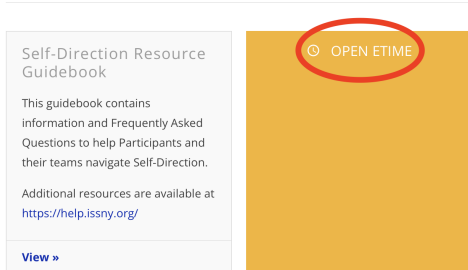


Adding an Expense in eTime - Support Staff

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

Cancel

Add

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

Select a shift to edit.

Owen Ellis

COMHAB - Face to Face

Start Time: 01/01/2025 5:37 PM

End Shift

Depart Home

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 View File(s)
Proof of Payment View File(s)
Delete

[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](#)