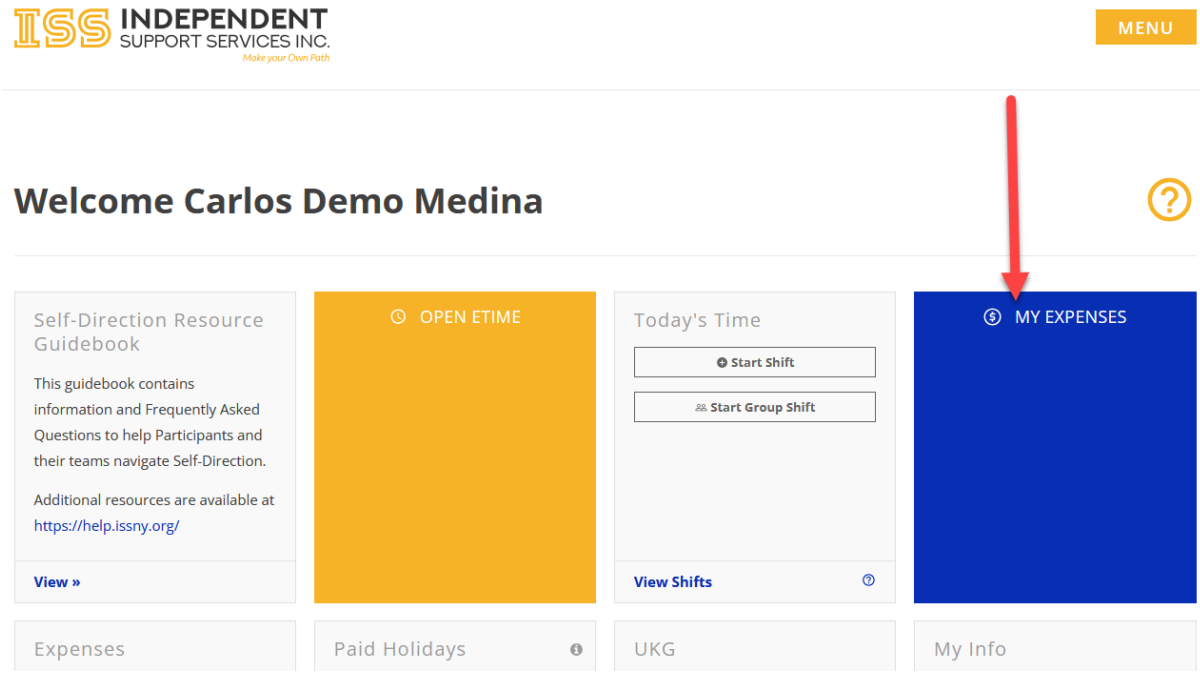
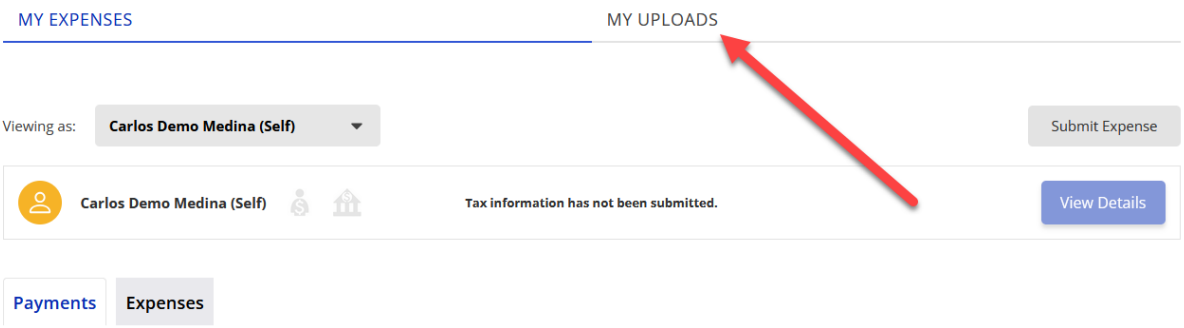
Viewing Your Expense Submissions

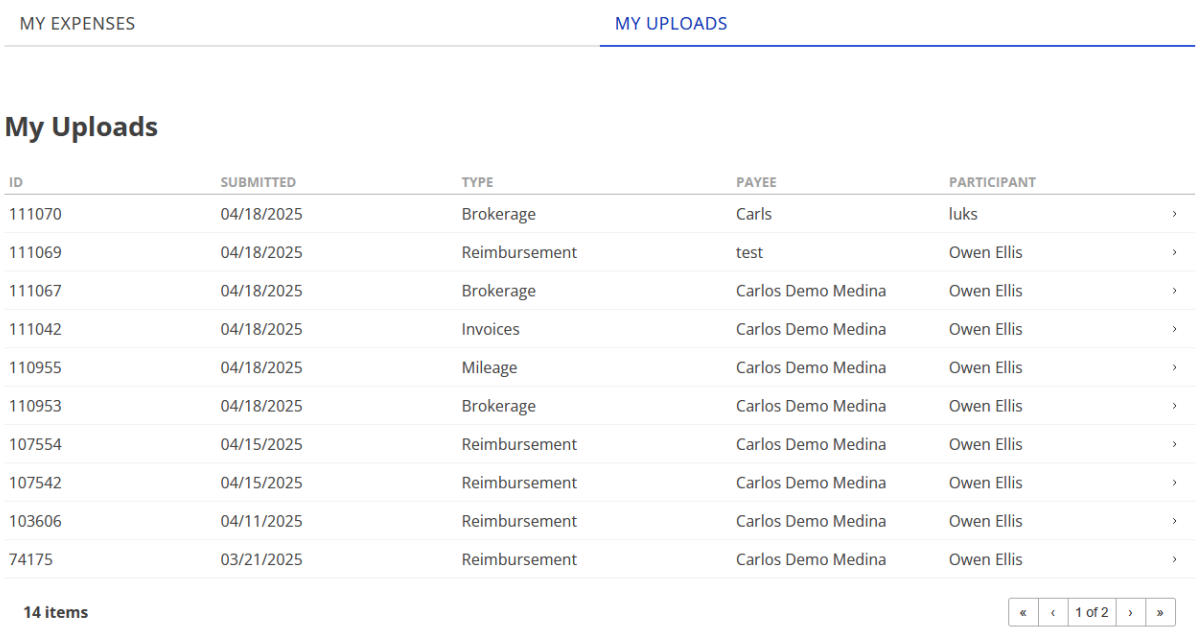
To see what expenses you uploaded via the Portal, log in and go to your *My Expenses* page.



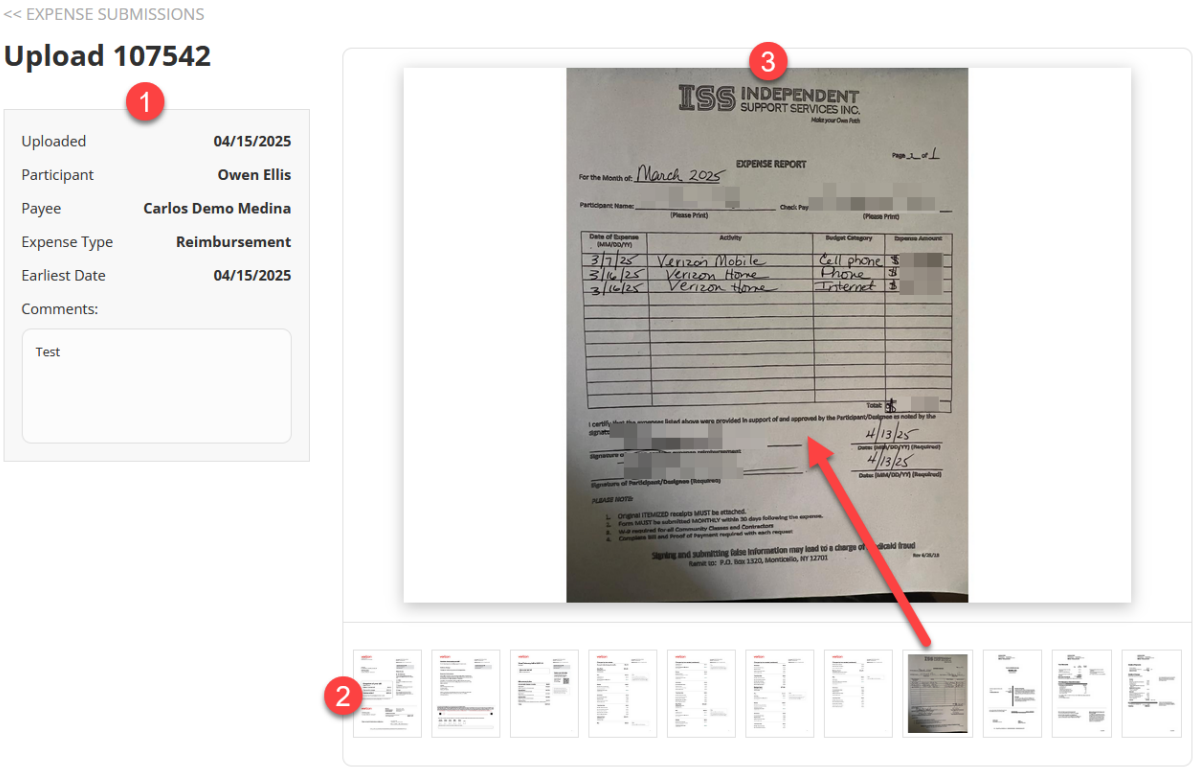
On the *My Expenses* page, click the *My Uploads* tab on the right.



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



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



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
★Created 2025-04-18 12:43:59 UTC by Elizabeth Lukan
Updated 2025-04-18 13:57:21 UTC by Elizabeth Lukan