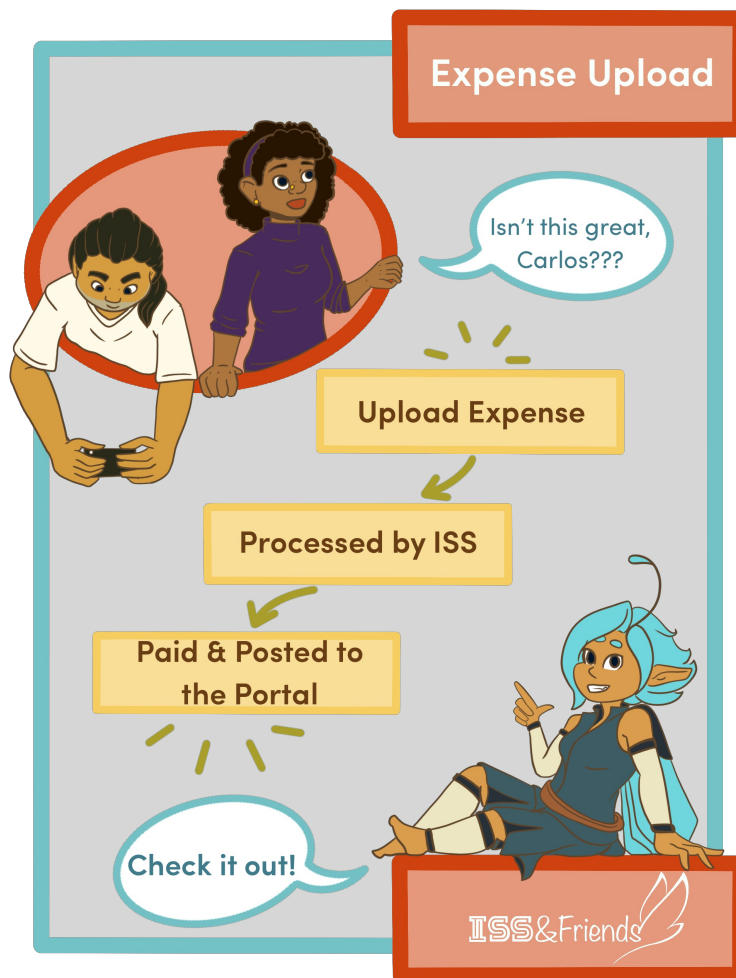


Uploading An Expense



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



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



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

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**.

Submit Expense

Name

FirstLast

Email

Phone

Expense Type

Expense Type... ▾

Supporting Documents

No file chosen

Upload any receipt images and supporting documentation.

Participant Name

James Jameson DEMO ▾

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 03/21/25.

🔄Revision #17

★Created Fri, Nov 20, 2020 12:12 AM by [Admin](#)

✎Updated Fri, Mar 21, 2025 12:58 PM by [Elizabeth Lukan](#)