



An Affiliate of  **Knowledge services**



Expense Entry Instructions



Step 1:
Gather Proof(s) of Purchase

Gather Proof(s) of Purchase

- **Proof(s) of purchase** is required for all out-of-pocket costs that you submit for expense reimbursement.
- Submissions that do not include proof(s) of purchase are **not eligible** to be reimbursed.
- Examples of proof(s) of purchase include:
 - Receipts
 - Invoices
 - Bank statements
- The proof(s) of purchase must show:
 - Date of transaction
 - Service(s) or product(s) purchased
 - Dollar amount spent






**Step 2:
Complete Expense Worksheet**

Complete Expense Worksheet



- You will be provided a blank copy of the **Expenditure Report**.
- The worksheet has two sections:
 - Mileage Reimbursement
 - Expense Reimbursement
- Mileage reimbursements **do not require** proof of purchase, as you did not incur any out-of-pocket costs. However, you may be asked to provide a map showing the route traveled.
- Expense reimbursements **do require** receipts, invoices, or bank statements.

General Expenditure Report
 Expense Reimbursement Request



An Affiliate of Knowledge services

Employee Name:	
Date Submitted:	

Mileage Reimbursement

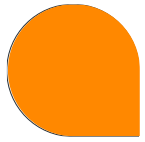
Line #	Date	Description of Travel	Starting Location Address	Ending Location Address	Starting Time	Ending Time	Total Mileage	Mileage Rate	TOTAL
1								\$ 0.700	\$ -
2								\$ 0.700	\$ -
3								\$ 0.700	\$ -
4								\$ 0.700	\$ -
5								\$ 0.700	\$ -
6								\$ 0.700	\$ -
7								\$ 0.700	\$ -
8								\$ 0.700	\$ -
9								\$ 0.700	\$ -
10								\$ 0.700	\$ -
MILEAGE TOTAL									\$ -

Expense Reimbursement

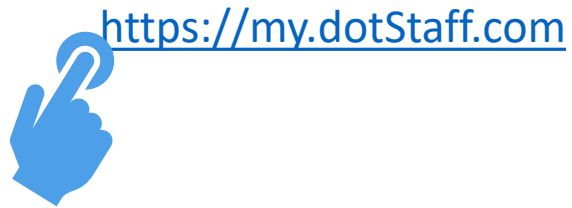
Line #	Date	Description of Expense	Lodging	Meal	Breakfast	Lunch	Dinner	Misc.	TOTAL
1									\$0.00
2									\$0.00



**Step 3:
Add Expense Entry
in dotStaff™**



Add Expense Entry in dotStaff™



<https://my.dotStaff.com>



Welcome to dotStaff™, a Knowledge Services technology

Username

- [Unlock account?](#)
- [Help](#)
- [Sign in using your company account](#)
- [Forgot Username?](#)

By logging in above, you agree to the below statement:
You are accessing a U.S. Government information system. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system indicates consent to monitoring and recording.



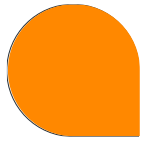
Verify with your password

Password

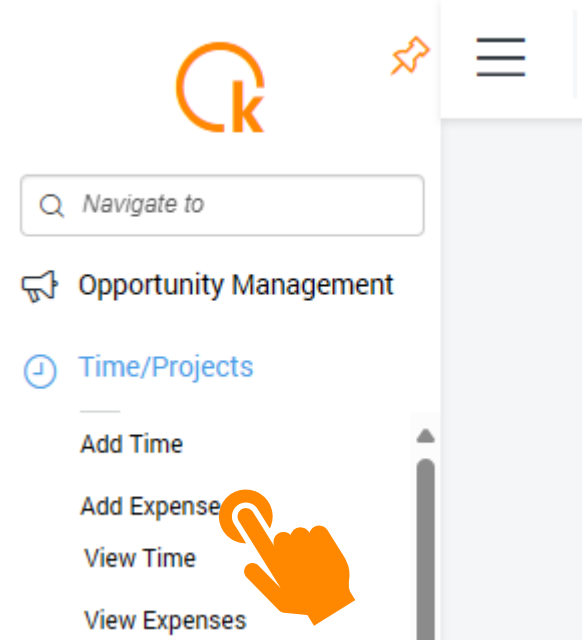
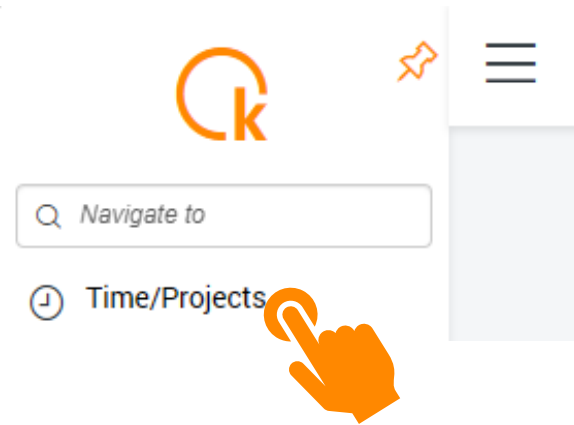
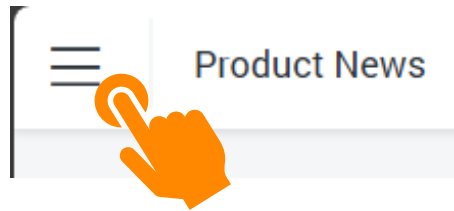
- [Forgot password?](#)
- [Back to sign in](#)
- [Sign in using your company account](#)
- [Forgot Username?](#)

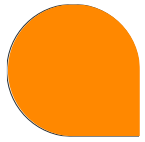
By logging in above, you agree to the below statement:
You are accessing a U.S. Government information system. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Use of this information system indicates consent to monitoring and recording.





Add Expense Entry in dotStaff™





Add Expense Entry in dotStaff™



Add Expense [Cancel] [Submit For Approval]

Date: [] *Do not change this date*

Submitter: []

Project*: []

Project Category*: []

Cost Center: [] Override

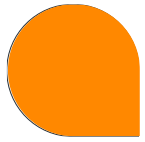
Total Amount: **\$0.00**

Description: *Describe here what the reimbursement covers.*

Attachment: **Browse**

[Expense Items](#)





Add Expense Entry in dotStaff™

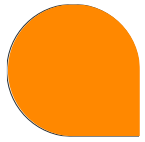


- Select the **date** of purchase/travel
- Select the expense **type**
 - Food
 - Lodging
 - Mileage
 - Travel
 - Per Diem
 - Other
- Enter the dollar **amount** from the expense sheet
(Mileage amount should be the TOTAL dollar amount, not the number of miles)
- Upload **proof(s) of purchase**
(No upload is required for Mileage unless a mapped route is requested)
- Click the orange **+Add Expense** button to add lines

Date	Type	Amount	Attachment	Remove Row
[Date]	Mileage	37.28	[Attachment]	[Remove Row]
[Date]	Food	31.56	[Browse]	[Remove Row]
[Date]	Other	13.81	[Browse]	[Remove Row]
[Date]	Lodging	1,184.08	[Browse]	[Remove Row]
[Date]	Food	35.52	[Browse]	[Remove Row]

+ Add Expense





Add Expense Entry in dotStaff™



Expense Info

Cost Center: [] Override

Total Amount: \$1302.25 *Total amounts match*

Description: Training in []

Attachment: Expense sheet uploaded

GRAND TOTAL \$ 1,302.25

Expense Items

Date	Type	Amount	Attachment	Remove Row
[]	Mileage	37.28	Browse	
[]	Food	31.56	<input checked="" type="checkbox"/>	
[]	Other	13.81	<input checked="" type="checkbox"/>	
[]	Lodging	1,184.08	<input checked="" type="checkbox"/>	
[]	Food	35.52	<input checked="" type="checkbox"/>	

Each proof of purchase uploaded

xAddExpense.aspx

Expense Entry

Date: []

Submitter: []

Project*: []

Project Category*: []

Cost Center: [] Override

Total Amount: \$1302.25

Description: Training in []

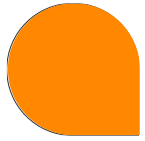
Attachment:

Expense Items

Date	Type	Amount	Attachment	Remove Row
[]	Mileage	37.28	Browse	
[]	Food	31.56		

xAddExpense.aspx





Add Expense Entry in dotStaff™



Please note that expense entries must be submitted in dotStaff™ as the costs are incurred and no later than **60 days** from the date incurred.

Any expenses entered late must be brought to our attention so that we may process payment, if possible. Email erteam@knowledgeservices.com



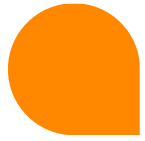
**Step 4:
Receive Reimbursement**

Receive Reimbursement



- Your manager must **review and approve** your expense entry in dotStaff™ before it is eligible for reimbursement.
- Our payroll department **verifies** that all required documents have been uploaded & that the amounts match.
- The reimbursement process typically **spans across 3 weeks**.
- **Verified** reimbursements funds are released during the **next upcoming pay cycle**.
- View **pay statements in ADP** to verify funds released.





Contact Us for Questions



317-806-6131, option 1



erteam@knowledgeservices.com





Thank you.