

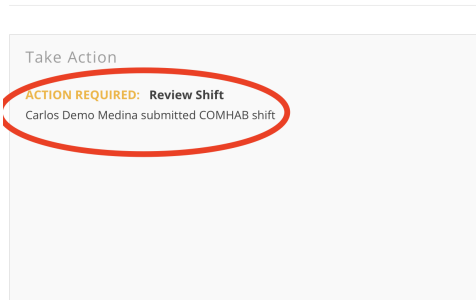
# Reviewing Expenses and Mileage in eTime - Circle of Support

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:

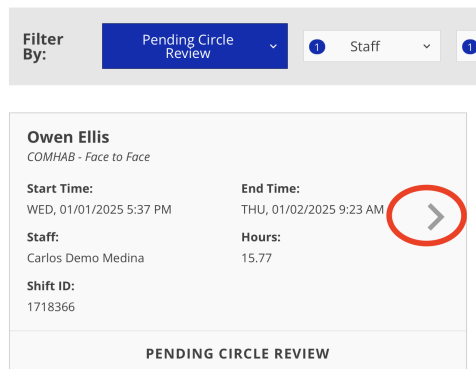
## 1. Log in to the Portal and tap on the Shift you need to review

**Welcome Maxine Ellis**



## 2. Tap into the shift

**Staff Work**



## 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"

Status:

Pending Circle Review

Shift Data

Shift Events

Shift Expenses

Shift Exceptions

## 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	<a href="#">View File(s)</a>
Proof of Payment	<a href="#">View File(s)</a>

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

Click to Approve

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

### Shift Exceptions

**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.

Shift Events +

Shift Expenses +

Shift Exceptions +

Approve Return

## 12. Select the reason for your Shift return

Reason \*

✓ Select a reason

- Wrong Date
- Wrong Start Time
- Wrong End Time
- Wrong Method/Method Details
- Wrong Start Location
- Wrong Activities
- Wrong End Location
- Issue with Mileage/Expense
- Other

## 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 Wed, Jan 1, 2025 10:07 PM by [Chris Sykora](#)

✎Updated Tue, Feb 4, 2025 9:11 PM by [Elizabeth Lukan](#)