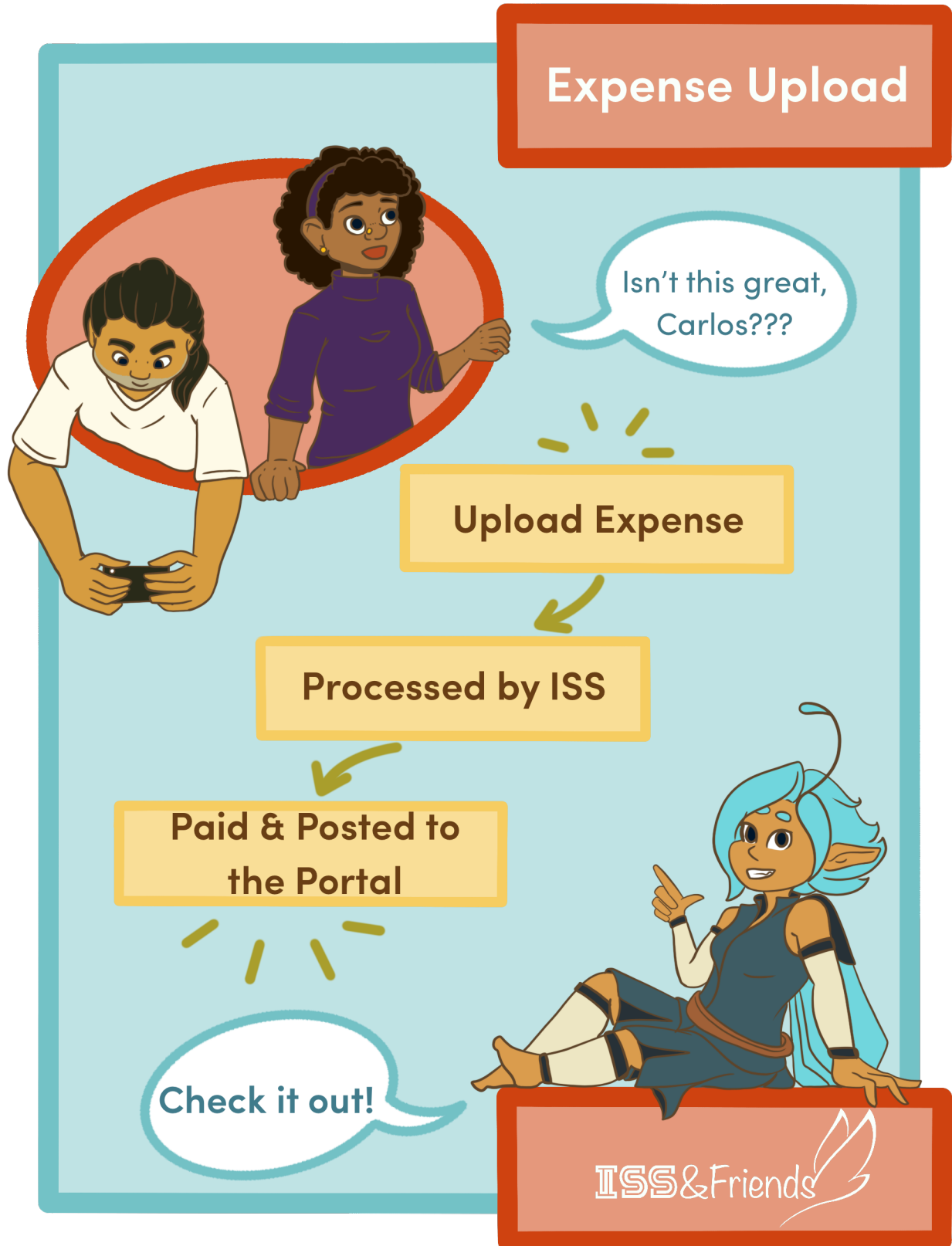


Expense Upload Guide



Expense Upload Guide

UPLOADING AN EXPENSE

There are multiple ways to access the Submit Expense form.

- From the Home page of the portal, click **Submit Now** » in the Expenses tile.
- When viewing an individual in the Staff Dashboard, click **Submit Expense** at the top.

Welcome Mary April Maryson DEMO



Timesheets Upload your latest timesheets for review and approval. Submit Now »	Expenses Upload your latest expenses and receipts for review and approval. Submit Now »	SEMP Survey Navigate to the SEMP Survey. Go to SEMP Survey
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EMPLOYERS

James Jameson DEMO



Status Active	Email demojames@issny.org	Address 123 Example Ave Pleasantville, NY 12345	Submit Expenses
	Phone (555) 123-4567	County NASSAU	

Expense Upload Guide

(1) Complete the form.

If you have already mailed in your expense reimbursement request, do NOT also upload it.

- First Name, Last Name, and Email are auto-populated when accessed through the portal.
- Phone Number and Comments are optional. All other fields are required.
- Allowed file types: jpg, gif, png, pdf

Submit Expense

Name
First: Mary Last: Maryson DEMO

Email
demomary@issny.org

Phone
XXX-XXX-XXXX

Expense Type
Expense Type...

Supporting Documents
Choose Files No file chosen
Upload any receipt images and supporting documentation.

Participant Name
James Jameson DEMO

Are you the payee?
 Yes No

Comments

Submit

[Close This Window](#)

(2) Click **Submit**.

(3) You will receive a confirmation email at the email address provided in the form.

(4) ISS will review and process the submission.

- **Note:** Unlike Timesheet Uploads, Expense Uploads are not viewable on the portal until processing is finished.

Expense Upload Guide

SUGGESTIONS FOR CAPTURING A QUALITY SCAN IMAGE

Regardless of device, make sure to scan your expenses in a well-lit area.

For iOS Devices

There are several apps available on the App Store you can use to create a scan using your iPhone's camera. This can also be done natively using the Notes app:

- (1) Open Notes.
- (2) Create a new note.
- (3) Tap the camera icon, then tap **Scan Documents**.
- (4) Position your expense in the camera's view.
- (5) Capture the image.
- (6) Adjust the corners as needed.
- (7) Tap **Keep Scan**.
- (8) Tap **Save**.
- (9) Tap the **Share** icon.
- (10) Tap **Save to Files**.
- (11) Choose a location to which to save the file. You will select the document from this location when you upload the expense.

For Android Devices

There are several apps available on the Google Play store, including Clear Scan and Microsoft Office Lens, both of which are free. You can use one of these to scan your expenses and save them to your device to upload in the portal. You can also use Google Drive, which comes pre-installed on most Android devices:

- (1) Open the Google Drive app on your device.
- (2) Tap the "+" button.
- (3) Tap **Scan**.
- (4) Follow the prompts to scan, crop, and save the image.