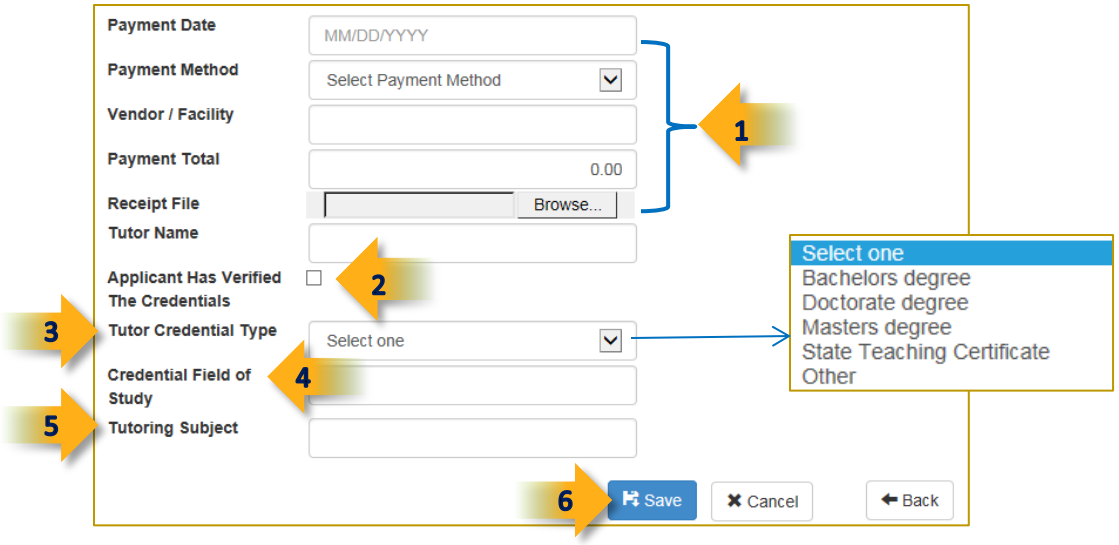
Online Expense Portal

QUICK REFERENCE GUIDE

TUTORING SERVICES



1) Enter the following information:

- **Payment Date:** Select a date from the calendar, or type the date directly into the textbox
- **Payment Method:** How the card was used
- **Vendor/Facility:** Most likely the name of the tutoring service
- **Payment Total:** The amount of the transaction, as shown on the receipt
- **Receipt File:** Please note files cannot exceed 100MB and file names cannot include symbols (“$#<>/)
- **Tutor Name:** First and last name of the Tutor

2) Confirm that you have reviewed the tutor’s credentials (you will be prompted to upload the credentials once the information on this screen is saved)

3) Select a **Tutor Credential Type** from the drop-down menu

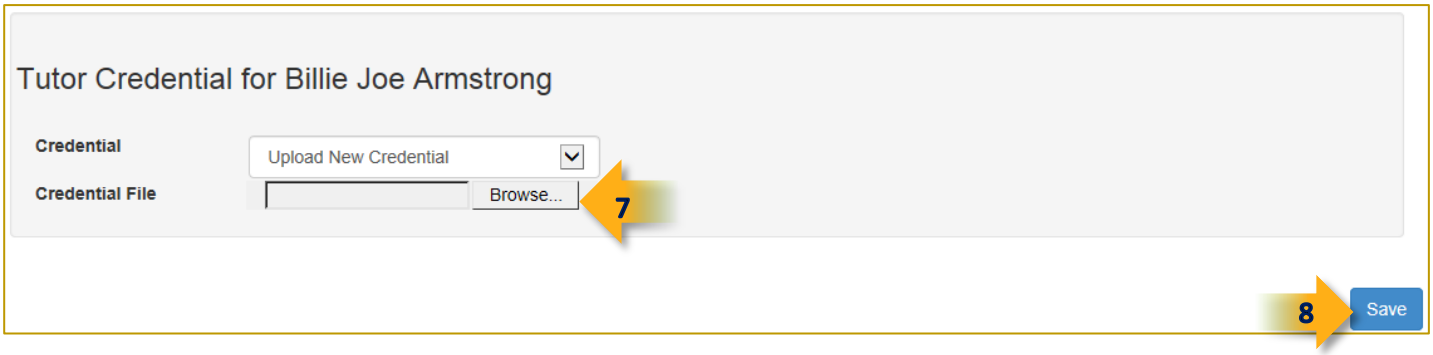
- Core subjects require the tutor to have either a college degree (in the appropriate subject), state teaching certificate or substitute teaching certificate
  - For older degrees that do not specify a subject matter, review college transcripts to confirm the tutor is qualified to teach that specific subject
  - Confirm teaching certificates are not expired
- Extra-curricular tutors require certificates or licenses, specific their subject, issued by a legitimate agency
  - Confirm certificates are not expired

4) Enter the tutor’s **Field of Study**, as shown on the uploaded credential

5) Enter the **Subject** that tutor is teaching – this should match the credential

6) Click **Save** to proceed

UPLOAD CREDENTIAL



7) Click **Browse** to upload a picture or electronic copy of the tutor's credential

- This button will read, **Choose Files**, for Chrome users
- Previously-uploaded credentials populate in the **Credentia**l drop-down menu so that they can be selected in future expense reports

8) Click **Save** to save the expense entry and return to the Main Screen, where you can create additional expense entries, submit your expense report, or later modify this entry prior to submission.

Note: *A new expense entry is required for each payment.*