

# My Expenses Page

## My Expenses



MENU

### My Expenses

Viewing as: 

✓ Maxine's Helping Hands LLC  
Capsule Corp  
Maxine Ellis

Submit Expense

Maxine Ellis

View Details

#### Expenses

Participant: 

All

Filter

ID	DATES	PARTICIPANT	TYPE	DATE PAID	TOTAL	
2491992	04/14/2023 - 04/18/2023	Owen Ellis	Vendor Invoice	05/18/2023	\$432.62	>
2491991	04/01/2023 - 04/29/2023	Owen Ellis	Vendor Invoice	05/18/2023	\$300.00	>
2491990	04/14/2023 - 04/17/2023	Owen Ellis	Vendor Invoice	05/18/2023	\$417.65	>
2491989	04/01/2023 - 04/29/2023	Owen Ellis	Vendor Invoice	05/18/2023	\$300.00	>
2483989	03/13/2023 - 03/21/2023	Owen Ellis	Vendor Invoice	04/17/2023	\$432.62	>
2483988	03/04/2023 - 03/25/2023	Owen Ellis	Vendor Invoice	04/17/2023	\$240.00	>
2483987	03/14/2023 - 03/17/2023	Owen Ellis	Vendor Invoice	04/17/2023	\$417.65	>
2483986	03/04/2023 - 03/25/2023	Owen Ellis	Vendor Invoice	04/17/2023	\$240.00	>
2474962	02/04/2023 - 02/25/2023	Owen Ellis	Vendor Invoice	03/19/2023	\$240.00	>
2474961	02/07/2023 - 03/02/2023	Owen Ellis	Vendor Invoice	03/19/2023	\$379.62	>

432 items

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1 of 44

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### Viewing As

If your payee profile is associated with organizations that are also payees and you have the necessary permissions to submit expenses and set up payee and banking information, those organizations will appear in this dropdown. If there is only one payee profile, then the dropdown will not appear.

### Payee Profile Summary

Maxine Ellis

View Details

Maxine Ellis

Your payee information has not been verified

View Details

### Payee Tax and ePay Status

On the Payee Summary bar, two icons appear. The first icon represents the **Payee Tax Status** and the second represents the **Payee ePay Status**. Each of these icons have 4 different statuses. These statuses are as follows:

- Gray - Information has not been submitted.
- Yellow - Information is currently being verified.
- Red - Information encountered an error while being verified.
- Green - Information has been verified as valid.

Hovering over the icons will display a tooltip reflecting the current status.



You will **not** be enrolled to receive electronic payments until both the *Tax Information* and *Electronic Payment Setup* forms are completed and they are both verified as valid.

## View Details

The *View Details* button appears if you have access to view and submit tax and ePay information for a given payee profile.

If you do not have access to this button, contact [websupport@issny.org](mailto:websupport@issny.org) to set up the correct permissions on your account.

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Updated 01/12/24

*Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.*

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🕒 Revision #14

★ Created Thu, Nov 30, 2023 6:11 PM by [Jordan Brown](#)

✎ Updated Thu, Feb 13, 2025 1:56 PM by [Elizabeth Lukan](#)