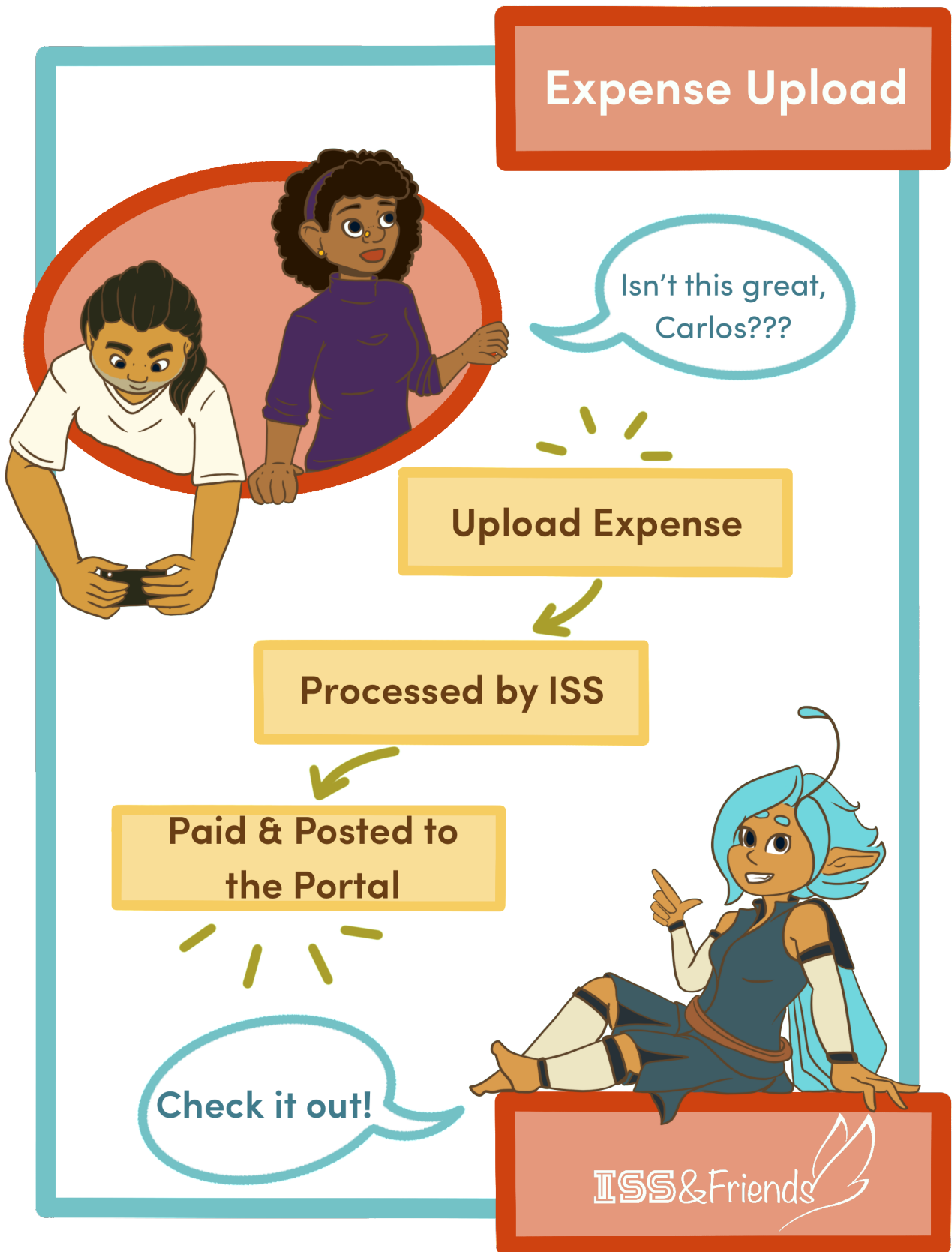


Uploading An Expense



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	

Submitting an Expense:

1. Complete the form.

- 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: **heic, jpeg, jpg, gif, png, pdf**
- Each file cannot exceed **100 MB**.
- Each submission cannot exceed **250 MB**.
- Each submission cannot exceed **30 files**.



Note: Each file being uploaded must have a unique file name. If more than one file has the same exact name, they will overwrite each other.

Submit Expense

Name

First

Last

Email

Phone

Expense Type

Supporting Documents

No file chosen

Upload any receipt images and supporting documentation.

Participant Name

Are you the payee?

Yes No

Comments

[Close This Window](#)

2. Click **Submit**.

3. You will receive a confirmation message on the screen and a confirmation email to the email address provided on the form.

4. ISS will review and process the submission. Please retain the email confirmation as your proof of submission.



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

Updated 08/14/25.

🔄Revision #18

★Created 20 November 2020 00:12:04 by Admin

✎Updated 14 August 2025 13:21:35 by Brendon Thomson-Nahoum