





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** Unselect
Mileage Reimbursement

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.


Payee **Required*
E ▼
Not enrolled in ePay.

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.

Supporting Documents **Required*

Add Files 

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

Updated 03/21/25.

- 🕒 Revision #10
- ★ Created 27 February 2025 17:22:17 by Jean Mizero
- ✎ Updated 21 March 2025 11:43:30 by Elizabeth Lukan