

CRN

Clinical Resource Network™
A DIVISION OF SOLOMON PAGE

Webtime
by SOLOMON PAGE

EXPENSE REPORTS
USER GUIDE

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Submitting Expenses

COMPLETING AN EXPENSE FORM

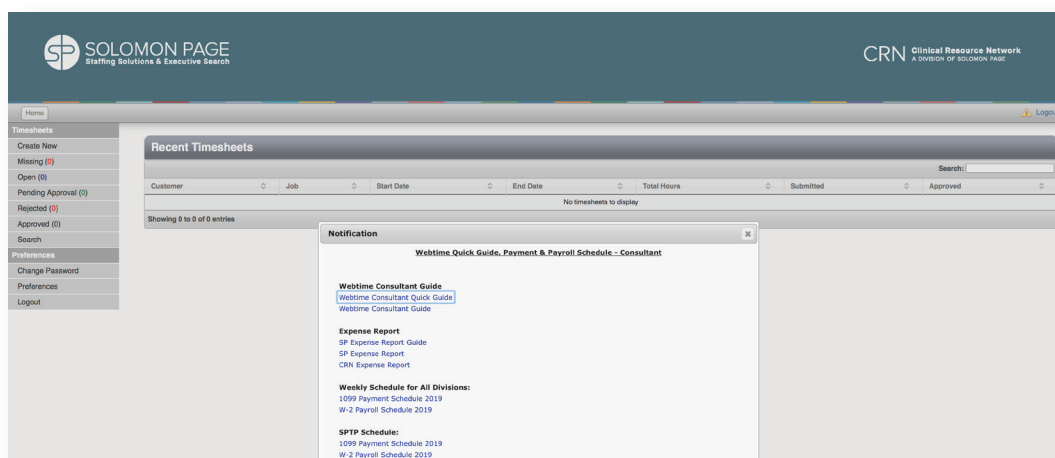
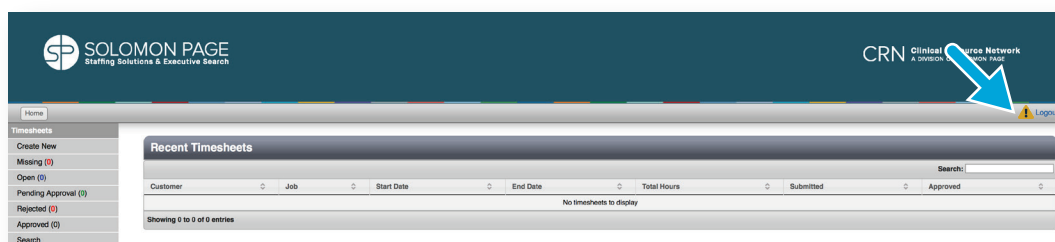
If your supervisor has approved you to incur work-related expenses, you will be eligible for reimbursement.

Expenses are added to a timesheet in the same location as your hours; utilizing the pay type, **Expense (Billable)**. Prior to adding expenses into the system, you must complete a CRN Expense Report form found on **Webtime** notifications.

- Please submit your expense report through **Webtime** with all the supporting documents.
- All expense receipts should be provided along with the expense report.
- Expenses incurred should be submitted at the end of each work week.

Click on the notifications icon  to access this information.

CRN expense reports are available under Webtime notifications.



2 Combine the completed expense report and all supporting receipts into one PDF (more information on page 6).

3 Enter expenses in **Webtime**.

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.

DATE: Select the week ending date (Saturday) from the **Date** field on the timesheet.

PAY TYPE: Select the **Expense (Billable)** option from the list of pay types. Once selected, the expense field will be enabled for you to enter the total expense amount.

EXPENSE AMOUNT: Please combine all expense amounts for the week and enter the total as a one-line entry under the appropriate week ending date.

4 Upload file.

Click the **Browse** button to locate the PDF that contains the expense report and receipts.

	Date	Pay Type	Hours	Expenses	Comments	Upload File
	Mon, Jun 8 <input type="button" value="v"/>	Regular Time <input type="button" value="v"/>	5.00	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
	Tue, Jun 9 <input type="button" value="v"/>	Regular Time <input type="button" value="v"/>	2.00	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
	Wed, Jun 10 <input type="button" value="v"/>	<input type="button" value="v"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
	Sat, Jun 13 <input type="button" value="v"/>	<div style="border: 1px solid black; padding: 2px;"> Admin Time Expense (Billable) </div>		256.87	TRIAL #123	C:\Users\EMorales\One <input type="button" value="Browse..."/>

Combining PDFs

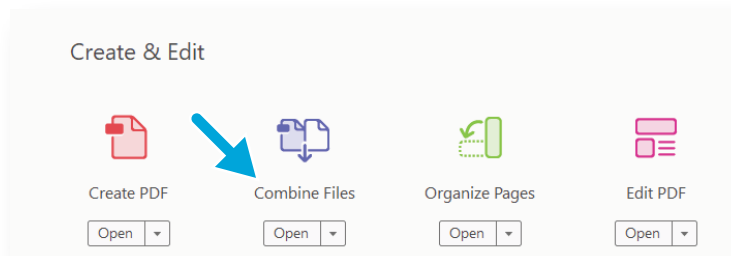
HOW TO COMBINE DOCUMENTS INTO ONE PDF (ADOBE)

1 Open the first PDF (i.e. Expense Report).

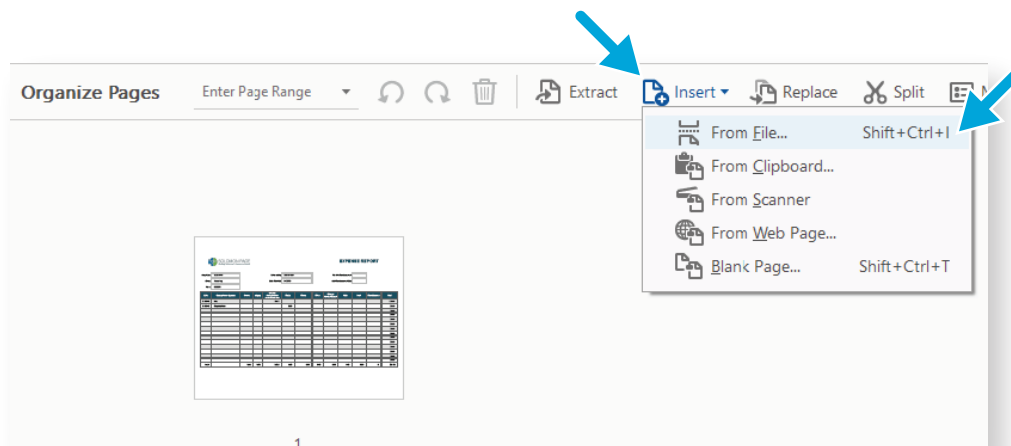
2 Click on the **Tools** tab.



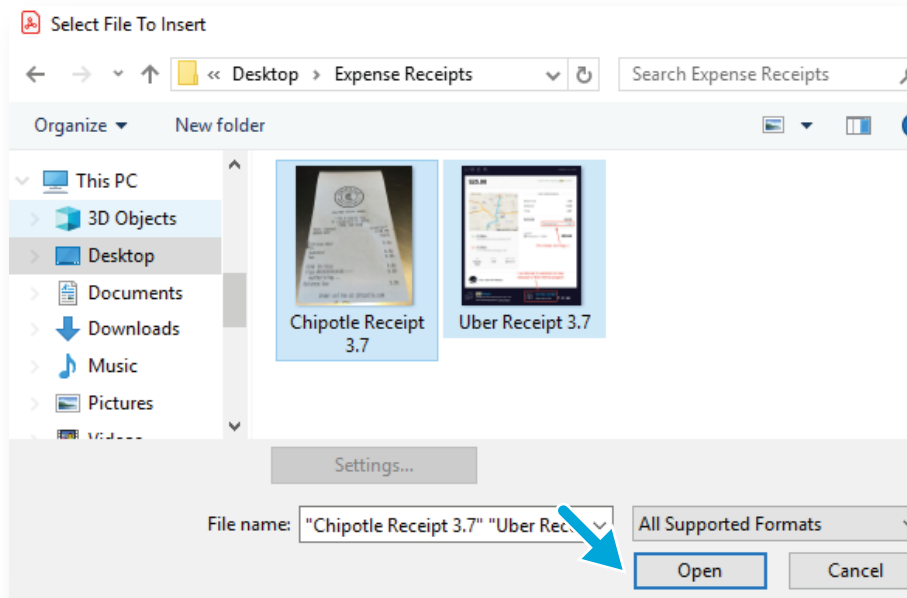
3 Click **Combine Files**.



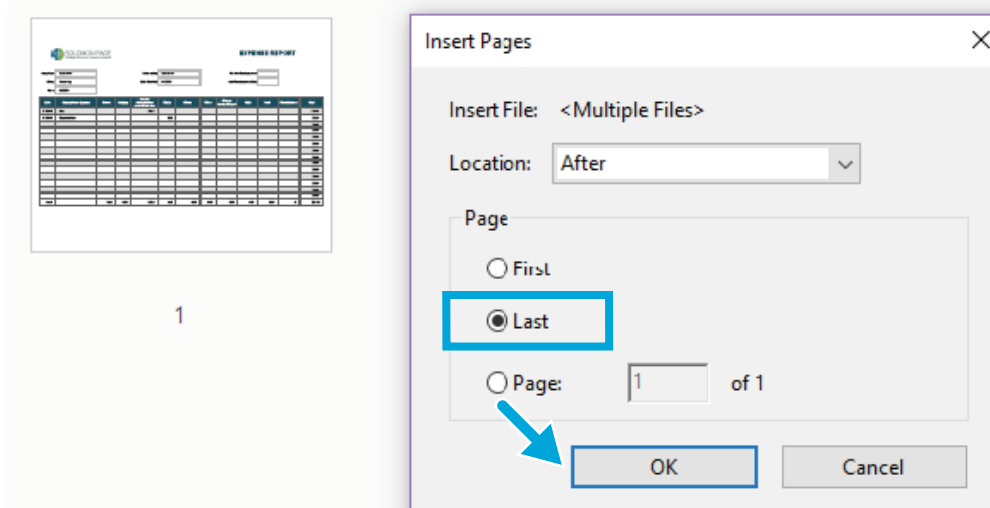
4 Click **Insert** and select **From File** option.



- 5 Select all files (receipts) you would like to include and click **Open**.



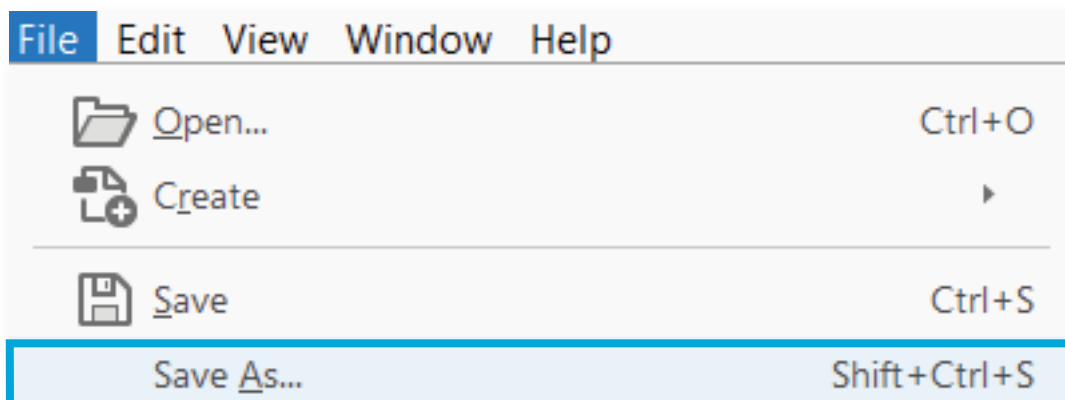
- 6 Once the **Insert Pages** window is displayed, select **Last** for the receipts to appear after the CRN expense report and click **OK**.



- 7 You will now see all the selected files on the screen. You can drag them into the order that you desire. If you would like to add more files, repeat steps 3-6 until all files are in one PDF.

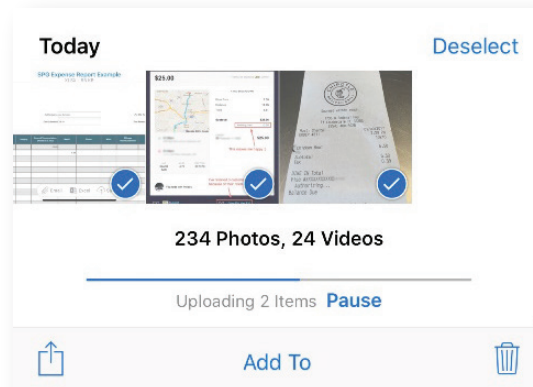



- 8 Select **File** and save it as a new document.



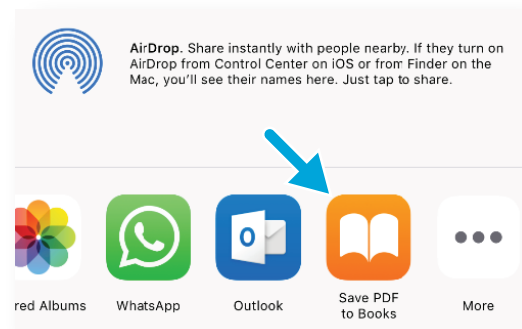
HOW TO COMBINE DOCUMENTS INTO ONE PDF (iPHONE)

- 1 Select all photos/screenshots of the receipts you want to combine into one PDF within your Camera Roll. These should be selected in the order you want them to appear in the PDF.

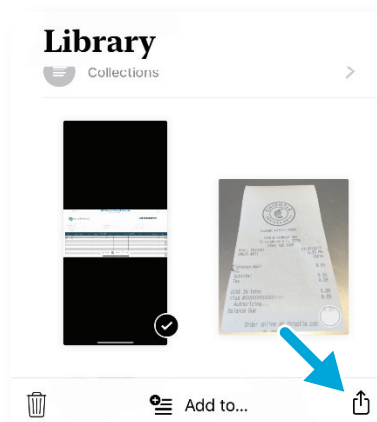


- 2 Press the share button. 

- 3 Tap the iBooks icon prompting to **Save the PDF to Books**.



- 4 Once the PDF is created in the Library, you can export it by clicking the **Share** button on the bottom right.



Contact

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