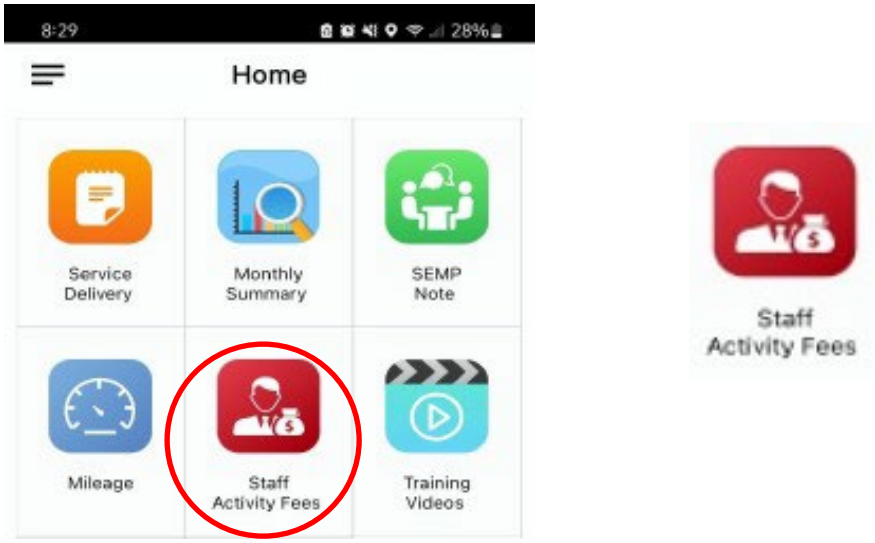
Entering Staff Activity Fees Reimbursement Request

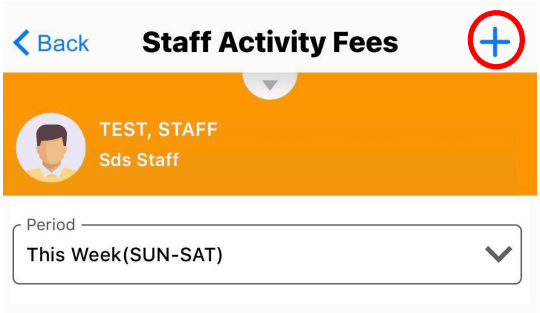
eVeroMobile App

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

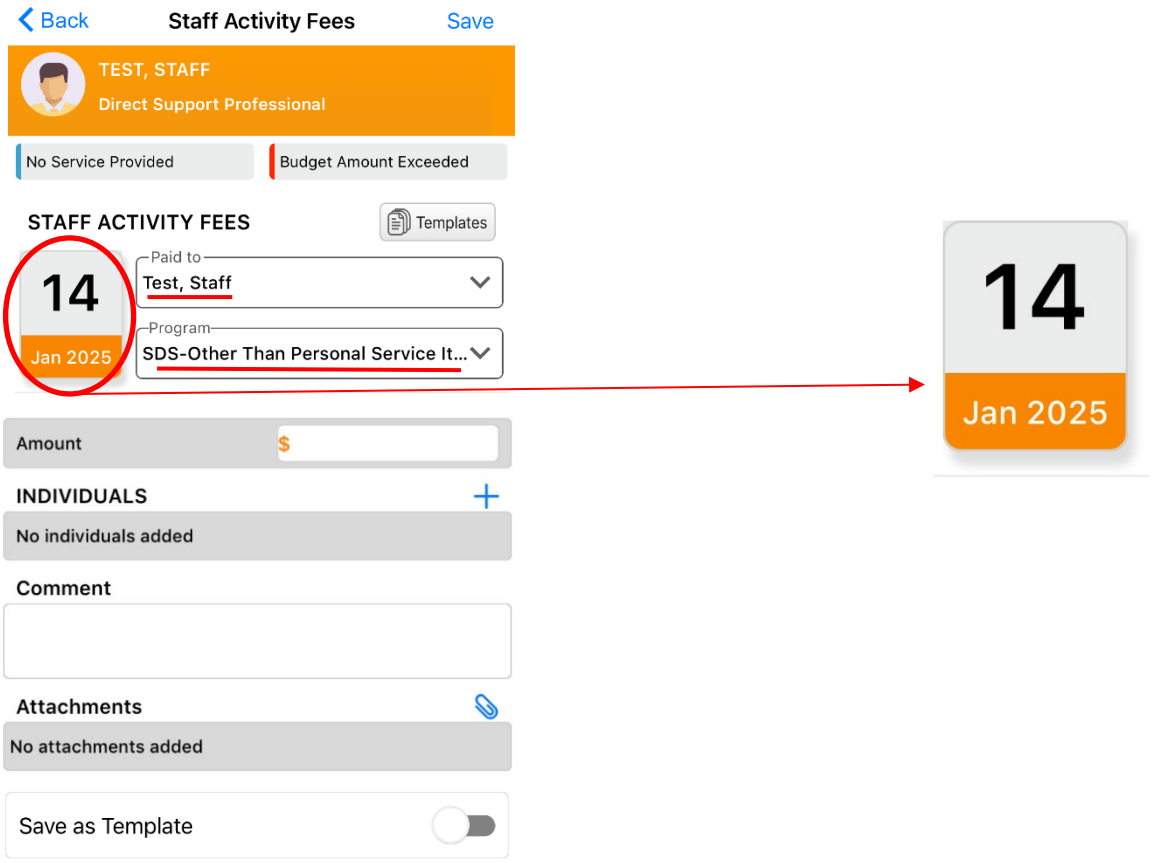
1. From the 'Home' screen select 'Staff Activity Fees' icon



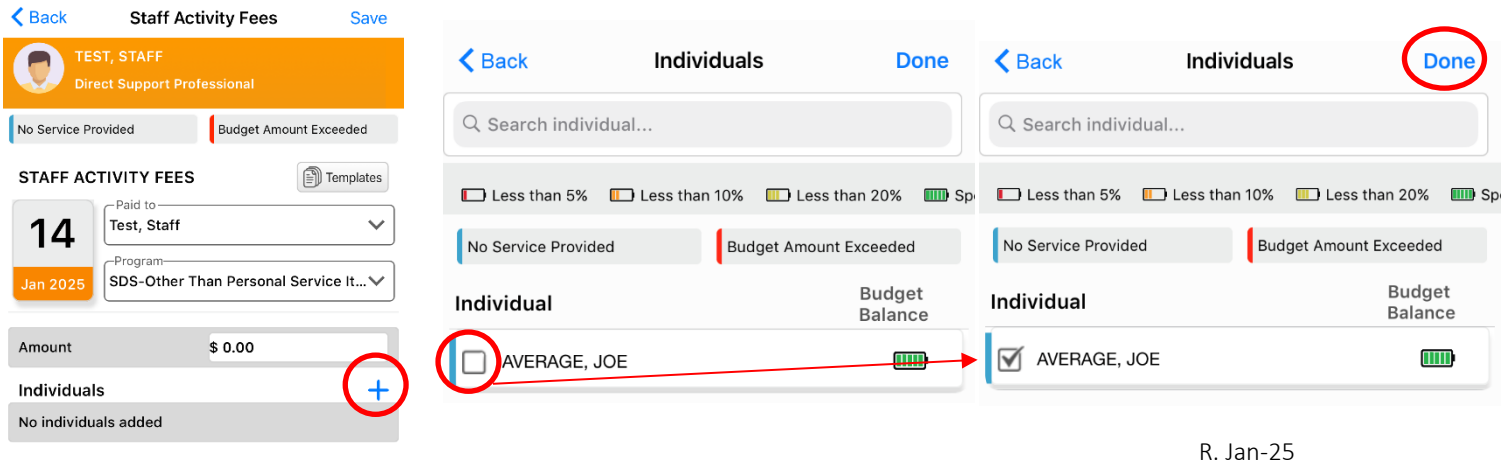
2. Under 'Staff Activity Fees' screen, select the blue plus sign to enter new staff activity fee request (top right-hand corner)



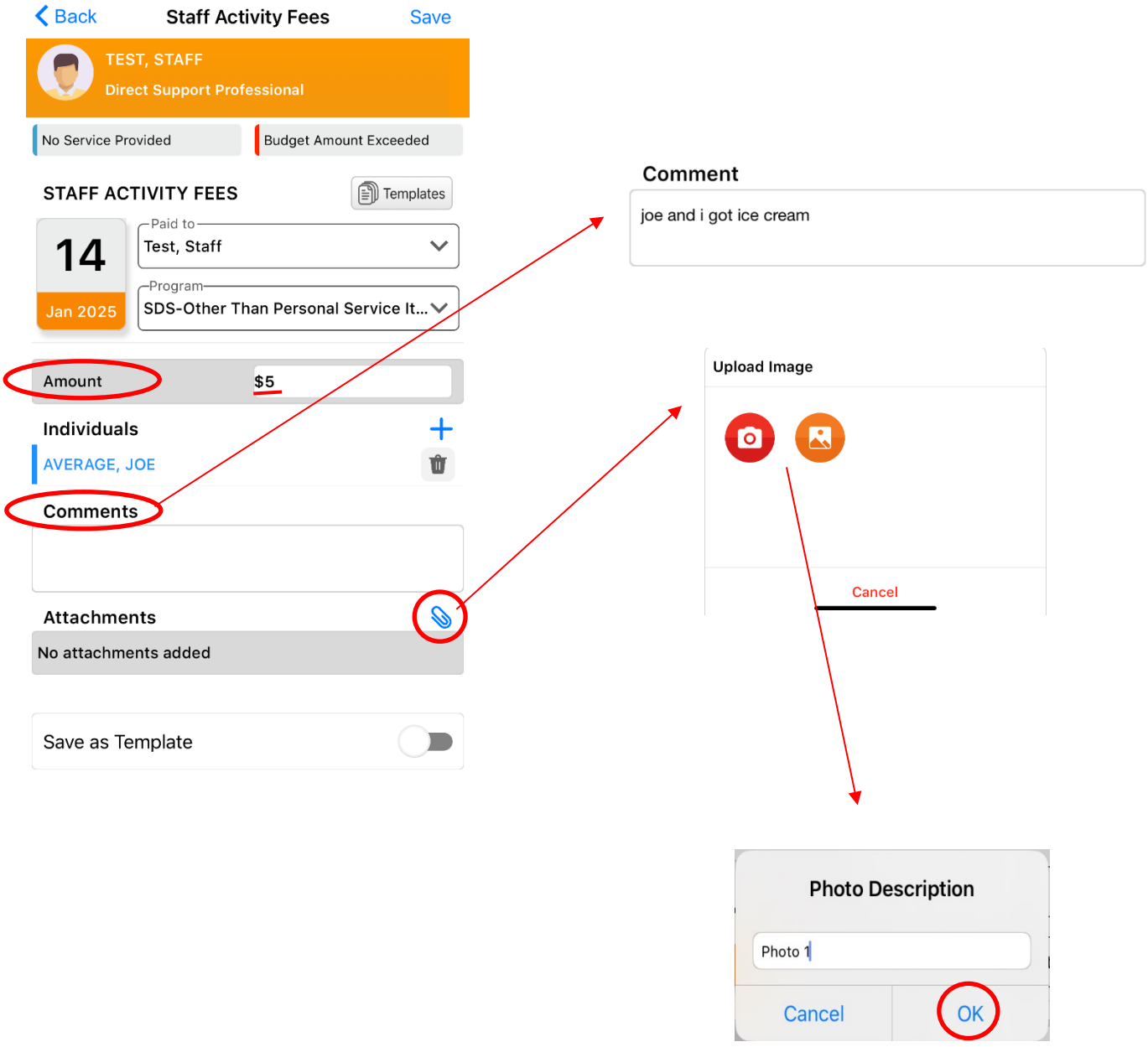
3. Select date of expense using the calendar icon (upper left-hand side of screen)
4. Ensure the 'Paid to' section reflects who is seeking reimbursement
5. Verify Program category is 'Other Than Personal Service Items'



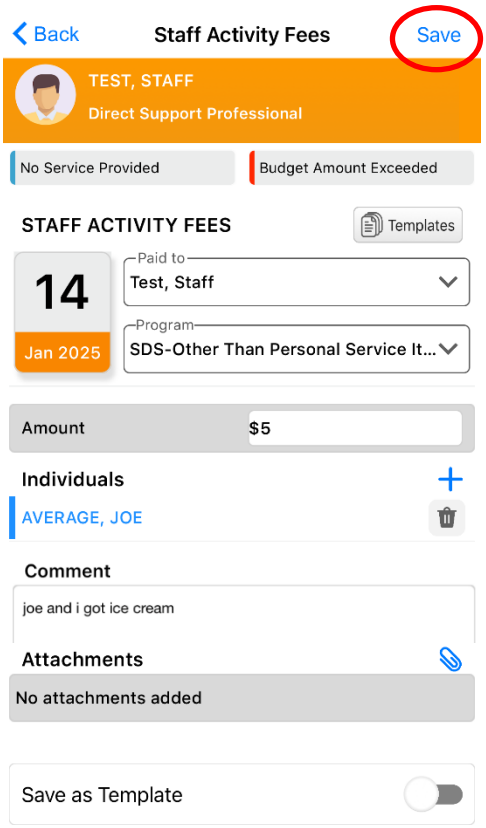
6. To choose individual select the blue plus sign (upper right-hand corner)
7. Select individual by clicking empty checkbox (selection indicated by grey checkmark)
8. Select 'Done' (upper right-hand corner)

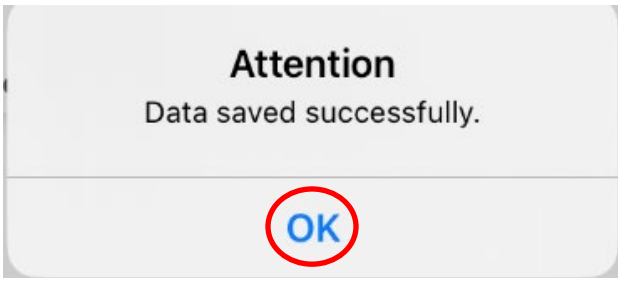


9. Under ‘Amount’ enter dollar amount of the reimbursement request
10. Under ‘Comment’ enter note on staff activity fee
11. To upload attachments, select the blue paperclip and select ‘From Camera’ or ‘From Photo Library’ (indicated by red and orange photo icons)
12. Once an attachment is selected enter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



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'





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

