

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

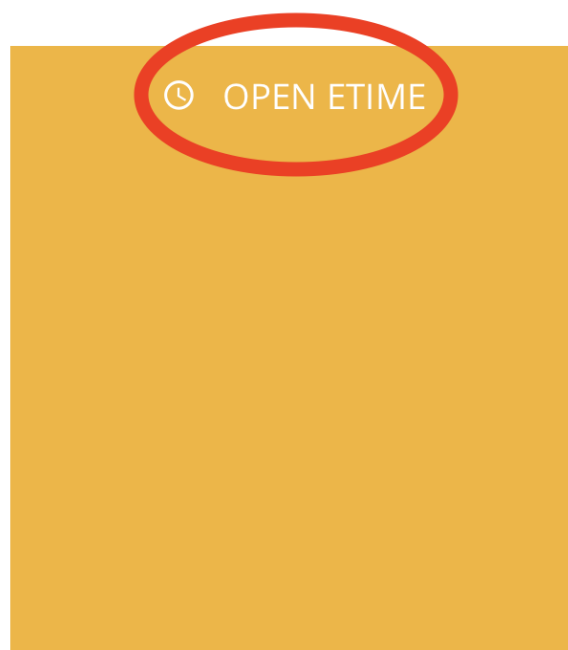
Welcome Carlos Demo Medina

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/>

[View »](#)



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 <i>EVV Valid - Override</i> 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 

Food, Entertainment, and Other Activities are usually billed to a Participant's OTPS: Staff Activity Fees budget line.

Transportation is usually billed to a Participant's IDGS: Transportation budget line.


Budget lines vary by participant and the service being provided. The above are just the most commonly used budget lines for these types of staff expenses.

7. Tap the 'Add Files' button


Back Expense Details Next

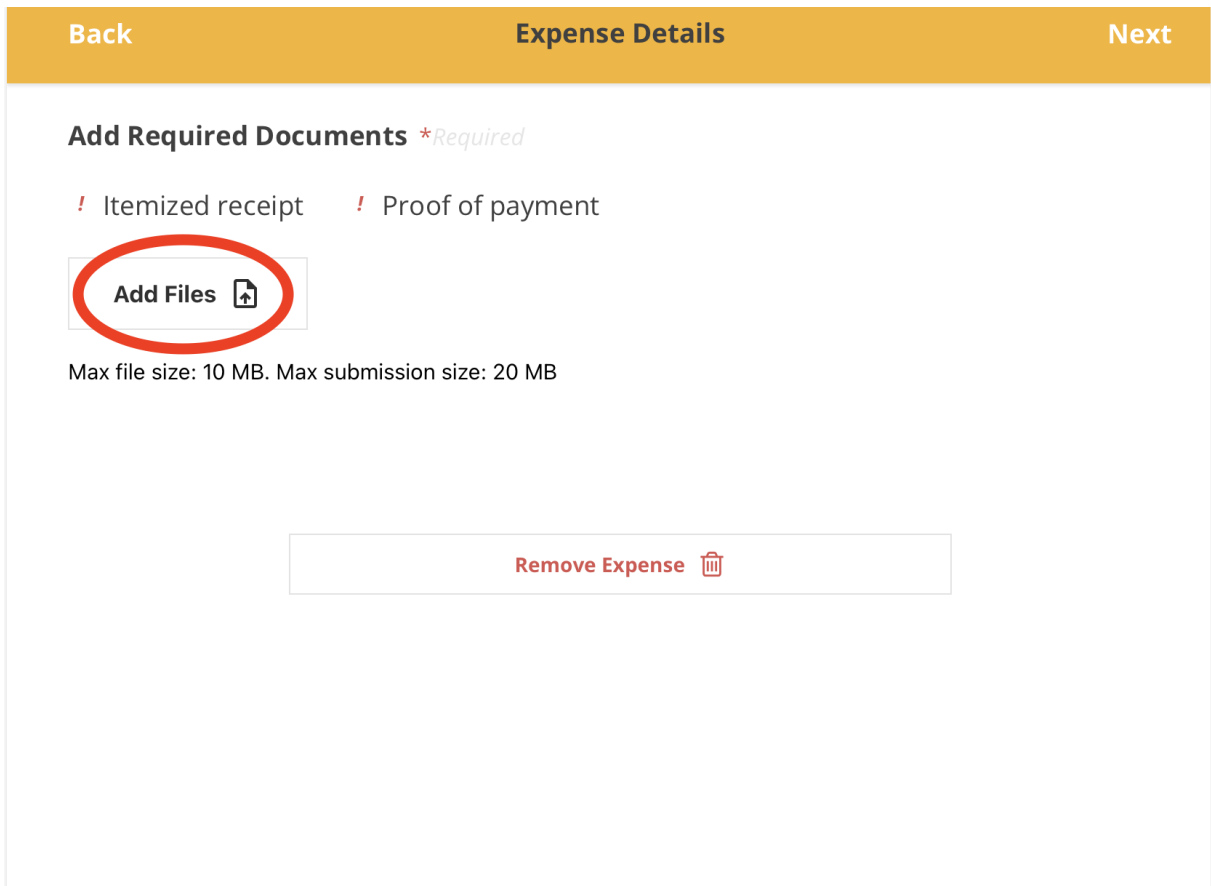
Add Required Documents *Required

! Itemized receipt ! Proof of payment

Add Files 

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

Remove Expense 

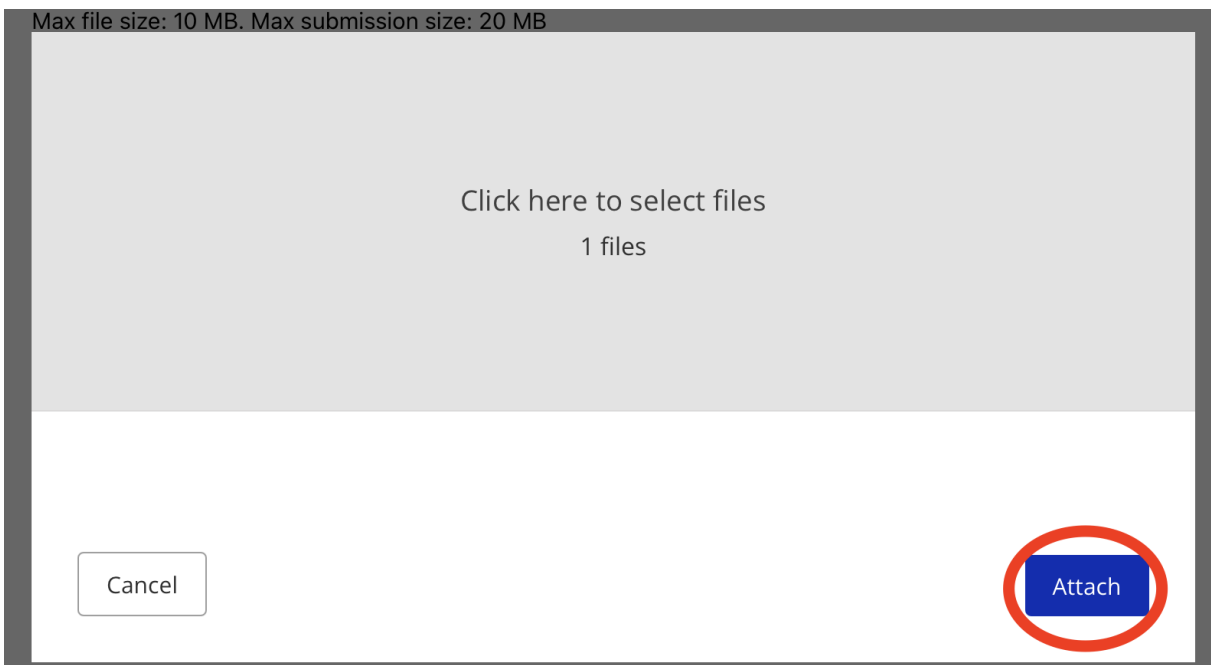


8. Tap the 'Attach' button

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 & Expe...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 09/03/25.

🔄Revision #15

★Created 1 January 2025 22:06:13 by Chris Sykora

✎Updated 3 September 2025 21:58:14 by Elizabeth Lukan