Submitting Expenses in Gusto

DATE: 3/9/2023.
Approved 5/2/2024 by HR Committee
Updated 12/30/2024 by Kwame

Who can use Gusto to submit expenses?

All hourly and salaried employees should submit expenses through their Gusto account. Once an expense is approved, you will receive your reimbursement along with your normal pay.

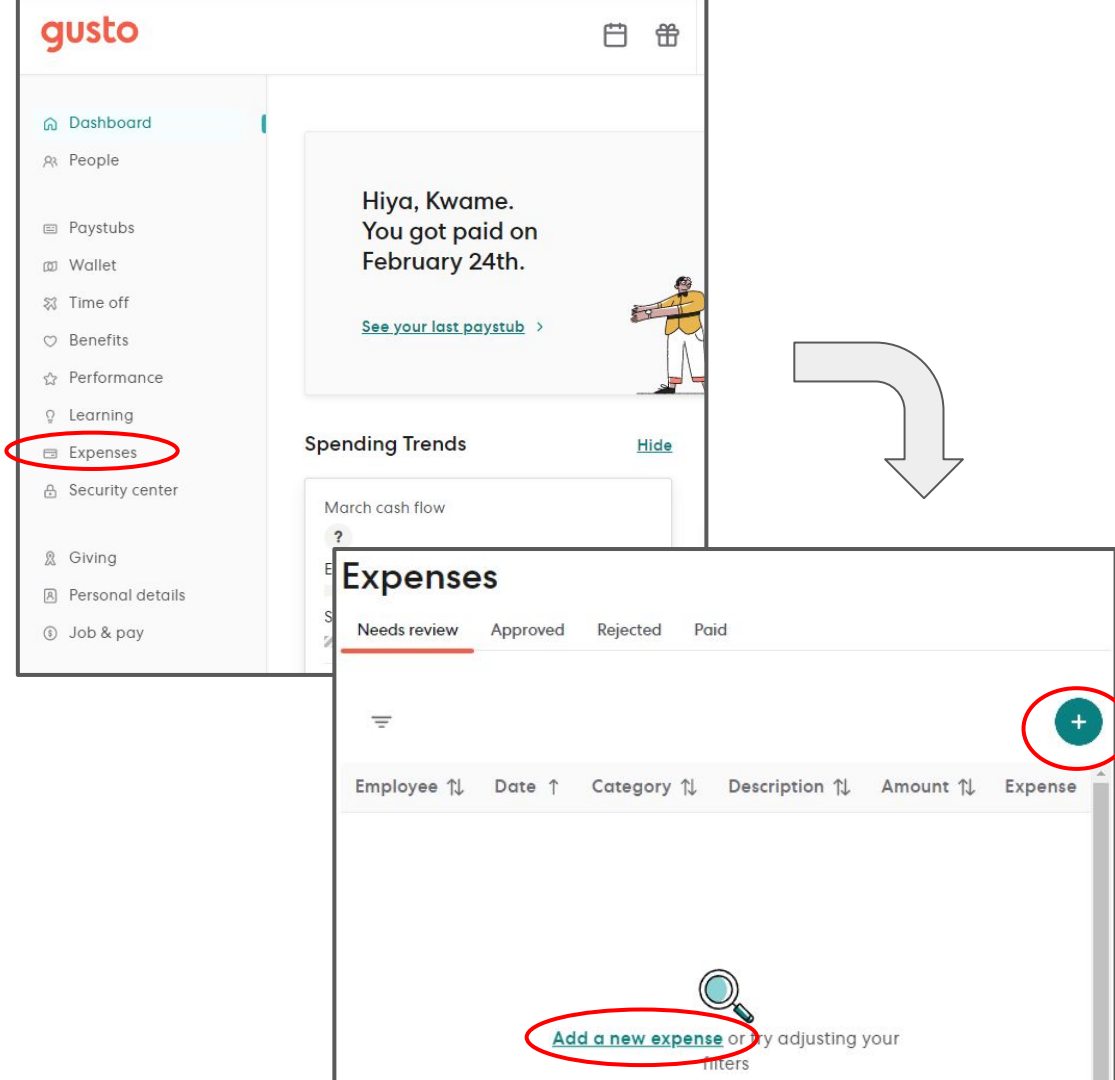
Volunteers, Contractors, and Board Members use our Reimbursement Request JotForm to submit expenses. Once an expense is approved, a check will be mailed to you.

Steps 1-3:

1. Log in to your Gusto Employee profile (https://app.gusto.com/login)

2. Select “Expenses” from the menu on the left side of the page.

3. Select the “+” sign or “Add a new expense”.

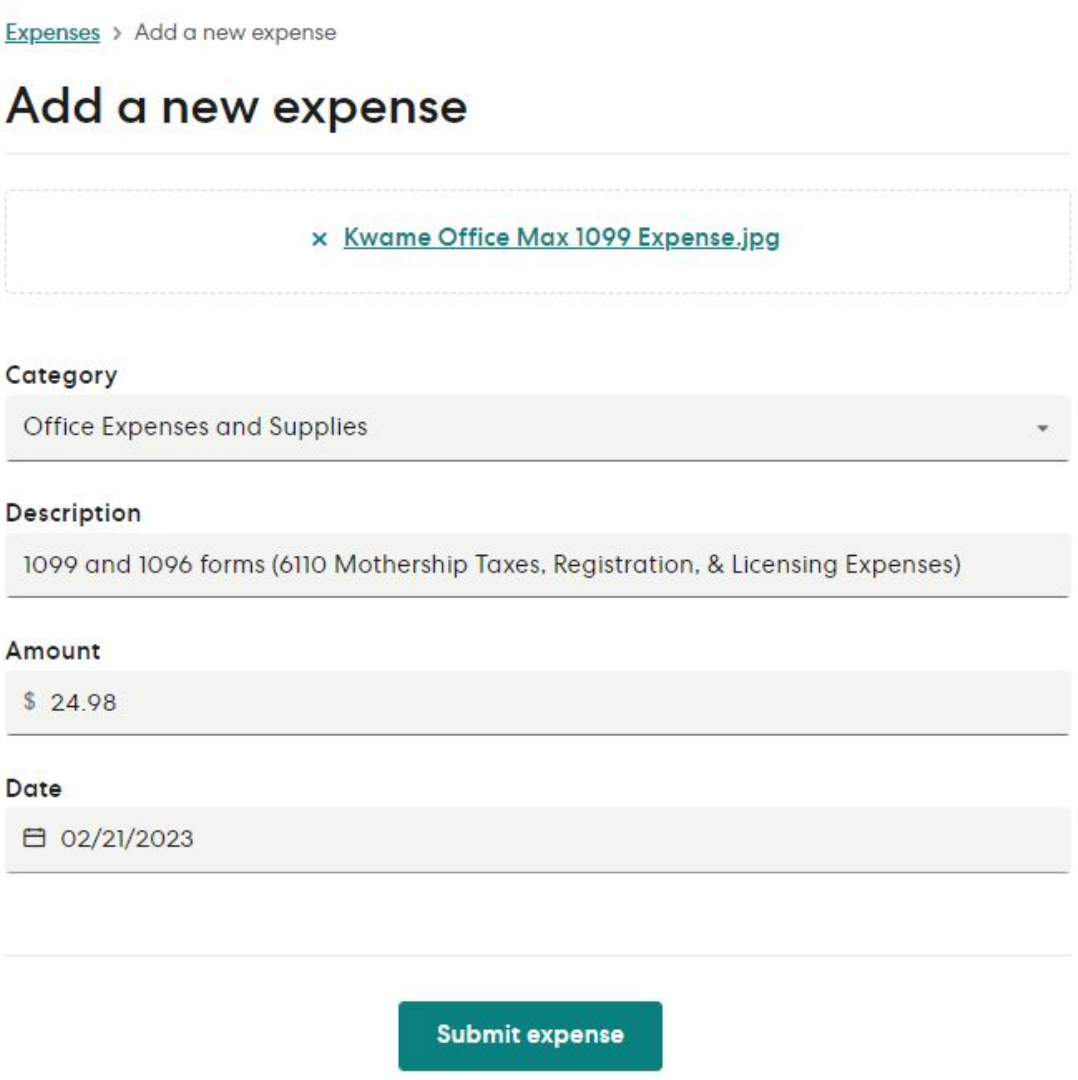


Steps 4-5:

4. Upload your receipt, bank statement, or route map. If possible, title your file with your name and a short (less than 5 words) file title/description. **You must include some type of receipt/attachment showing amounts paid for each purchase (miles must be visible in attachments for mileage reimbursement).**

- MILEAGE: If there were multiple trips driven, total it all up & include that amount here. Combine your route maps into a single file (necessary for uploading). You do not need to use multiple images of the same route even if you drove it multiple times. To calculate mileage multiply the miles driven by 0.67 (67 cents per mile) to get the dollar amount.

5. Select the most relevant category (or select “Other”).



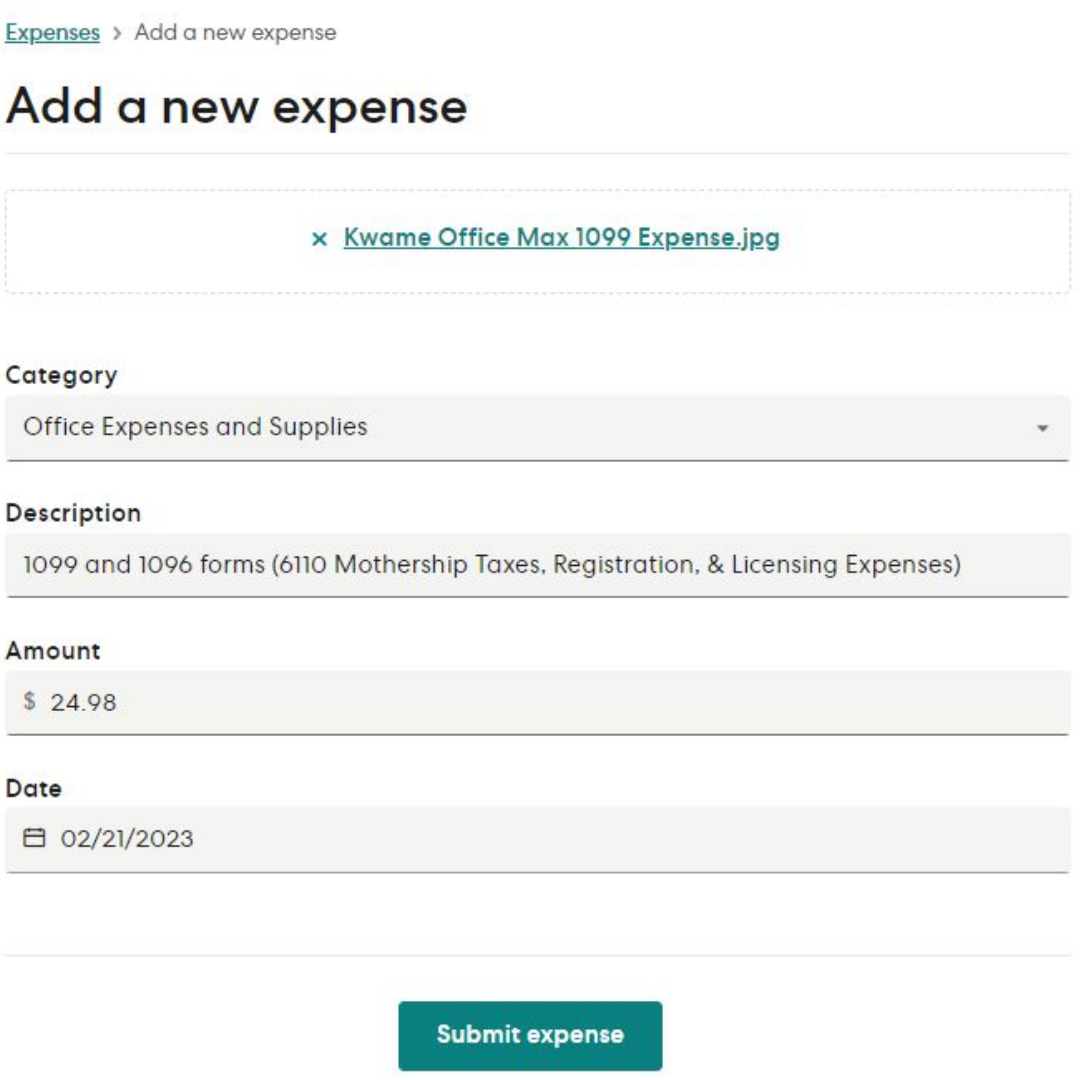
Steps 6-8:

6. Provide a detailed description! Chapter, program/event name, purpose, type(s) of item(s). It needs to be enough information for it to be coded to the correct location in QuickBooks. Add the account number if you know it (example: “6110 Mothership Taxes, Registration, & Licensing Expenses”).

- MILEAGE Description Examples:
  - Single trip:
    - Description: “Bringing gear to site. 5 miles x 2 trips total x .67/mile = $6.70”
  - Bundle of trips:
    - Description: “Multiple trips (see attachment). 48 miles total x .67/mile”
  - Attached file is a doc where the trips are screenshotted & totaled

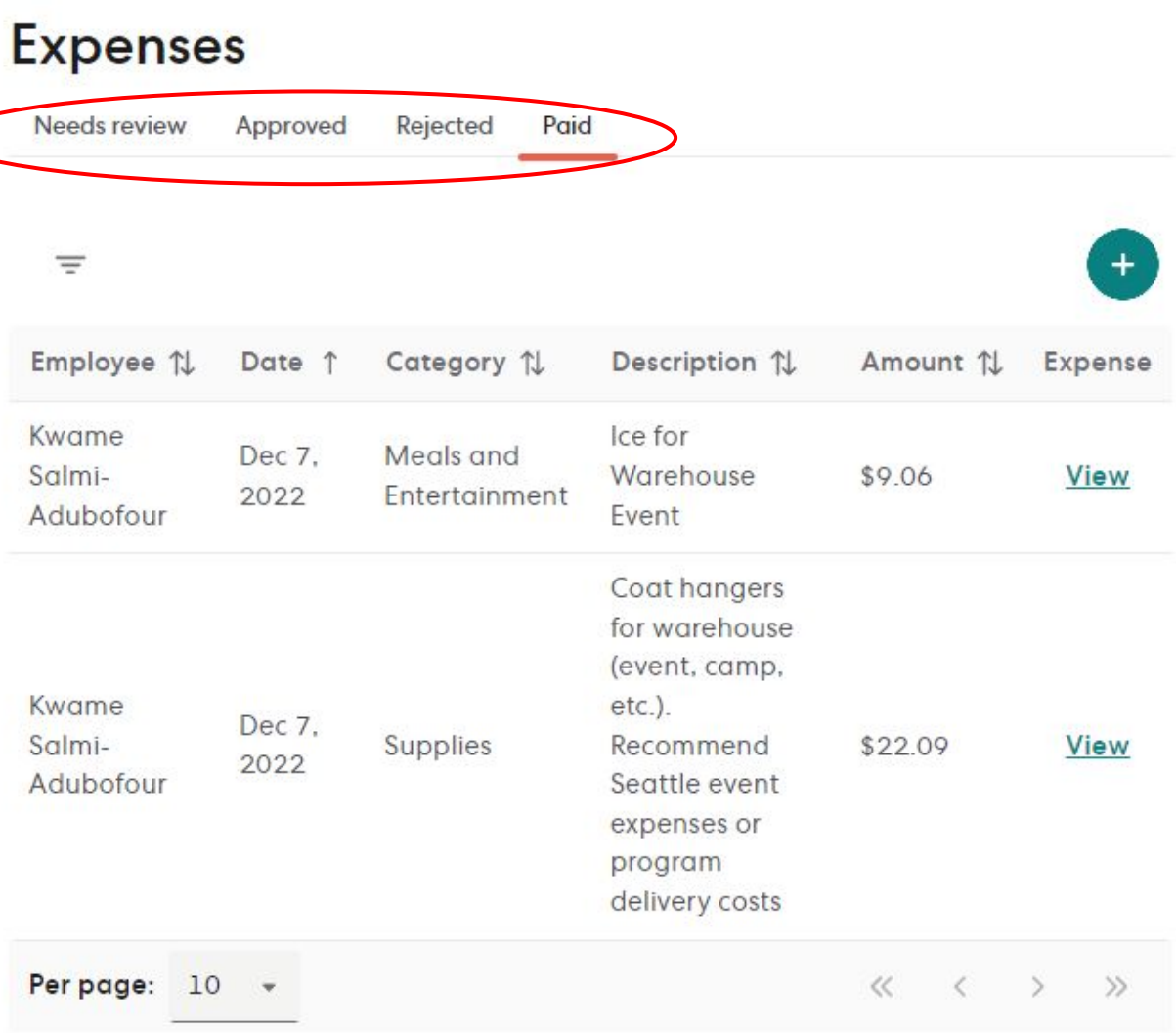
7. Add the date of the expense (not the day you’re submitting the expense)!

8. Submit the expense.



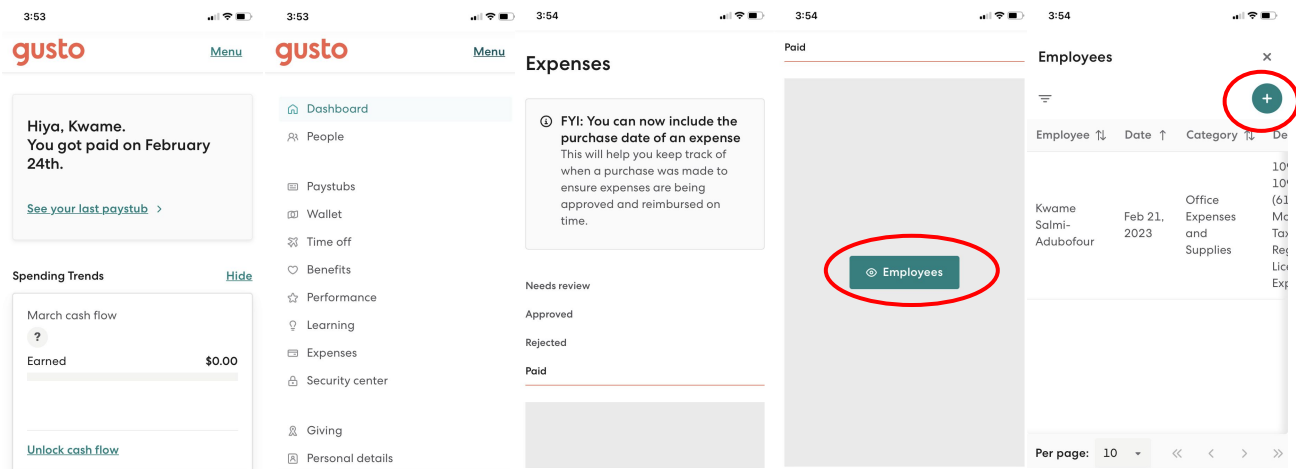
Reimbursement

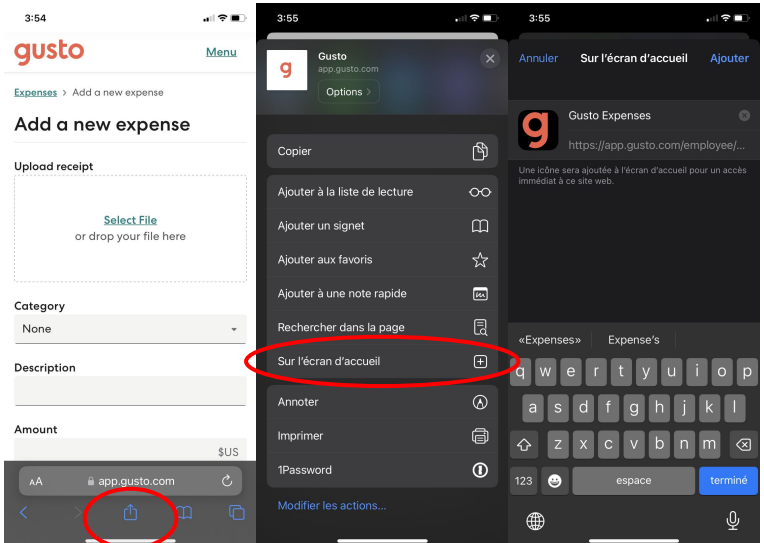
- Once your expense is approved, it will be included in your next paycheck.
- You can view all your expense statuses by selecting different tabs on the “Expenses” page.



On Mobile:

- Login and navigate to the expense page.
- Tap the “+” icon to reach the “Add a new expense” page.
- Add the page to your home screen.





Links, Resources, Tips, etc.

- FY22_Budget_Line_Item_Descriptions_MSP_2021
  - FY_2023_Budget_Finance_MSP_2023
    - Expense line titles are all in column A
- SOAP_Spending_Money_MSP_2020
- Gusto support article: Get reimbursed for expenses as an employee
- Bookmark a website in Safari on iPhone
  - “In the Safari app, you can bookmark a website, add a website to Favorites, or add a website icon to the Home Screen to easily revisit later.”
- How to add a website to an Android or iPhone home screen
- Reimbursement Request JotForm