

Expense Reporting Guidance

Individualized Education Account (IEA) Program

Submitting Expenses in the IEA Portal

Account holders can submit expenses in the [IEA Portal](#) at any time within the appropriate quarter. Expenses do not have to be held until the end of the reporting period. Please see this brief [how-to video](#) on submitting expenses and attaching receipts within the IEA Portal. Account holders are not required to submit an expense if **no funds (\$0)** were used within the reporting period.

For questions regarding an expense, please email IEA.Questions@tn.gov or contact a member of the fiscal team below:

- Account holder last names A-L: **Marisa Hunter** Marisa.Hunter@tn.gov or (615) 499-0497.
- Account holder last names M-Z: **Stephanie Wolaver** Stephanie.Wolaver@tn.gov or (615) 638-5018.

Instructions

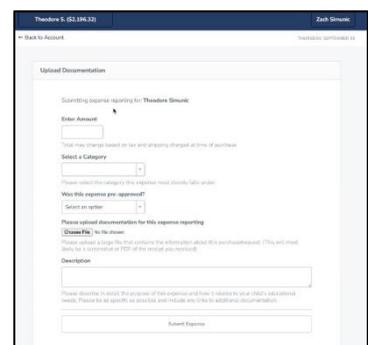
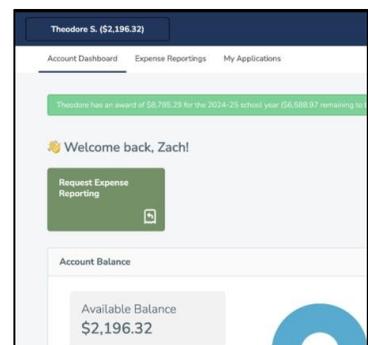
1. Log into the [IEA Portal](#)
2. Click the green *Request Expense Reporting* button
3. Fill in the necessary information on the Expense Reportings page
4. Click the *Choose File* button and attach the receipt file
5. Click the *Submit Expense* button

File Attachments

The IEA Portal will only accept one file upload per expense. Receipt files must be combined into one document for upload or uploaded as separate expenses. The IEA Team recommends that account holders utilize Microsoft Word to combine photos of receipts and save them as a single PDF file. Please see this [brief tutorial](#) on how to save Word files as PDFs.

Editing an Expense

To edit an expense, click *Manage* from the Expense Reportings page. Make any necessary changes to the expense and resubmit.



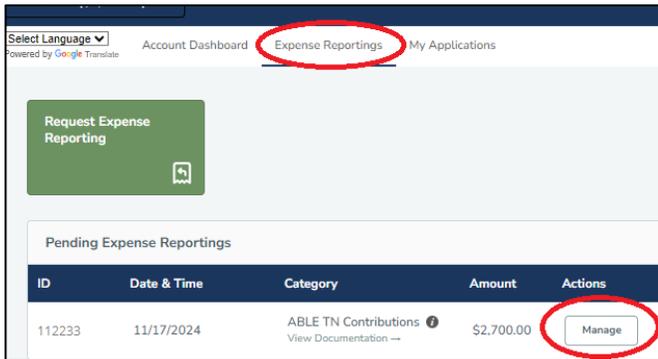
Checking the Status of Expenses

Account holders can check the status of submitted expenses within the portal at any time.

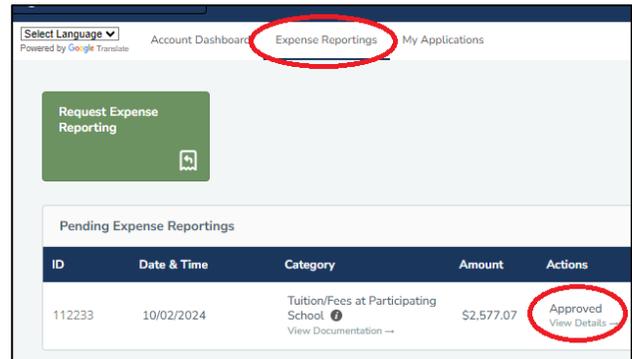
Instructions

1. Log into the [IEA Portal](#)
2. Click the *Expense Reportings* tab
3. Scroll down to view Pending Expense Reportings
4. View the status of your expense under Actions

Examples of Expense Statuses

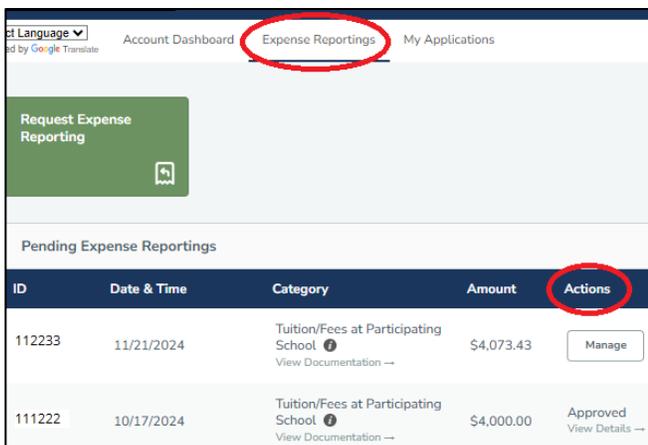


A. The expense is pending review/approval. Account holders will be contacted by email if any corrections or further documentation is needed for an expense.*

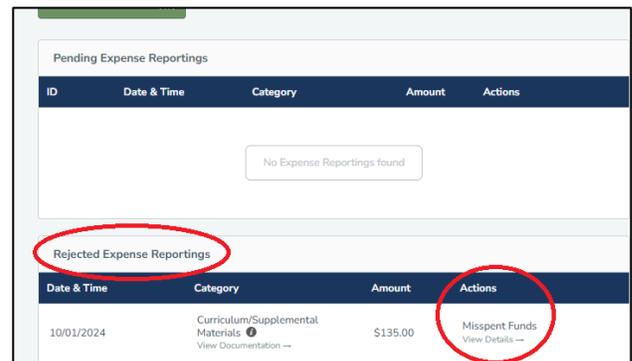


B. The expense has been approved! No further action is needed from the account holder.

*To **edit** an expense, click *Manage*, make the necessary changes to the expense, and resubmit.



C. One expense is pending review/approval, and one has been approved. The expense entered in November is still being reviewed while the expense entered in October has been approved.



D. The expense has been rejected. These funds are considered misspent.*

*If funds are determined to be **misspent**, the account holder will receive an email from the IEA Program. The account holder should reference that email for the appropriate next steps.

Contact Information

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Appeals

To review the appeal process for misspent funds, please visit the [Appeals page](#) of the [IEA Website](#).