RELIANT TALENT SOLUTIONS | UKG READY

Submit and Manage Expense Reports in the UKG Ready App

iPhone / Android Walkthrough

This guide walks you through creating an expense report in the UKG Ready app, adding your expenses, attaching receipts, and submitting it for approval. It takes about 10 minutes.

Prefer to watch instead?

A companion video is attached to the same email as this guide. Save it to your device and tap to play — no login or website needed. You can watch the video, read this guide, or use both.

Two rules to remember

Meals can't be expensed when you're working from home. Expense reports are due Sunday at 6:00 PM ET — anything later may delay your reimbursement.

What you'll do

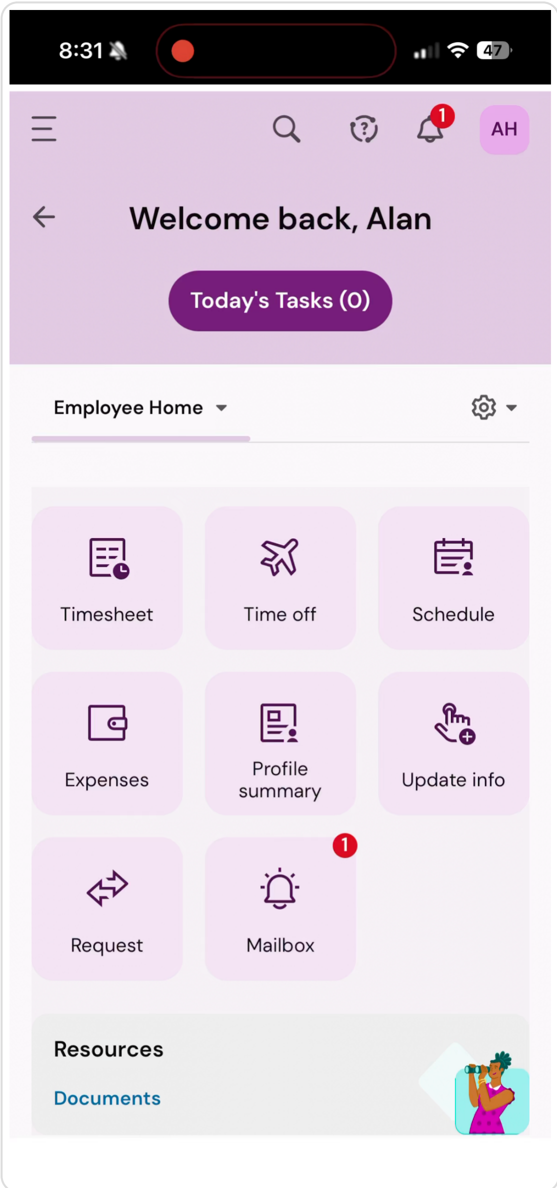
- Create and name a new expense report
- Add each expense and set payment type to Personal
- Attach a receipt to every expense
- Review your totals and edit anything that's wrong
- Save and submit for manager approval

Before you start

Have your receipts saved on your phone — you'll upload one for every expense. Know the dates and amounts for each, plus the job code for your assignment if your view requires one.

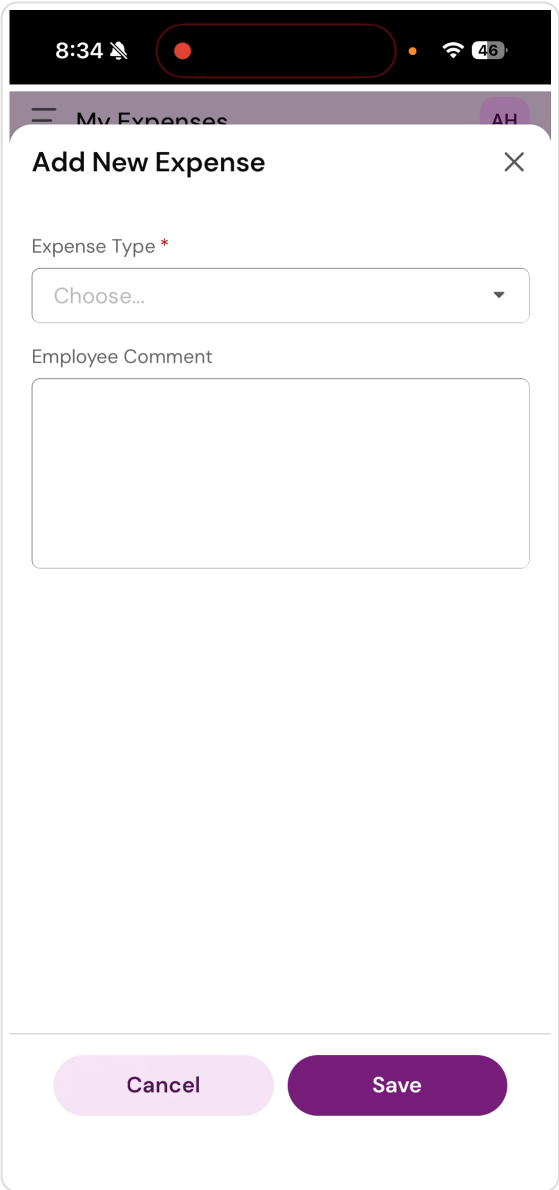
01 Create Your Expense Report

From the app home screen, tap Expenses, then tap Create new expense report. Use a consistent name so reports are easy to find later: today's date, then "Expense Report," then where you traveled. Example: 09/22/2026 Expense Report - Travel to Boston. A description is optional. Tap Save.



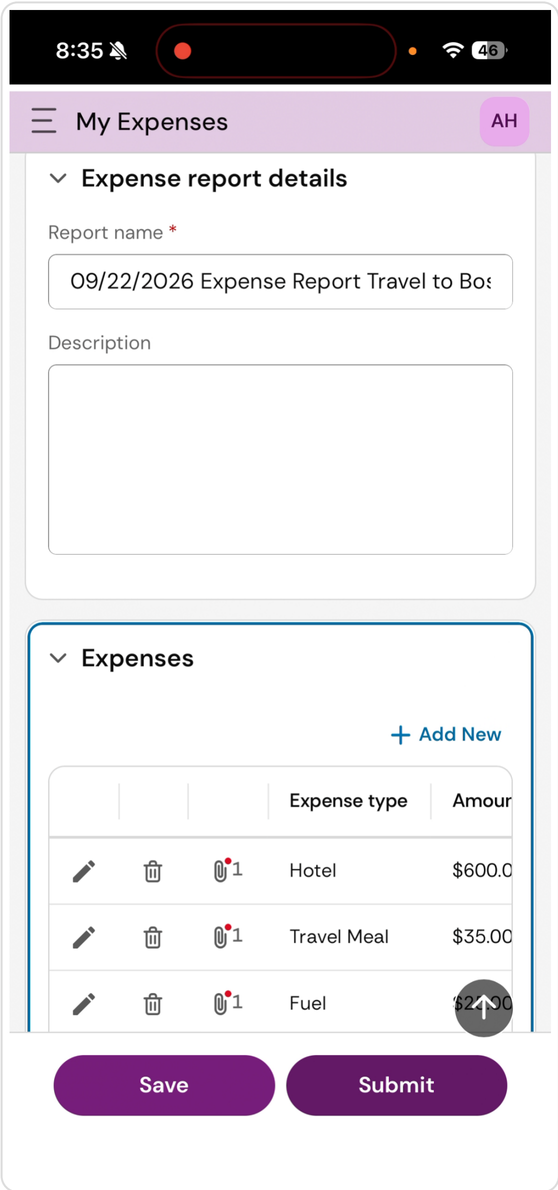
02 Add Your Expenses

Tap Add New, choose an expense type, and fill in every required field — anything marked with an asterisk. Set payment type to Personal, tap Upload to attach your receipt, then tap Save. Repeat for each expense. Every expense needs a receipt attached.



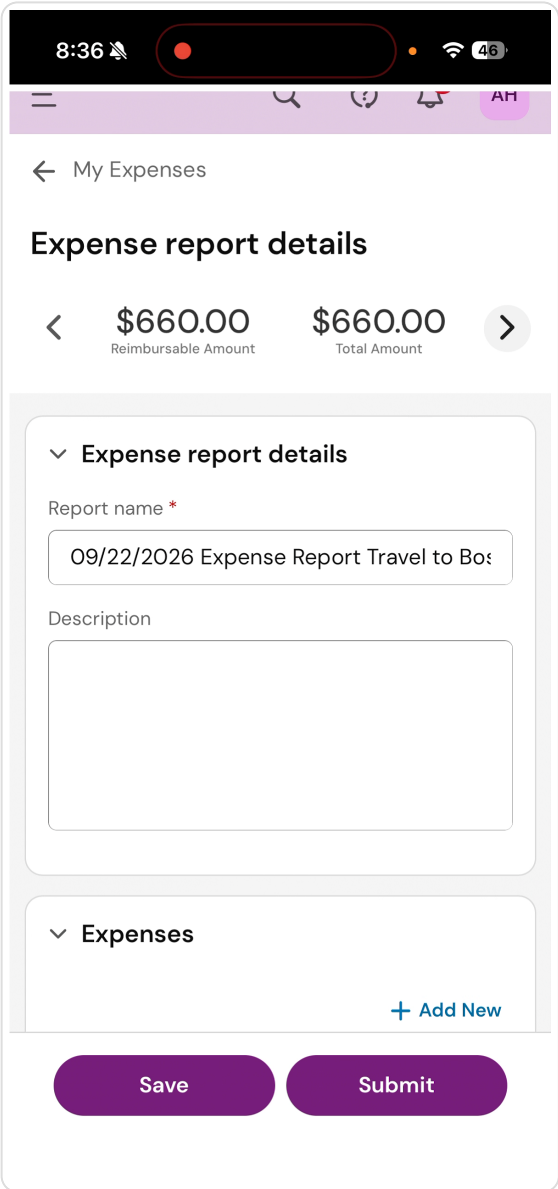
03 Review and Edit Your Expenses

Your expenses show in the list at the bottom. Tap the pencil icon to edit a line, or the trash can to delete it. The top of the screen shows your expense count and total reimbursable amount — check these before you submit.



04 Save and Submit Your Report

Tap Save, then Submit, then Yes to confirm. You'll see a message at the top confirming your report was submitted, and your manager gets an alert to review it.



That's it — your report is submitted.

Your expense report is now with your manager for approval. You'll see the status change from Submitted to Approved or Rejected. If anything is rejected, you can edit and resubmit it.

Quick recap

- Create the report and name it date + Expense Report + location
- Add each expense and set payment type to Personal
- Attach a receipt to every line item
- Review your totals before submitting
- Save, Submit, then confirm with Yes
- Submit by 6:00 PM ET Sunday to stay on the pay cycle

Need help?

If a screen doesn't look like this guide, a field won't save, or something won't submit, email UKGsupport@hirereliant.com and we'll walk you through it. Include your name and a screenshot if you can — it helps us sort things out faster.