

Expense Submission Form 1.5

Updates Effective 03/07/25

We've made some updates to our expense upload form to make it more efficient and improve the upload process. Here's what's new:

Expense Type Selection

You can now select your expense type from visual tiles instead of a drop down list, making it easier to find the right category at a glance. Once an expense type is selected, you will be able to fill out the rest of the form.

Expense Type **Required*



Mileage

Mileage Reimbursement



Reimbursement

Expense Reimbursement



Brokerage

Brokerage



Invoices

Vendor Invoices

Payee Selection

Instead of answering "Yes" or "No" to whether you're the payee, you can now directly select the payee from a drop down list. If the payee isn't listed, simply select "Other" and type the name.

The payee's electronic payment (ePay) status will be indicated below their name.

Submit Expense

Expense Type **Required*



Mileage

Mileage Reimbursement

Unselect

Payee **Required*

Carlos Demo Medina

ePay information is pending verification.

In the screenshot above, our demo user's ePay status is pending, but in the one below, the payee is not enrolled in ePay at all.

ePay status will not impact your ability to submit an expense. The status is included for your information.

Payee **Required*

E 1

Not enrolled in ePay.

Increased Upload Limits

You will also notice that the form now supports larger file uploads. It may take a little more time to process, but this allows for smoother submissions.

Supporting Documents **Required*

Add Files



Max file size: 100 MB. Max submission size: 250 MB

Updated 03/06/25.

Revision #8

★ Created Thu, Feb 27, 2025 5:22 PM by [Jean Mizero](#)

✎ Updated Thu, Mar 6, 2025 2:10 PM by [Elizabeth Lukan](#)