

# Entering Staff Activity Fees Reimbursement Request

## eVeroMobile App

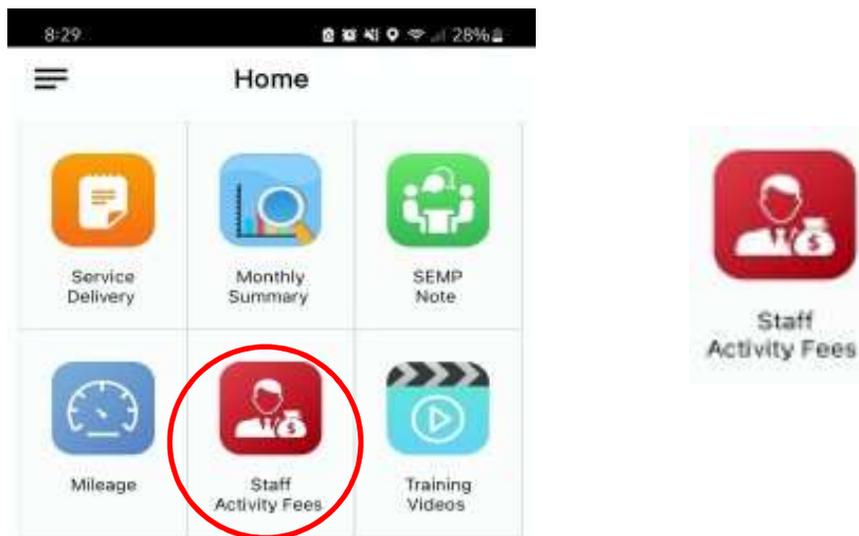
\*Staff Activity Fees (SAF)- Staff activity fees to cover meals, admissions, fees, transportation or other costs incurred by staff when providing support to the self-directing person in activities that support a valued outcome (requires itemized receipt and proof of payment for activities in the community)

\* eVeroMobile app- app utilized by staff to submit reimbursement requests. All reimbursement requests must be submitted directly on the eVero app.

\*Staff Activity Fee Note-

- In order to reimburse for OTPS Staff Activity Fees staff must be clocked in/providing services
- Locations/destinations of the activity fee must be mentioned in the daily note in order to qualify for reimbursement

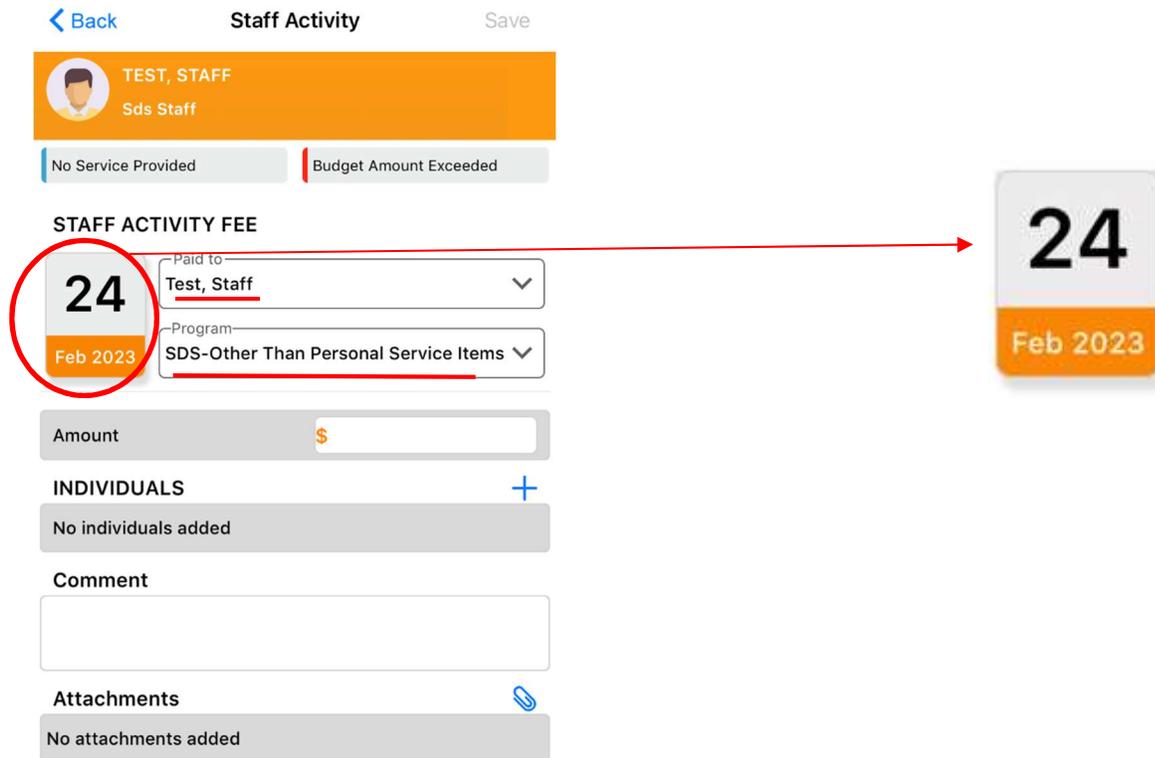
1. From the 'Home' screen select 'Staff Activity Fees' icon



2. Under 'Staff Activity Fees' screen, select the blue plus sign to enter new staff activity fee request (top right-hand corner)



3. Select date of expense using the calendar icon (upper left-hand side of screen)
4. Ensure the 'Paid to' section reflects who is seeking reimbursement
5. Verify Program category is 'Other Than Personal Service Items'



[← Back](#)      **Staff Activity**      [Save](#)



No Service Provided    Budget Amount Exceeded

**STAFF ACTIVITY FEE**

24    Paid to: **Test, Staff**

Feb 2023    Program: **SDS-Other Than Personal Service Items**

Amount: \$

**INDIVIDUALS** [+](#)

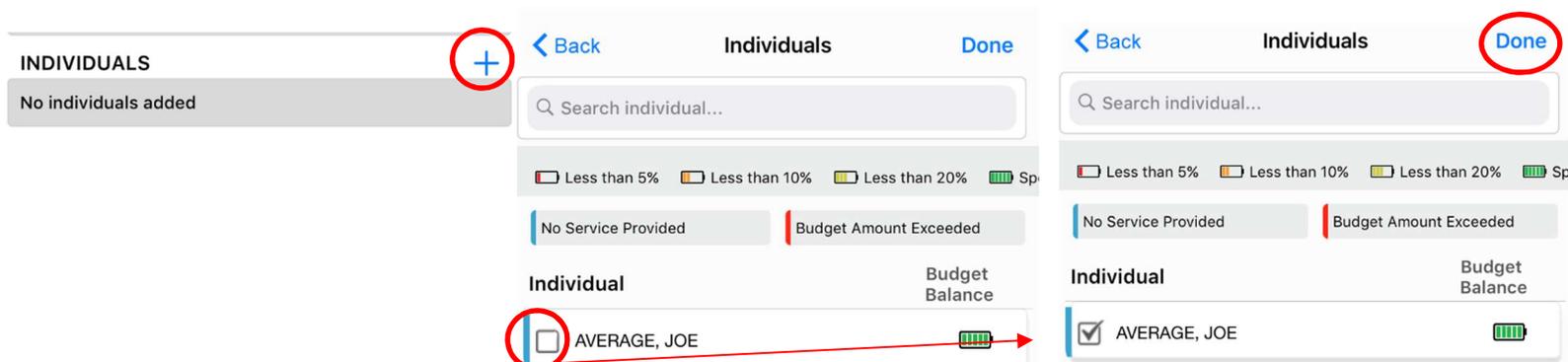
No individuals added

**Comment**

**Attachments** [📎](#)

No attachments added

6. To choose individual select the **blue plus sign** (upper right-hand corner)
7. Select individual by clicking empty checkbox (selection indicated by grey checkmark)
8. Select 'Done' (upper right-hand corner)



**INDIVIDUALS**    [+](#)    [← Back](#)    **Individuals**    [Done](#)

No individuals added

Search individual...

Less than 5%     Less than 10%     Less than 20%     Sp

No Service Provided    Budget Amount Exceeded

Individual	Budget Balance
<input type="checkbox"/> AVERAGE, JOE	<input type="checkbox"/>

[← Back](#)    **Individuals**    [Done](#)

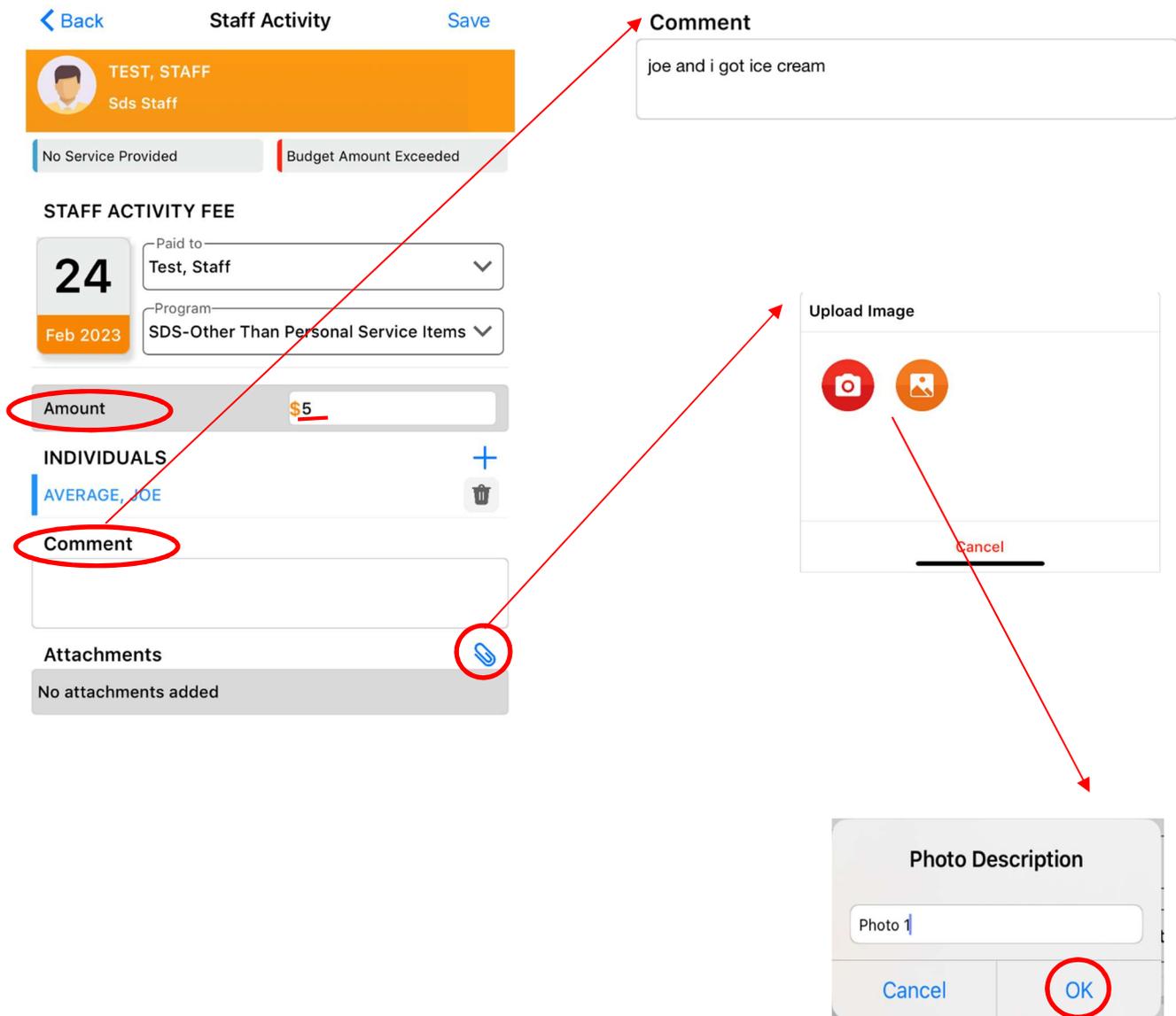
Search individual...

Less than 5%     Less than 10%     Less than 20%     Sp

No Service Provided    Budget Amount Exceeded

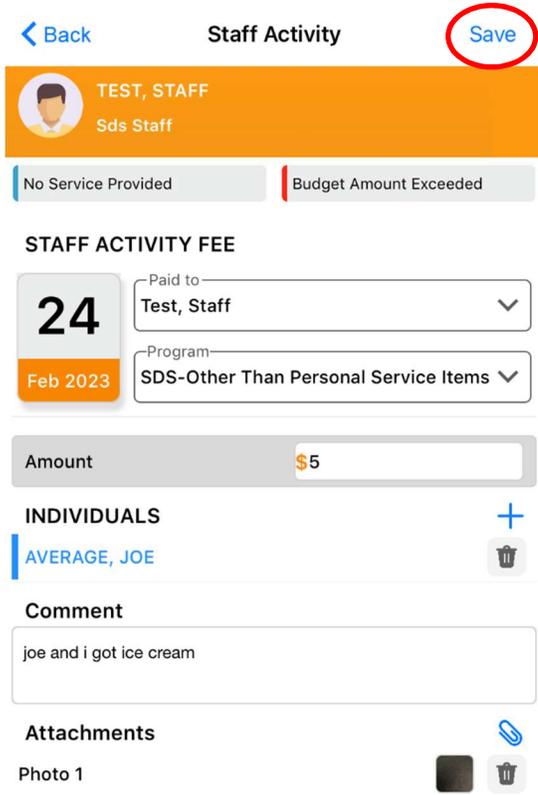
Individual	Budget Balance
<input checked="" type="checkbox"/> AVERAGE, JOE	<input checked="" type="checkbox"/>

9. Under 'Amount' enter dollar amount of the reimbursement request
10. Under 'Comment' enter note on staff activity fee
11. To upload attachments, select the blue paperclip and select 'From Camera' or 'From Photo Library' (indicated by red and orange photo icons)
12. Once an attachment is selected enter 'Photo Description' (example: Photo 1 or ice cream receipt) and select 'OK'



The screenshot shows the 'Staff Activity' form for 'TEST, STAFF' (Sds Staff). The 'Amount' field is set to '\$5'. The 'Comment' field contains 'joe and i got ice cream'. The 'Attachments' section shows a blue paperclip icon. A red circle highlights the 'Amount' field, another red circle highlights the 'Comment' field, and a third red circle highlights the paperclip icon. Red arrows point from these elements to their respective pop-ups: the 'Comment' field points to a text input field containing 'joe and i got ice cream'; the paperclip icon points to an 'Upload Image' dialog with 'From Camera' (red) and 'From Photo Library' (orange) options; the 'From Camera' option points to a 'Photo Description' dialog with 'Photo 1' entered and 'OK' circled in red.

13. Verify all information is correct and receipt is legible upon upload
14. Select 'Save' to save staff activity fee entry
15. Attention screen will indicate data was saved successfully; Select 'OK'



Staff Activity **Save**

TEST, STAFF  
Sds Staff

No Service Provided Budget Amount Exceeded

**STAFF ACTIVITY FEE**

24  
Feb 2023

Paid to: Test, Staff

Program: SDS-Other Than Personal Service Items

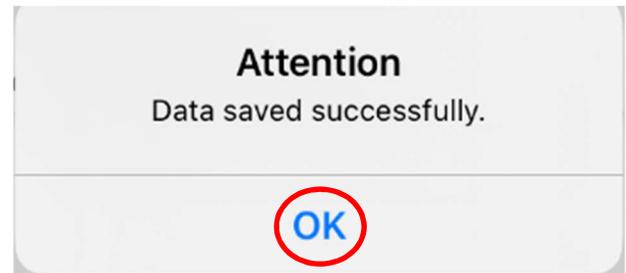
Amount: \$5

INDIVIDUALS +

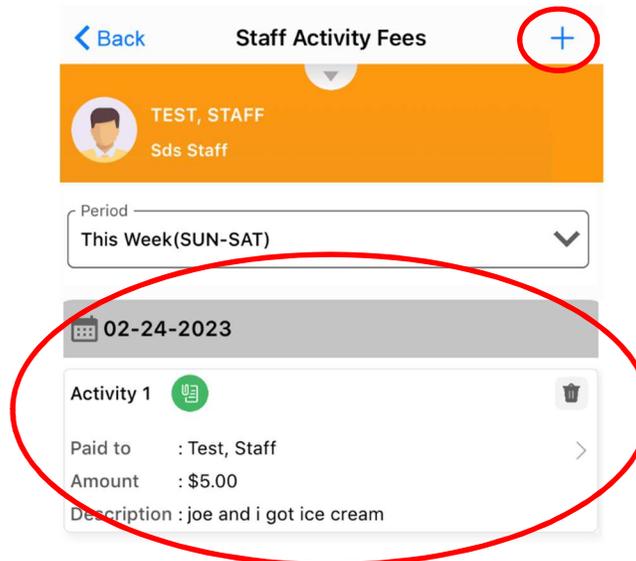
AVERAGE, JOE

Comment: joe and i got ice cream

Attachments: Photo 1



16. Return to 'Staff Activity Fees' screen to review entry populated
17. Select blue plus sign (upper right-hand corner) for additional entries



Staff Activity Fees **+**

TEST, STAFF  
Sds Staff

Period: This Week(SUN-SAT)

02-24-2023

Activity 1

Paid to: Test, Staff

Amount: \$5.00

Description: joe and i got ice cream