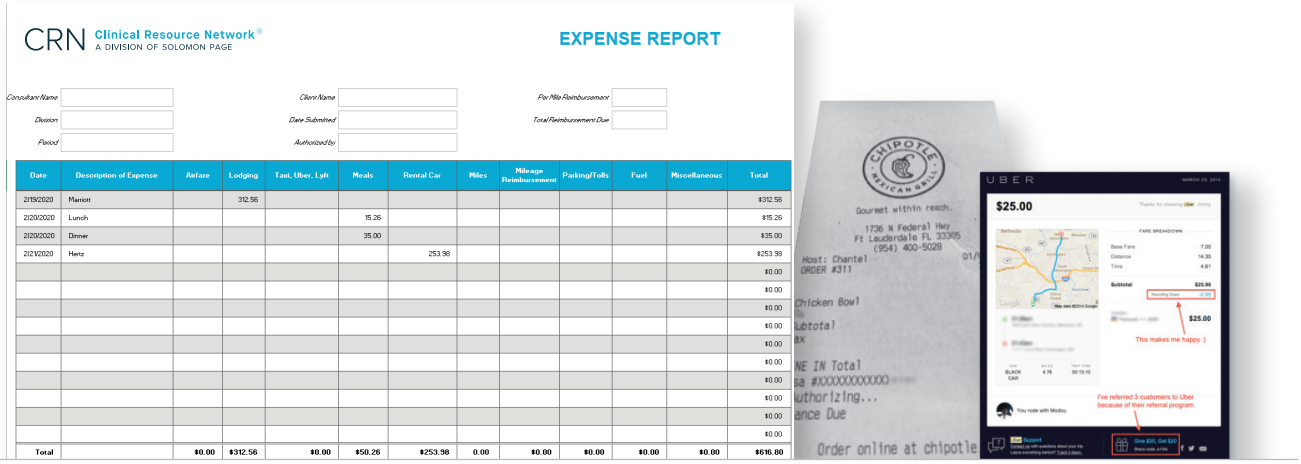
Webtime
by SOLOMON PAGE

Submitting Expenses

Expenses should be included in the same timesheet as your hours, by utilizing the pay type **Expense (Billable)**.

1. Download and complete the CRN expense report form found under the **Webtime** notifications. Click on the notifications icon ⚠ to access this information.

2. Combine the completed expense report and all supporting receipts into one PDF document.



CRN Clinical Resource Network® A DIVISION OF SOLOMON PAGE

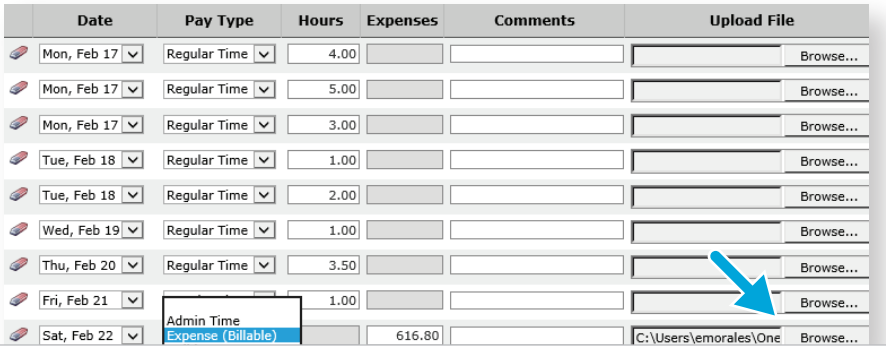
EXPENSE REPORT

Consultant Name | Client Name | Per Mile Reimbursement
Division | Date Submitted | Total Reimbursement Due
Period | Authorized by

Date	Description of Expense	Airfare	Lodging	Taxi, Uber, Lyft	Meals	Rental Car	Miles	Mileage Reimbursement	Parking/Tolls	Fuel	Miscellaneous	Total
2/19/2020	Marriott		312.56									$312.56
2/20/2020	Lunch				15.26							$15.26
2/20/2020	Dinner				35.00							$35.00
2/21/2020	Hertz					253.98						$253.98
												$0.00
												$0.00
												$0.00
												$0.00
												$0.00
												$0.00
												$0.00
												$0.00
												$0.00
Total		$0.00	$312.56	$0.00	$50.26	$253.98	0.00	$0.00	$0.00	$0.00	$0.00	$616.80

3. Within your timesheet, select the pay type **Expense (Billable)** and enter the total amount for your expenses as one entry for the appropriate pay period.

4. Attach your file to the entry by clicking **Browse** and upload your PDF that contains the expense report and receipts.



Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Feb 17	Regular Time	4.00			Browse...
Mon, Feb 17	Regular Time	5.00			Browse...
Mon, Feb 17	Regular Time	3.00			Browse...
Tue, Feb 18	Regular Time	1.00			Browse...
Tue, Feb 18	Regular Time	2.00			Browse...
Wed, Feb 19	Regular Time	1.00			Browse...
Thu, Feb 20	Regular Time	3.50			Browse...
Fri, Feb 21		1.00			Browse...
Sat, Feb 22	Admin Time / Expense (Billable)		616.80		C:\Users\emorales\One Browse...