

Reviewing Expenses and Mileage in eTime - Circle of Support

The most important things to verify when it comes to Expenses & Mileage are these: Verify that (1) Starting locations and destination make sense, (2) the activity makes sense, (3) the amount makes sense, (4) and that the provided documentation confirms the written story.

If there is an issue with any part of the shift, you must return the entire shift. Here are the steps to approve AND return a shift:

1. Log in to the Portal and tap on the Shift you need to review

Welcome Maxine Ellis

Take Action

ACTION REQUIRED: Review Shift

Carlos Demo Medina submitted COMHAB shift

2. Tap into the shift

Staff Work

Filter By: Pending Circle Review 1 Staff 1

Owen Ellis
COMHAB - Face to Face

| | |
|---|---|
| Start Time: WED, 01/01/2025 5:37 PM | End Time: THU, 01/02/2025 9:23 AM |
| Staff: Carlos Demo Medina | Hours: 15.77 |
| Shift ID: 1718366 | |

PENDING CIRCLE REVIEW



3. Verify that the basic information of the shift looks correct

Owen Ellis

Shift ID:

1718366

Staff:

Carlos Demo Medina

Job:

COMHAB

Start Time:

Wed, 01/01/2025 5:37 PM

Start Location: 📍 *EVV Valid - Override*

Home

123 Example Ave, Tiny Town, NY, 12701

End Time:

Thu, 01/02/2025 9:23 AM

End Location: 📍 *EVV Valid - Override*

Home

123 Example Ave, Tiny Town, NY, 12701

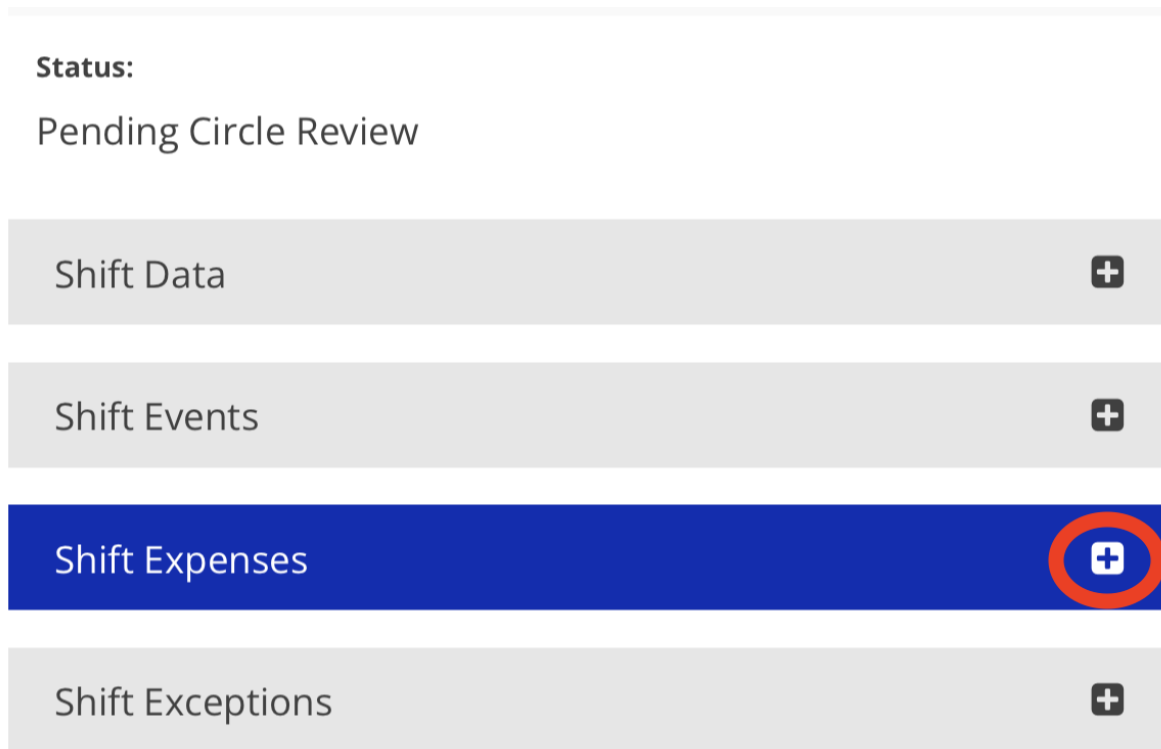
Hours:

15.77

Status:

Pending Circle Review

4. Tap on any section to reveal details. In this case, tap on "Shift Expenses"



5. Review the Mileage and Expense details

Verify that (1) Starting locations and destination make sense, (2) the activity makes sense, (3) the amount makes sense, (4) and that the provided documentation confirms the written story.

Mileage

- **Starting location:** Disney World
- **Destination:** Time Square
- **Support Activity:** Roadtrip
- **Miles Traveled:** 40.00
- **Vehicle Owner:** Staff

Expenses

EXPENSE TYPE

Food

ACTIVITY

Burger

EXPENSE AMOUNT

\$12.00

DOCUMENT(S)

Itemized Receipt [View File\(s\)](#)

Proof of Payment [View File\(s\)](#)

6. Underneath the details, take note of any budget line warnings, the red asterisk indicates which expenses won't be covered.

EXPENSE TYPE

Food

ACTIVITY



It doesn't look like this participant has the necessary
* budget line(s) for an expense. This expense may not be
reimbursed!

7. If everything looks good with the Mileage and Expenses, tap the 'Click to Approve' button

Expenses

| |
|--|
| EXPENSE TYPE |
| Food |
| ACTIVITY |
| Burger |
| EXPENSE AMOUNT |
| \$12.00 |
| DOCUMENT(S) |
| Itemized Receipt View File(s) |
| Proof of Payment View File(s) |

It doesn't look like this participant has the necessary
* budget line(s) for an expense. This expense may not be reimbursed!



8. In the "Shift Exceptions" section, take note of any EVV Override requests, and approve if appropriate



This shift has an EVV Override Request

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

Address Given: 123 Example Ave, Tiny Town, NY, 12701

End Location: 123 Example Ave Tiny Town, NY 12701 (Distance: 9660 meters)

Address Given: 123 Example Ave, Tiny Town, NY, 12701

[Click to Approve](#)

This shift has an EVV Override Request

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

Address Given: 123 Example Ave, Tiny Town, NY, 12701

End Location: 123 Example Ave Tiny Town, NY 12701 (Distance: 9660 meters)

Address Given: 123 Example Ave, Tiny Town, NY, 12701

Override Approved

9. If everything looks good to submit, tap the green ' Approve' button

| | |
|------------------|---|
| Shift Events | + |
| Shift Expenses | + |
| Shift Exceptions | + |

[Approve](#) [Return](#)

You're done! Unless...

10. If the shift has an issue, as seen below, it will need to be returned

Common issues are (1) incorrect starting locations and destinations, (2) incorrect activities, (3) incorrect dollar amounts, (4) and issues with provided documentation.

- **Starting location:** Earth
- **Destination:** The Moon
- **Support Activity:** Driving through space
- **Miles Traveled:** 10000.00
- **Vehicle Owner:** Staff

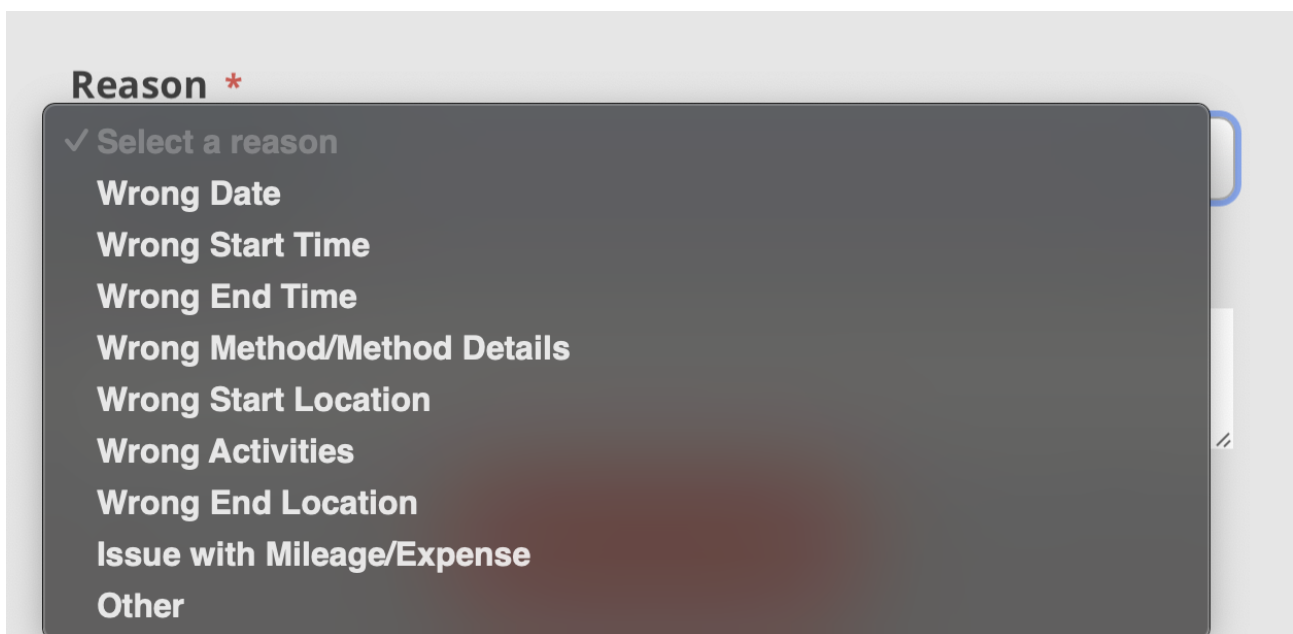
[Click to Approve](#)

11. To return a shift, tap the 'Return' button

If the shift has an issue of any kind, the whole thing must be returned.



12. Select the reason for your Shift return



13. Write a clarifying comment to the Staff member

Reason *

Issue with Mileage/Expense

Description *

This seems impossible?

Return Shift to Staff

14. Tap the 'Return Shift to Staff' button to complete the return process

Reason *

Issue with Mileage/Expense

Description *

This seems impossible?

Return Shift to Staff

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 01/24/25.

🔄Revision #17

★Created 1 January 2025 22:07:06 by Chris Sykora

✎Updated 4 February 2025 21:11:27 by Elizabeth Lukan