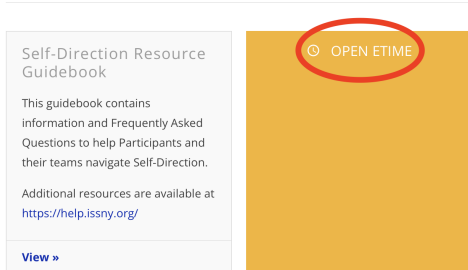


# Adding an Expense in eTime - Support Staff

Adding an Expense is simple. The most important thing is to make sure that you provide the correct documentation. The steps for this process are below:

## 1. Log into the Portal and open eTime

Welcome Carlos Demo Medina



## 2. Start a shift



## 3. Input your information

ISS eTime

CancelAdd

Employer

Owen Ellis

✓

Job

COMHAB

✓

Method

Face to Face

✓

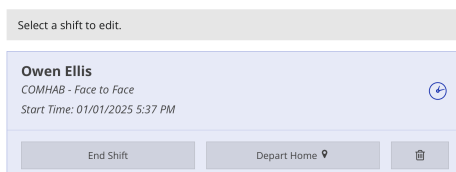
Location

Home

123 Example Ave, Tiny Town, NY, 12701 (Distance: 9673 meters)

✓

## 4. Select your shift



## 5. Tap the 'Add Expense' button

Cancel Update Details Update

Shift ID  
1718366

Employer  
Owen Ellis

Job  
COMHAB

Start Time  
01/01/2025 5:37 PM

Start Location ▼ EVV Valid - Override  
Home  
123 Example Ave, Tiny Town, NY, 12701

Shift Expenses

New You can now add mileage and expenses as part of the shift.  
[Click here](#) for more details.

Add Mileage Add Expense

## 6. Pick your Expense Activity and tap the 'Next' button

Expense Details Next

Activity - Please Select One \*Required

Food  
Food Related Expense

Transportation  
Bus, Train, Uber, etc.

Entertainment  
Movies, Concerts, Similar Activities...

Other Activities  
Other Expenses not mentioned

Remove Expense

## 7. Tap the 'Add Files' button

Back Expense Details Next

Add Required Documents \*Required

Itemized receipt Proof of payment

Add Files

Max file size: 10 MB. Max submission size: 20 MB

Remove Expense

## 8. Tap the 'Attach' button

Max file size: 10 MB. Max submission size: 20 MB

Click here to select files  
1 files

Cancel Attach

## 9. After uploading, select whether the item represents an Itemized Receipt, Proof of Payment, or both.

**Add Required Documents** \*Required

☒ Itemized receipt ☒ Proof of payment

**Add Files**

eTime Mileage & Expense...ies.pdf 0.1 MB [View File](#)

**Document Type** \*Required

Select one or both if the uploaded file qualifies as both

☒ Itemized receipt ☐ Proof of Payment

1 files uploaded. Total size 100.75 KB. [Remove all files](#)

Max file size: 10 MB. Max submission size: 20 MB

[Remove Expense](#)

Further information on itemized receipts and proof of payment can be found on [Staff Activity Fee Itemized Receipts and Proof of Payment](#).

## 10. Input your Expense Details and tap the 'Done' button

**Back** **Expense Details** **Done**

For in-shift expenses

**Activity** \*Required

Lunch

**Amount** \*Required

\$ 13.57

[Remove Expense](#)

## 11. The finished Expense can be viewed and deleted within the shift

**Shift Expenses**

**New** You can now add mileage and expenses as part of the shift. [Click here](#) for more details.

**Expenses**

EXPENSE TYPE
Food
ACTIVITY
Burger
EXPENSE AMOUNT
\$13.57
DOCUMENT(S)
Itemized Receipt <a href="#">View File(s)</a>
Proof of Payment <a href="#">View File(s)</a>
<a href="#">Delete</a>

[Add Mileage](#) [Add Expense](#)

**Totals** Miles: 0 Expenses: 1 Estimated reimbursement: **\$13.57**

For further questions, please view our FAQ document:

[FAQ](#)

*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.*

Updated 01/07/25.

🔄Revision #13

★Created Wed, Jan 1, 2025 10:06 PM by [Chris Sykora](#)

✍Updated Tue, Jan 7, 2025 7:53 PM by [Elizabeth Lukan](#)