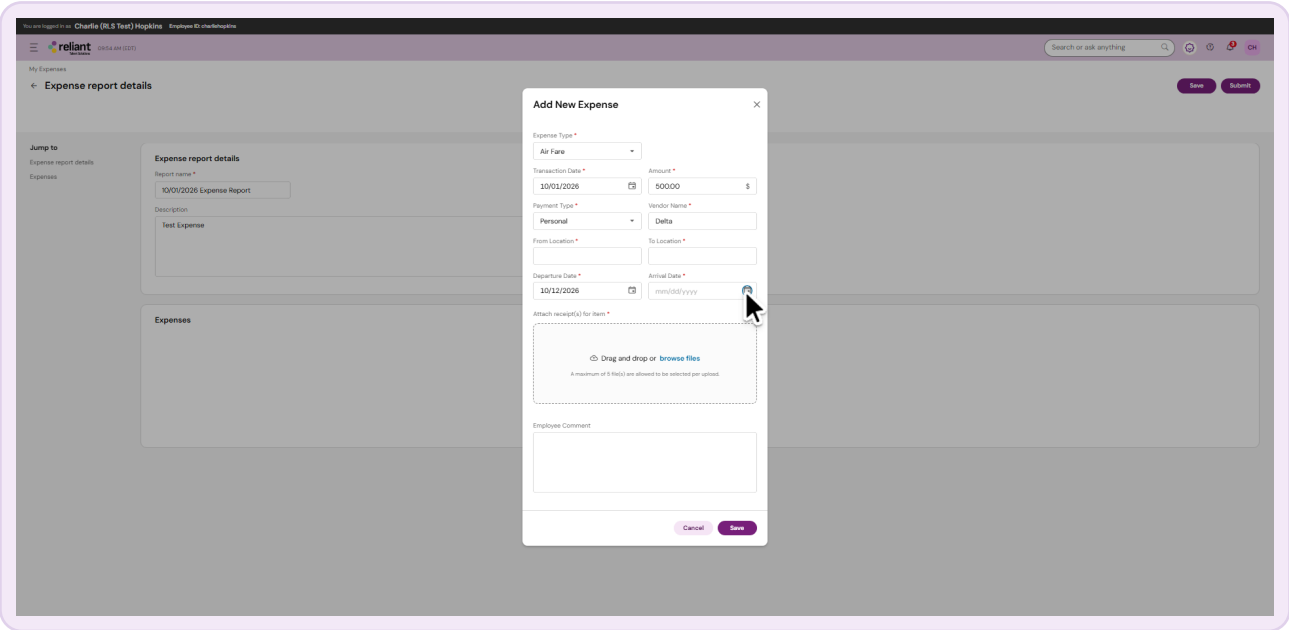
Click the Arrival Date box.



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Open the Calendar

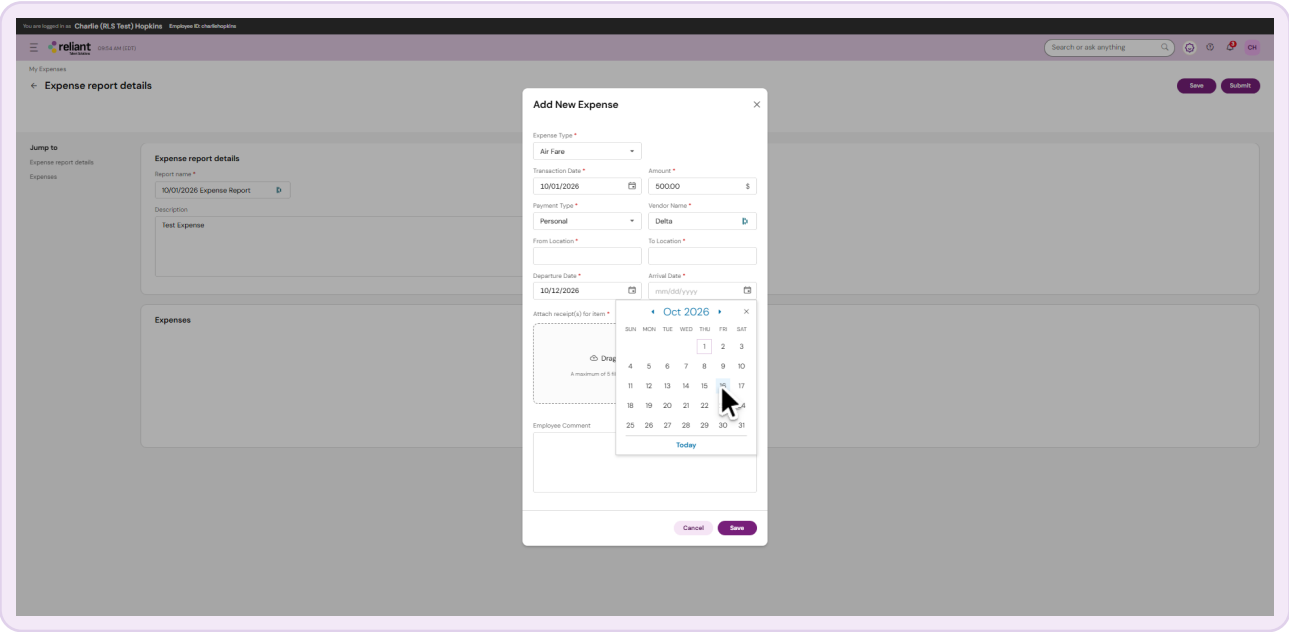
Click the calendar icon next to Arrival Date.



28

Pick Your Arrival Date

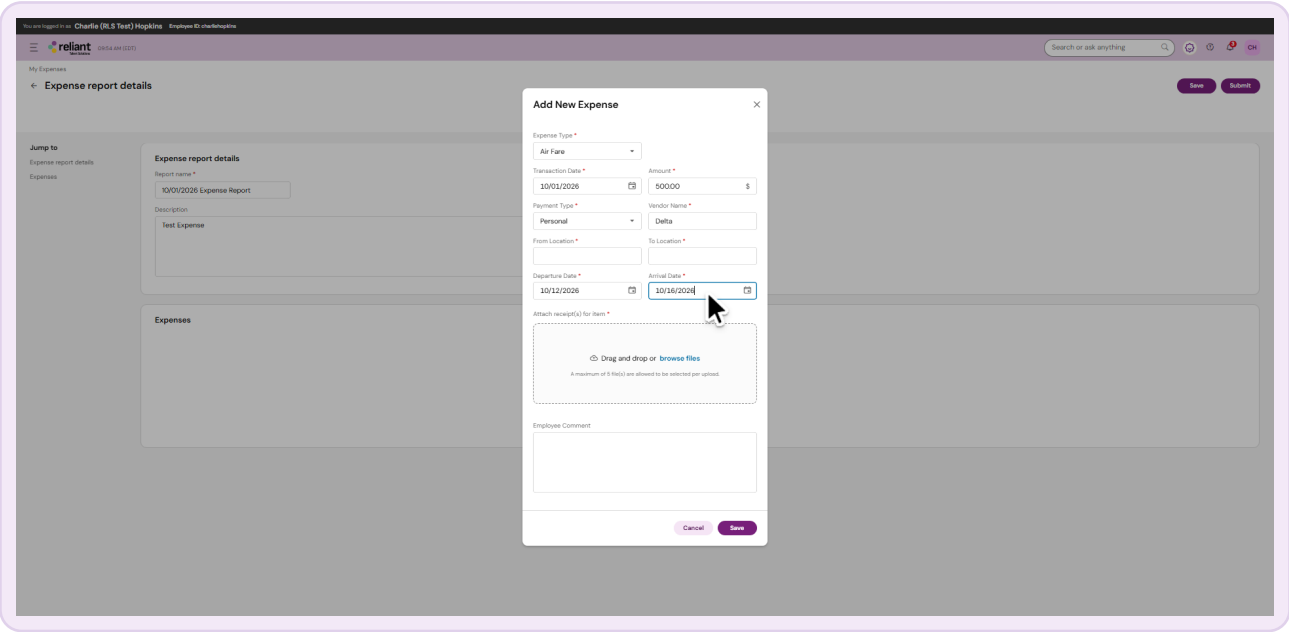
Click the day your trip ended.



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Check Arrival Date

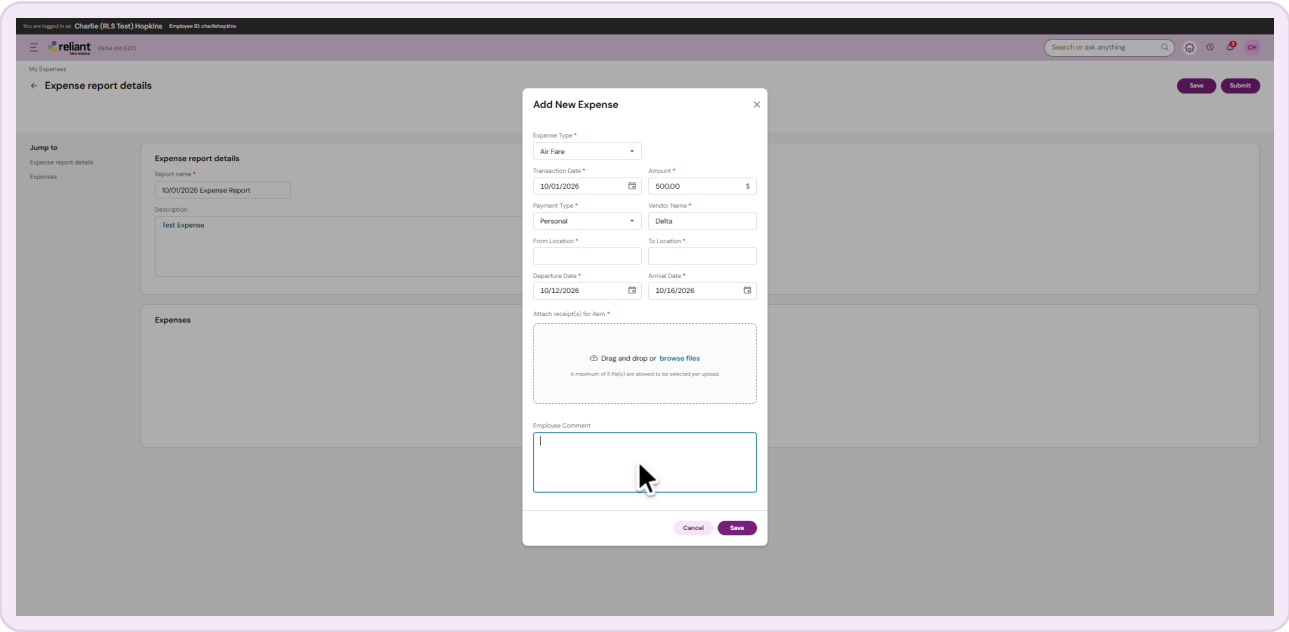
Click the Arrival Date box again to confirm the date looks right.



30

Click Employee Comment

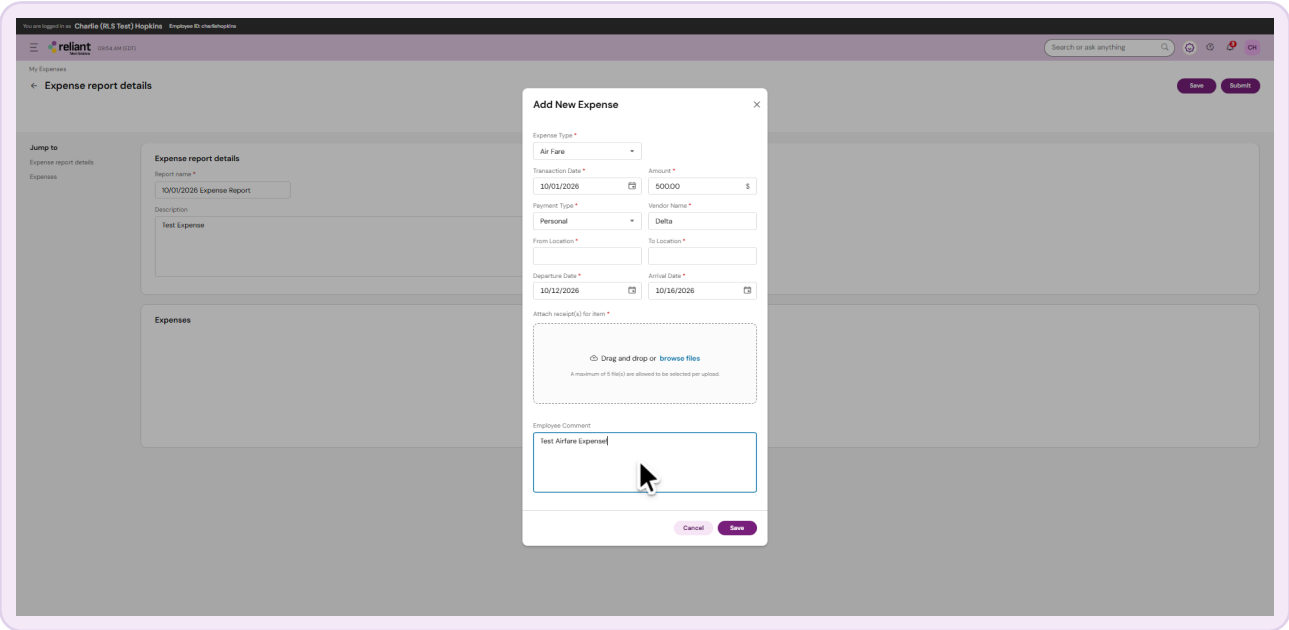
Click the Employee Comment box.



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Add a Comment

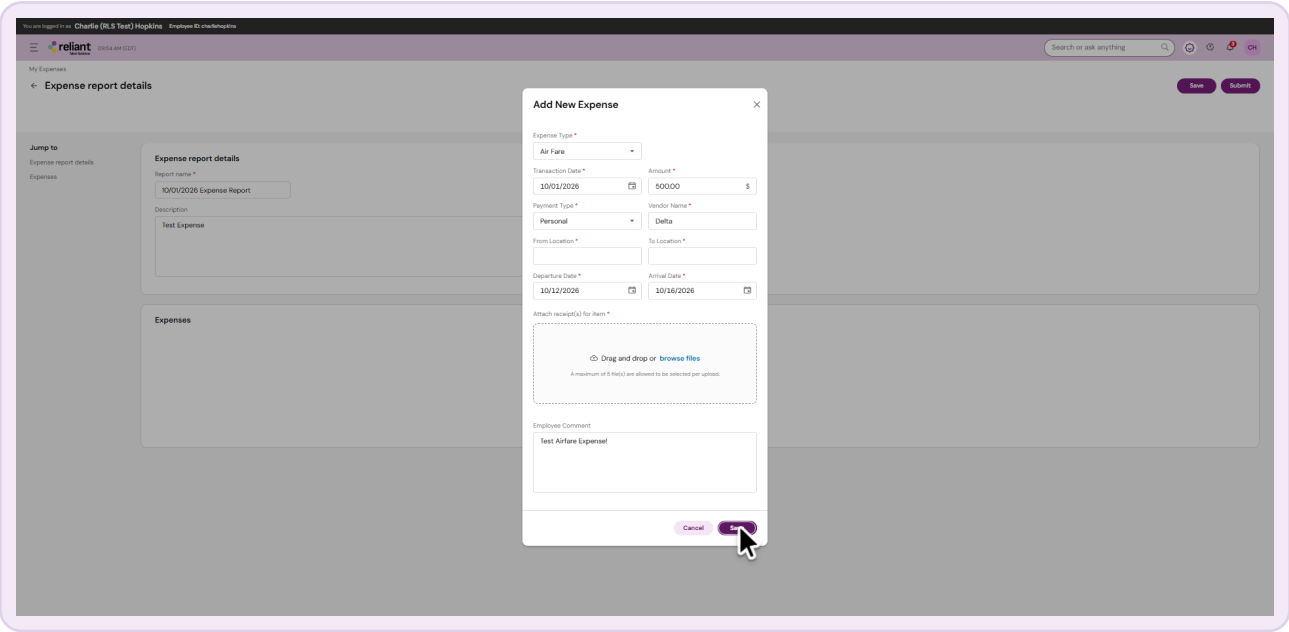
Type a short note about the expense — for example, the client or project it's for.



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Save the Expense

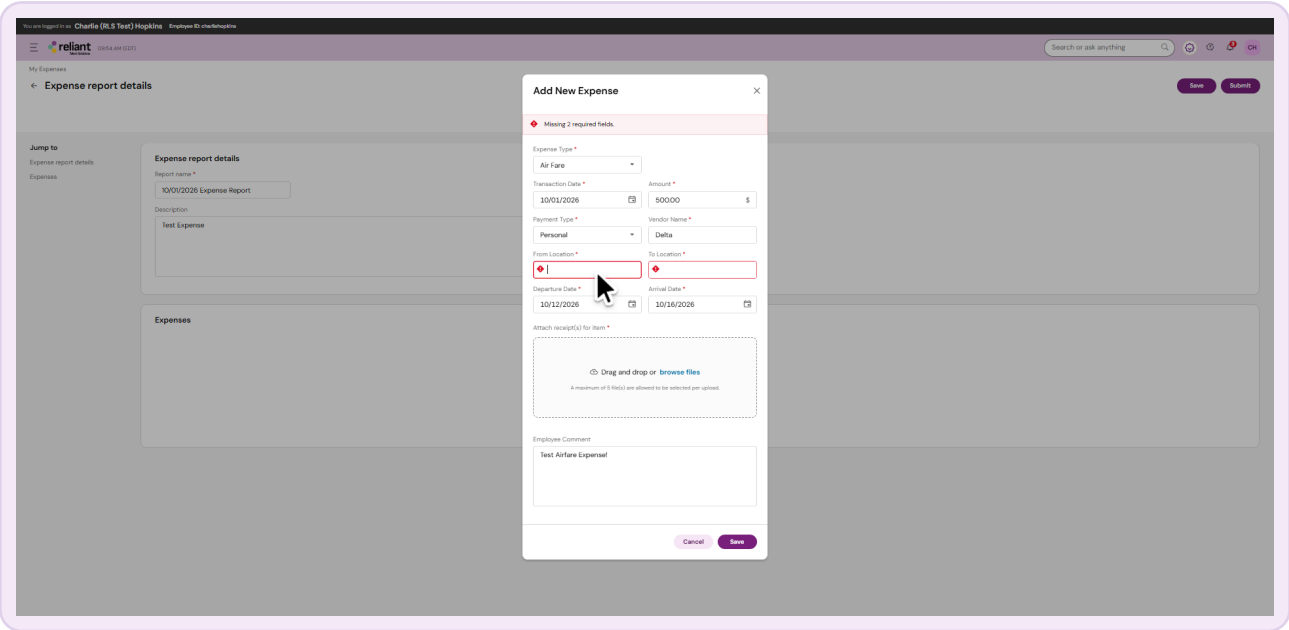
Click Save.



33

Fix Missing Fields

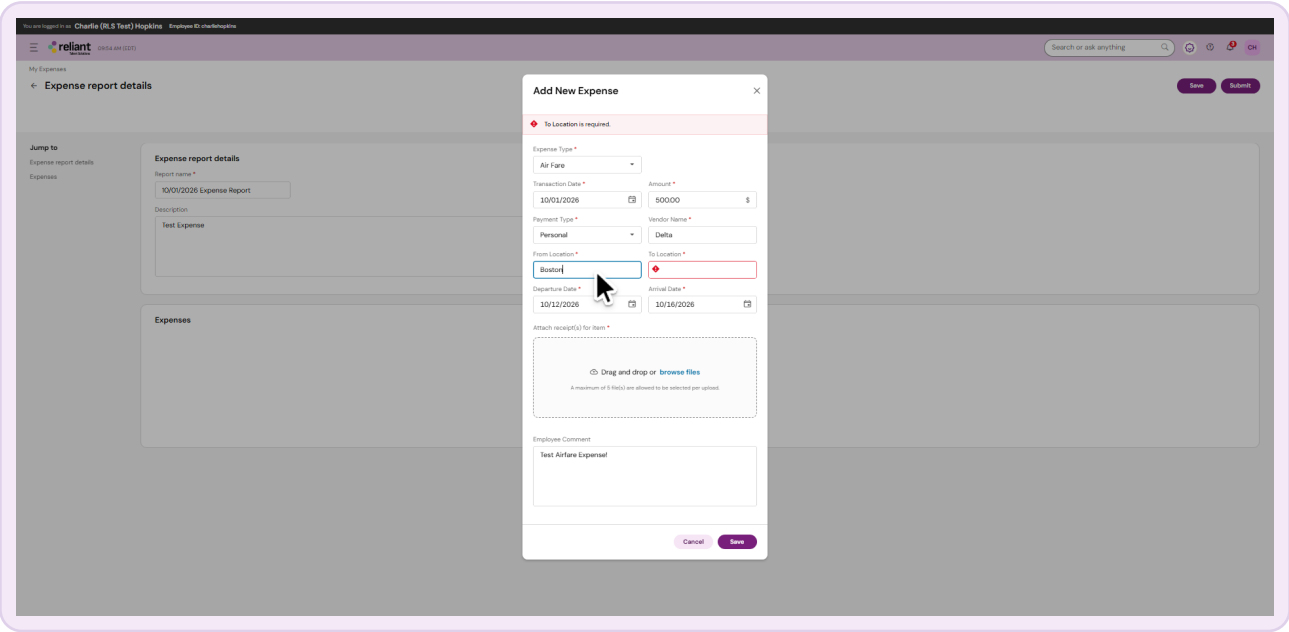
Missing a required field? UKG Ready highlights it in red. Click into the From Location box.



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Enter Your Departure City

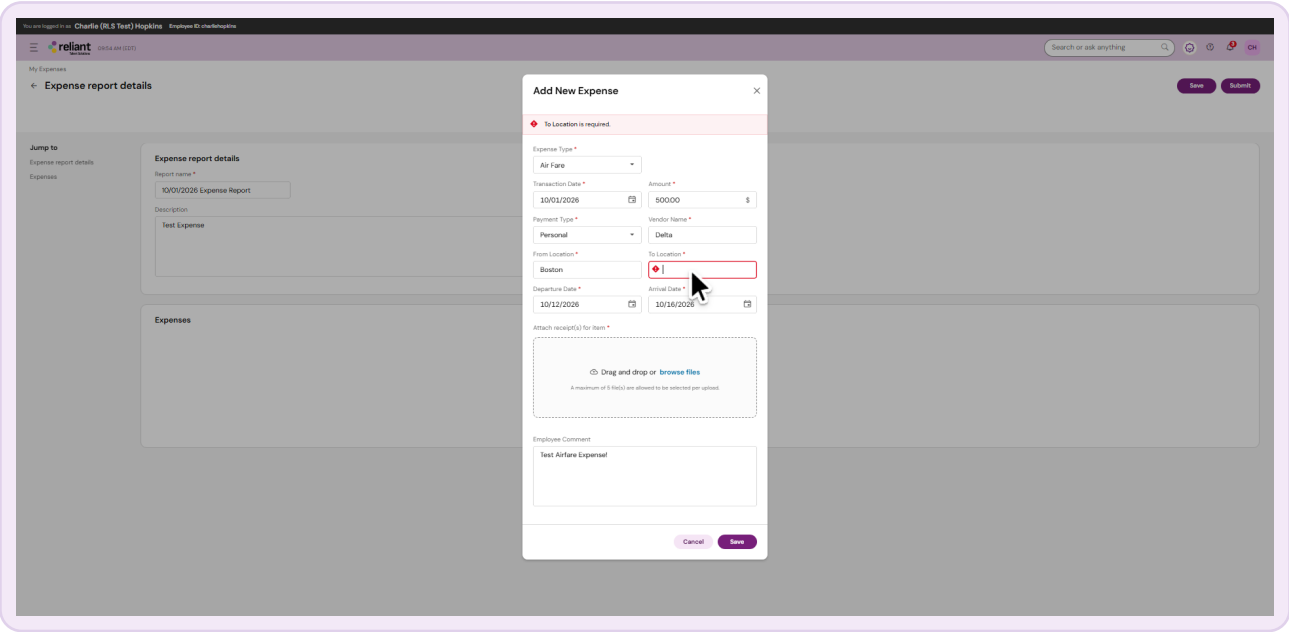
Type the city you left from — for example, Boston.



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Click To Location

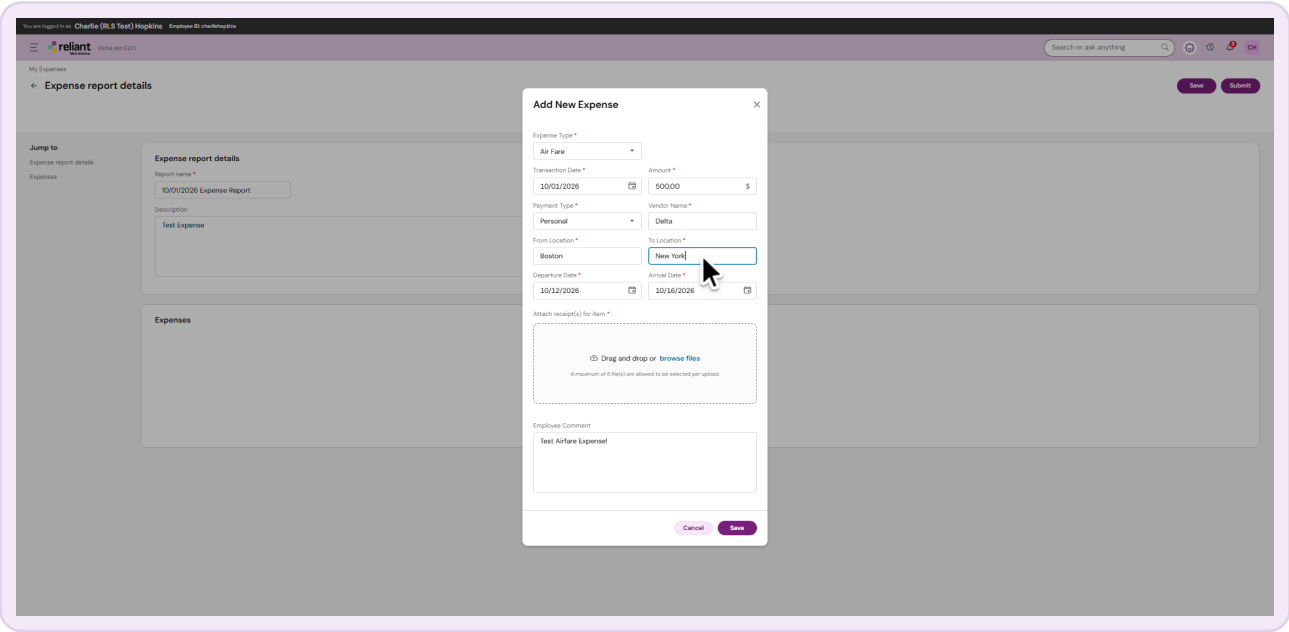
Click the To Location box.



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Enter Your Destination City

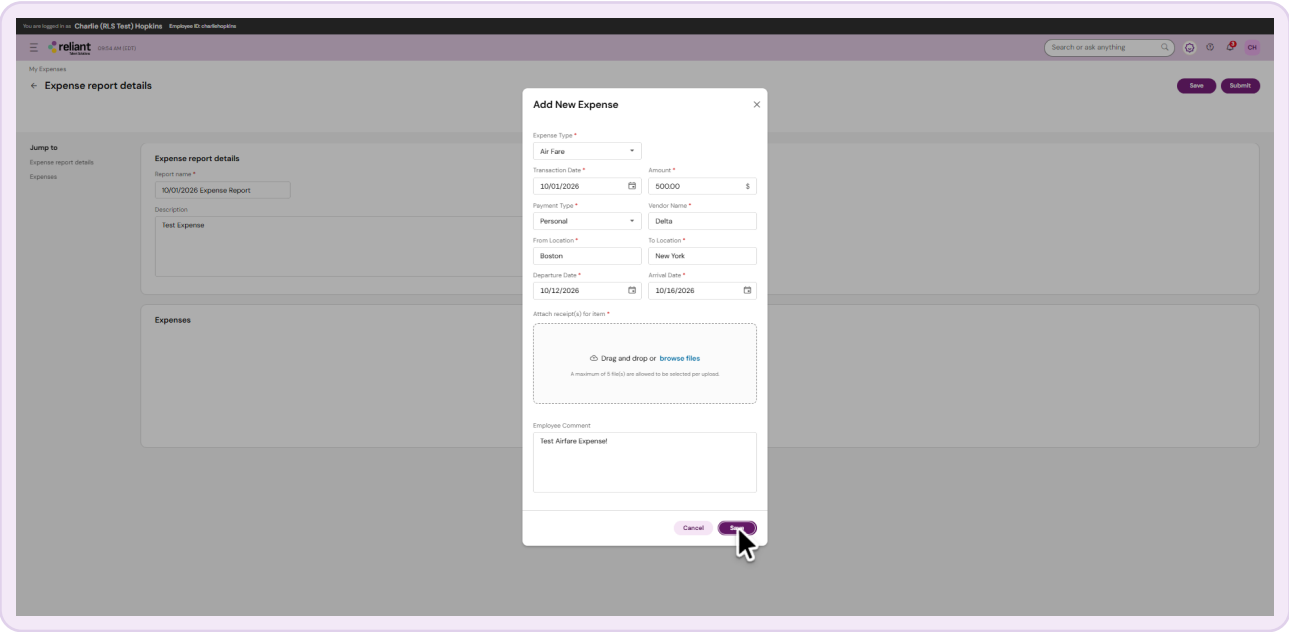
Type the city you traveled to — for example, New York.



37

Save Again

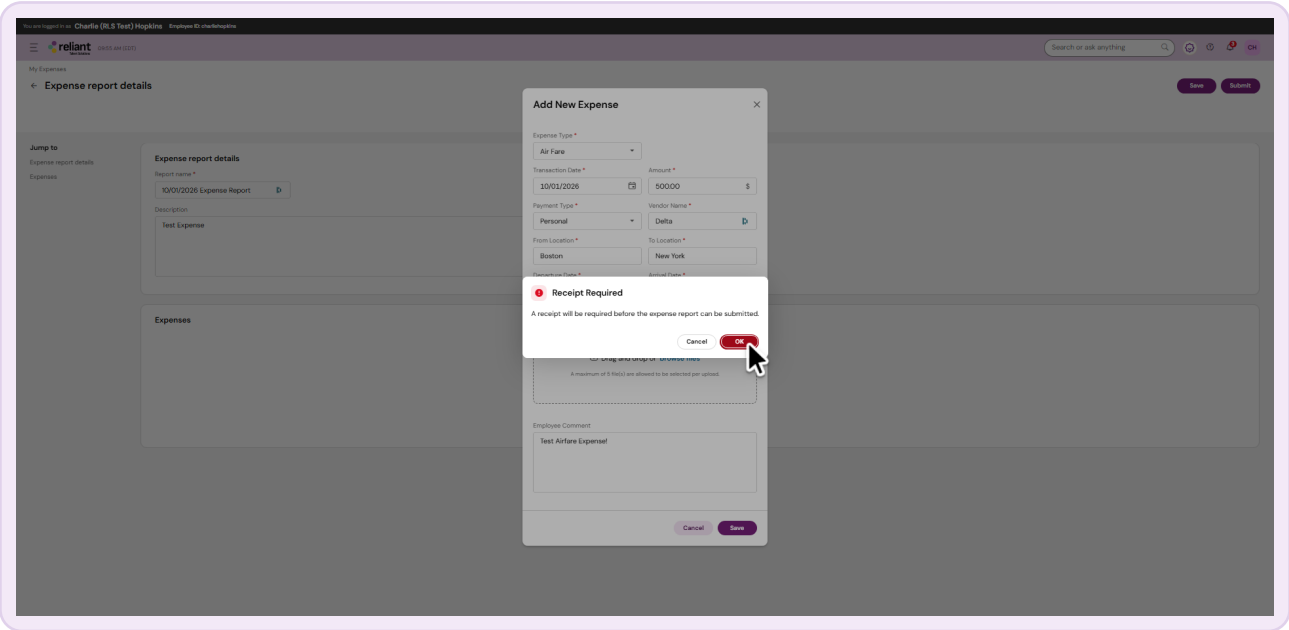
Click Save.



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Confirm the Receipt Reminder

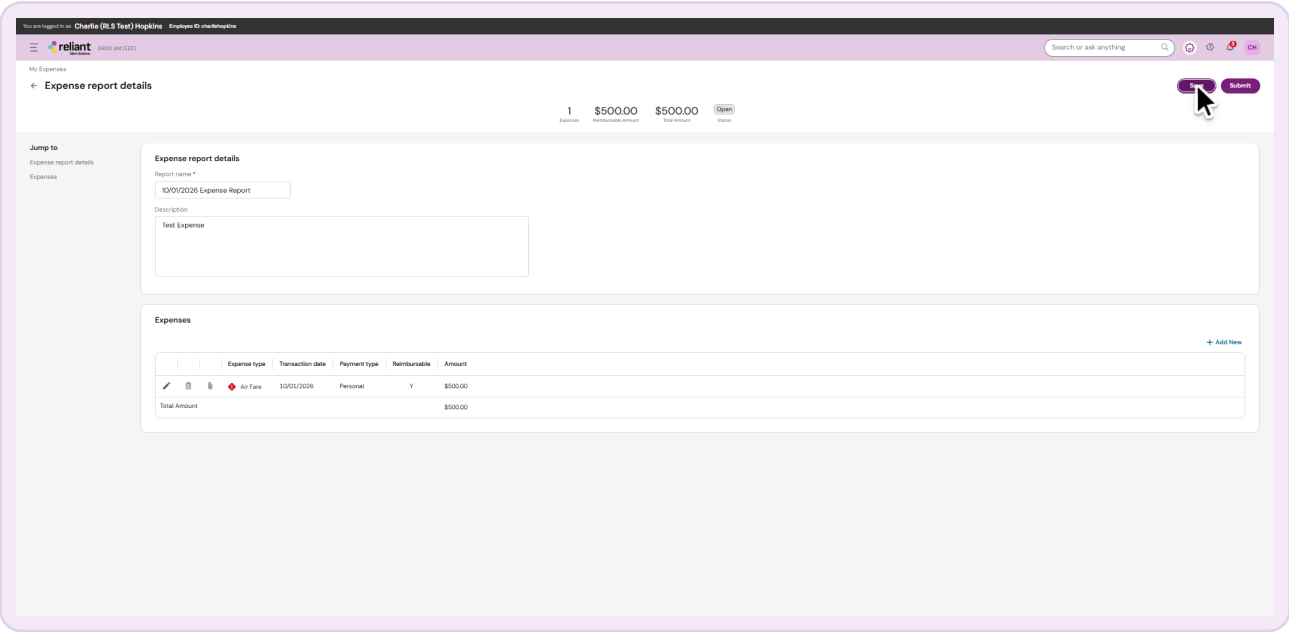
A Receipt Required message reminds you to attach a receipt before you submit. Click OK.



39

Save Your Report

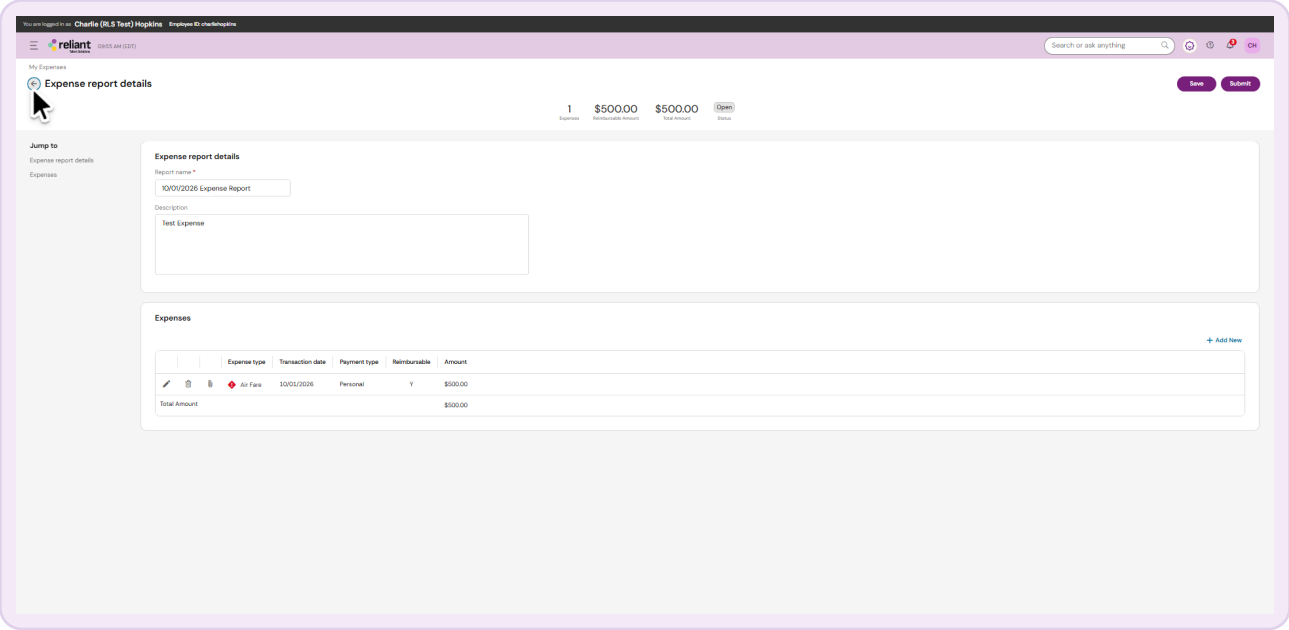
Back on Expense report details, click Save in the top-right corner. Your expense count and total update.



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Go Back

Click the back arrow to return to your expense reports. Click Submit on the report when your receipts are attached and you're ready to send it for approval.



That's it — your expense is saved.

Attach your receipt, then submit

Quick recap

- Go to Menu > My Expenses > Expense Reports, then click Add New
- Name and describe your report, then click Next
- Click Add New under Expenses and pick the expense type
- Enter the date, amount, payment type, vendor, and travel details
- Upload your receipt and add a comment
- Click Save, then Submit when your report is complete

Need help?

If a screen doesn't look like this guide, a field won't save, or your report won't submit, email UKGsupport@hirereliant.com and we'll walk you through it. Include your name and a screenshot if you can.