

Viewing Your Expense Submissions

To see what expenses you uploaded via the Portal, log in and go to your *My Expenses* page.

Welcome Carlos Demo Medina



The dashboard features several tiles: 'Self-Direction Resource Guidebook', 'OPEN ETIME', 'Today's Time' (with 'Start Shift' and 'Start Group Shift' buttons), and 'MY EXPENSES' (highlighted in blue with a red arrow). Below these are 'Expenses', 'Paid Holidays', 'UKG', and 'My Info' tiles.

On the *My Expenses* page, click the *My Uploads* tab on the right.

The page shows 'MY EXPENSES' as the active tab and 'MY UPLOADS' as the selected tab (indicated by a red arrow). Below the tabs, there is a 'Viewing as: Carlos Demo Medina (Self)' dropdown, a 'Submit Expense' button, a user profile card for Carlos Demo Medina (Self) with a 'View Details' button, and a 'Tax information has not been submitted.' message. At the bottom, there are 'Payments' and 'Expenses' tabs.

The *My Uploads* page will load and display a list of the expenses you have uploaded via the Portal.

My Uploads

ID	SUBMITTED	TYPE	PAYEE	PARTICIPANT
111070	04/18/2025	Brokerage	Carls	luks
111069	04/18/2025	Reimbursement	test	Owen Ellis
111067	04/18/2025	Brokerage	Carlos Demo Medina	Owen Ellis
111042	04/18/2025	Invoices	Carlos Demo Medina	Owen Ellis
110955	04/18/2025	Mileage	Carlos Demo Medina	Owen Ellis
110953	04/18/2025	Brokerage	Carlos Demo Medina	Owen Ellis
107554	04/15/2025	Reimbursement	Carlos Demo Medina	Owen Ellis
107542	04/15/2025	Reimbursement	Carlos Demo Medina	Owen Ellis
103606	04/11/2025	Reimbursement	Carlos Demo Medina	Owen Ellis
74175	03/21/2025	Reimbursement	Carlos Demo Medina	Owen Ellis

14 items

« < 1 of 2 > »

When you click on an expense in the list, you will be shown more information, including the documents you uploaded.

<< EXPENSE SUBMISSIONS

Upload 107542

1

Uploaded **04/15/2025**

Participant **Owen Ellis**

Payee **Carlos Demo Medina**

Expense Type **Reimbursement**

Earliest Date **04/15/2025**

Comments:

Test

3

2

1. On the upper left, you will find the *Upload ID* of your expense submission and below that the details you provided when you uploaded the expense: the *Uploaded date*, the *Participant*, the *Payee*, the *Expense Type*, the *Earliest Date* on the expense, and any *Comments* you entered.
2. Along the bottom right, you will find thumbnails of all the documents you uploaded.
3. If you click on a thumbnail, that document will be displayed in the window on the upper right.

FAQ

What is my expense submission's status?

This will **not** show you your submission's status. That is a feature that is coming in the future.

When will my expense submission show in this list?

Your upload will be listed immediately after your expense submission completes. If you have the list already open in

another browser tab / window, you will need to hit refresh.

What if I don't see my expense submission in the list?

If you **don't** see your submission in the uploads list, then we didn't receive it. Please resubmit it.

What if I don't see one or more of my documents in my submission?

If you **don't** see a document, then we didn't receive it. Please resubmit just the missing document and include a comment so Accounts Payable can connect it with your other submission. Do not resubmit everything as it might then be mistaken for a duplicate.

Do I still have to include the Expense Report / Cover Sheet?

Yes, that is still a required document to be included with all expense submissions.

What if I have questions about my expense submission?

Any questions about your expense submission or reimbursement should be directed to Accounts Payable via finance@issny.org. Please keep in mind that all expense submission policies and deadlines still apply.

Created 04/18/25.

🕒Revision #7

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