





Expense Submission Form 1.5

Updates Effective 03/07/25

Expense Type Selection

You can now select your expense type from visual tiles instead of a drop-down list. 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

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*

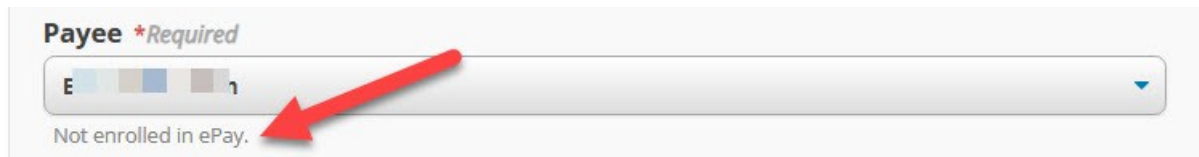
 Mileage Mileage Reimbursement	Unselect
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Payee **Required*

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.

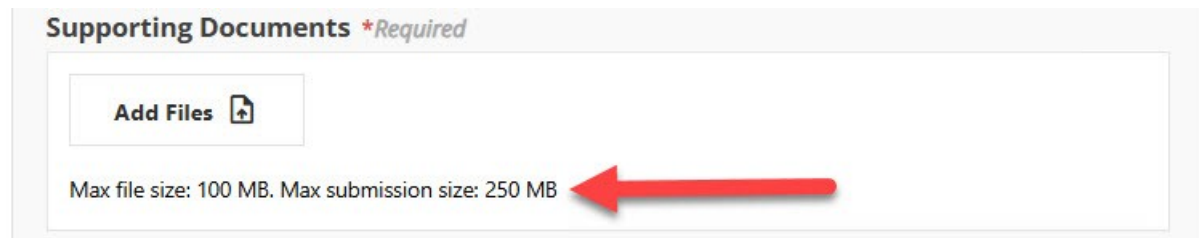


The screenshot shows a dropdown menu titled "Payee *Required". The selected option is "E", which is highlighted with a red arrow. Below the dropdown, the text "Not enrolled in ePay." is displayed.

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

Increased Upload Limits

The form now supports larger file uploads. It may take a little more time to process, but this allows for smoother submissions.



The screenshot shows a section titled "Supporting Documents *Required". Inside, there is a button labeled "Add Files" with a file icon. Below the button, the text "Max file size: 100 MB. Max submission size: 250 MB" is displayed, with a red arrow pointing to it.

Updated 03/21/25.

🕒Revision #10

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

✎Updated Fri, Mar 21, 2025 11:43 AM by [Elizabeth Lukan](#)