

# Viewing Your Expense Submissions

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



MENU

Welcome Carlos Demo Medina



Self-Direction Resource Guidebook

This guidebook contains information and Frequently Asked Questions to help Participants and their teams navigate Self-Direction.

Additional resources are available at <https://help.issny.org/>

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⌚ OPEN ETIME

Today's Time

[Start Shift](#)

[Start Group Shift](#)

[View Shifts](#)

⌚ MY EXPENSES

Expenses

Paid Holidays

UKG

My Info

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

MY EXPENSES

MY UPLOADS

Viewing as: **Carlos Demo Medina (Self)**

[Submit Expense](#)

Carlos Demo Medina (Self)

Tax information has not been submitted.

[View Details](#)

[Payments](#)

**Expenses**

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

« &lt; 1 of 2 &gt; »

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

&lt;&lt; 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](mailto:finance@issny.org). Please keep in mind that all expense submission policies and deadlines still apply.

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