Expense Report Process

STS Consulting uses Microsoft Office365 to securely process expense reports. In order to access the site, you will need a Microsoft Account. These accounts are free, and you may already have one. They are used for Hotmail, Xbox, and other Microsoft properties. If you do not have an account, it's easy to create. Click here for help creating a Microsoft Live Account.

Note: Expense Reports should only be entered by church staff or selected volunteers who receive monthly reimbursement for certain expenses associated with carrying out the business of the church. All other requests for reimbursement should be entered under the Payment Request section of the portal.
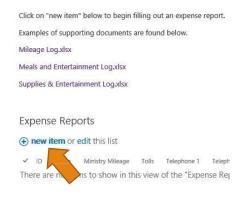
How to Submit an Expense Report

1. Visit STS Client Portal and click on your organization listed there.

2. Login with your Microsoft Account. If you do not have a Microsoft Account, click here for help creating a Microsoft Live Account.
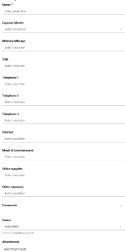
3. Click "Expense Reports."

4. Click on "new item" under Expense Reports. Blank logs for tracking Mileage, Meals and Supplies are all available at the top of the Expense Report page.

5. Complete the form presented.

6. Attach a PDF of all supporting documents. (Expense Logs, Receipts over $75, etc.) All expenses must be substantiated by an explanation of the purpose of the expense. For meal or entertainment expenses, please include the names of all attendees. Expenses in excess of $75 must also be accompanied by a receipt.

7. Once complete, click save.