

# Electronic Expenses

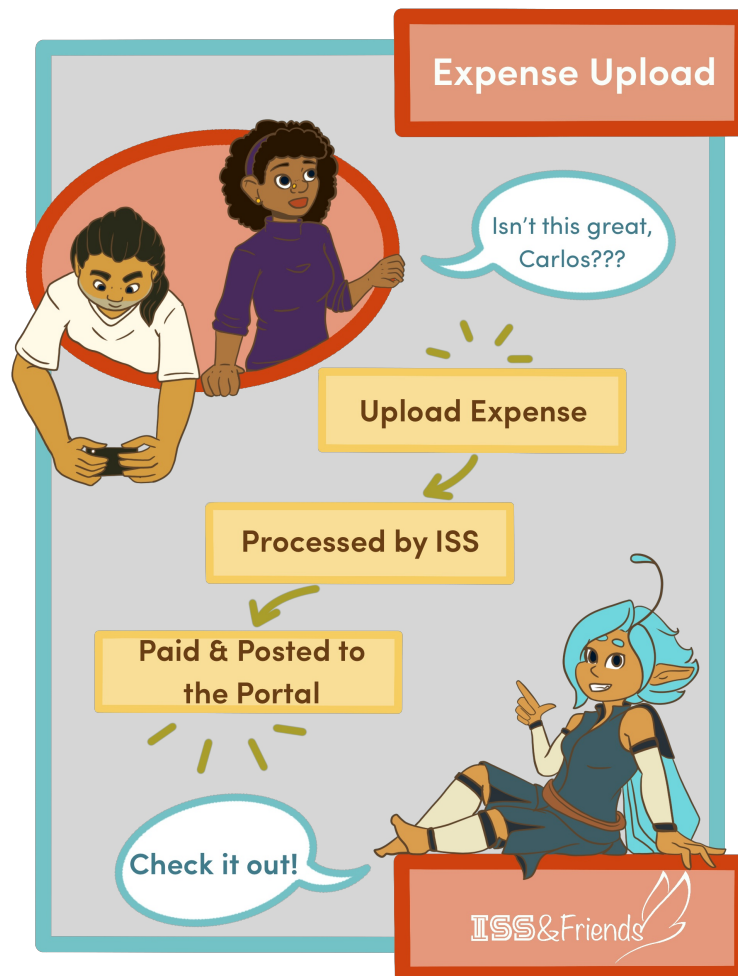
All things electronic expenses.

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# Expense Upload Guide

# Uploading An Expense

Updated 03/30/22.



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



MENU

## 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](#)

EMPLOYERS

## James Jameson DEMO



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

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**
  - Each file cannot exceed **10 MB**.
  - Each submission cannot exceed **20 MB**.

## Submit Expense

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**Name**

Mary

Maryson DEMO

FirstLast

**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](#)

1. Click **Submit**.
2. You will receive a confirmation message on the screen.
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.

# Suggestions For Capturing a Quality Scan Image

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## 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. (10) Tap **Save to Files**.
11. (11) Choose a location to which to save the file. You will select the document from this location when you upload the expense.

### To set your iOS Device to use the JPEG format

By default, your iOS device may take pictures and scans in the HEIC format. This may cause issues when uploading expenses to the portal as the HEIC format is not as compatible as the JPEG format. For instructions on how to set your iOS device to use JPEG, please follow the guide found [here](#).

### 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.