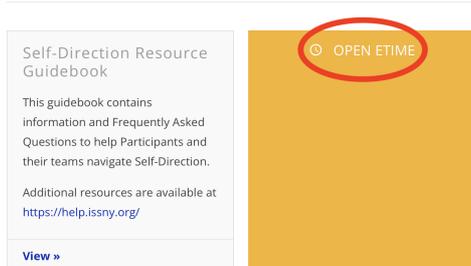


Adding an Expense in eTime - Support Staff

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

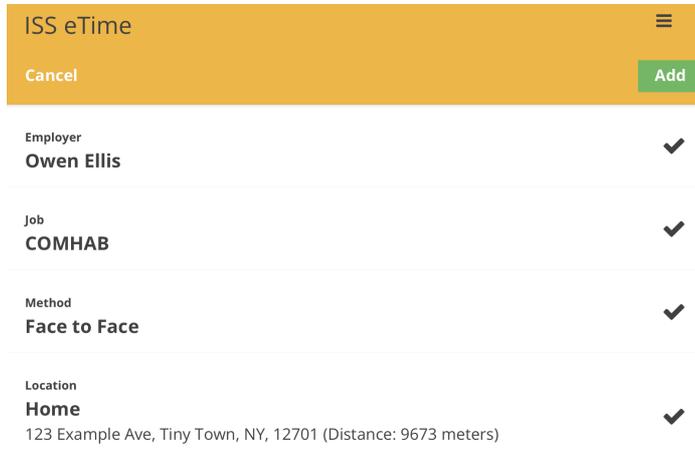
Welcome Carlos Demo Medina



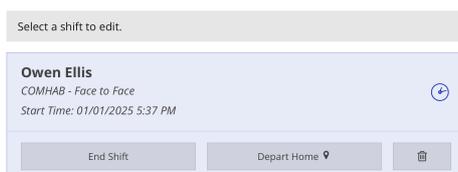
2. Start a shift



3. Input your information

A screenshot of the eTime 'Add Expense' form. The form has a yellow header with 'ISS eTime' and a menu icon. Below the header are 'Cancel' and 'Add' buttons. The form fields are: Employer (Owen Ellis), Job (COMHAB), Method (Face to Face), and Location (Home). Each field has a checkmark icon to its right. The location field includes the address '123 Example Ave, Tiny Town, NY, 12701 (Distance: 9673 meters)'.

4. Select your shift

A screenshot of the eTime mobile app showing a selected shift. The shift details are: Owen Ellis, COMHAB - Face to Face, Start Time: 01/01/2025 5:37 PM. There are three buttons at the bottom: 'End Shift', 'Depart Home', and a trash icon.

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 *EW 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

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

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

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)
	<input type="button" value="Delete"/>

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](#)