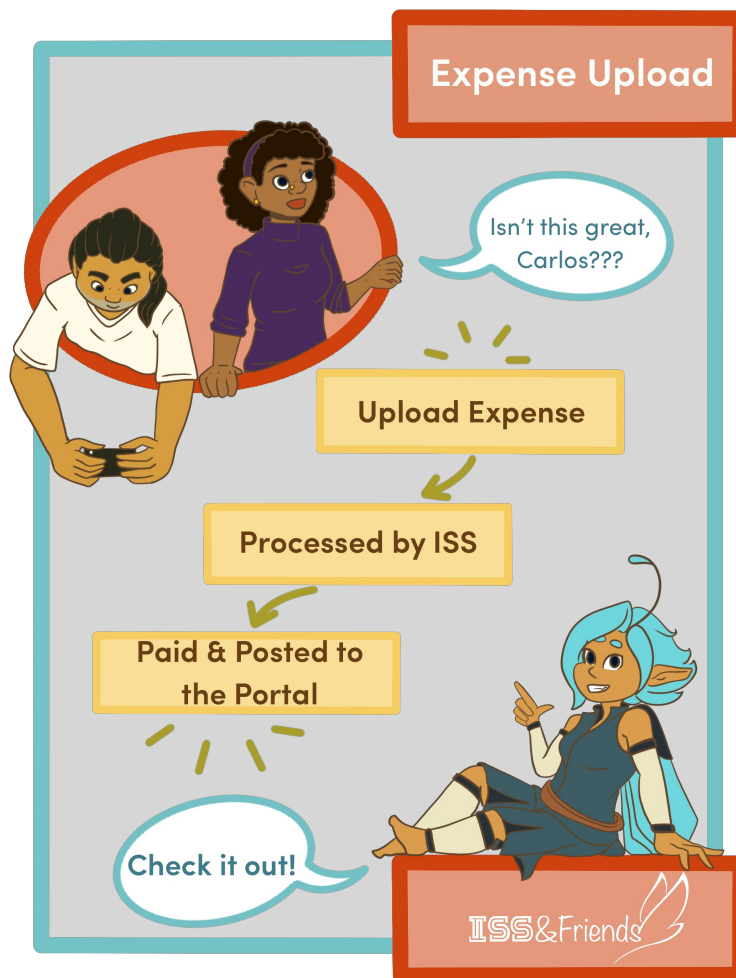


# Uploading An Expense



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



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

### Submit Expense

---

**Name**

Mary

Maryson DEMO

FirstLast

**Email**

demomary@issny.org

**Phone**

XXX-XXX-XXXX

**Expense Type**

Expense Type...

**Supporting Documents**

Choose Files

No file chosen

Upload any receipt images and supporting documentation.

**Participant Name**

James Jameson DEMO

**Are you the payee?**

☐ Yes
 ☐ No

**Comments**


Submit

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.

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Updated 03/21/25.

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🕒 Revision #17

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

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