To request an authorization to incur expenses or reimbursement you first search for the client. Then click on the “Hourly Billing” button.

On the hourly billing screen choose the “Add Expense Request” button under the Expense Request tab.

Choose the appropriate type of expense and fill out the form completely.

Complete all sections on the authorization.

If you do not see the vendor you are looking to use listed under “Select Vendor” please contact Jaime.Delarosa@jud.ct.gov or James.Bischoff@jud.ct.gov to have vendor added to system. We will need their vendor ID and contact name and email in order to set them up. If the vendor has not worked for the state before it will take approximately two week for set from the time we receive paperwork from vendor.
**ADDENDUM TO AUTHORIZATION TO INCUR EXPENSES**

**Case Summary**

**Description of Expert**

**What provider will be doing to assist in defense**

**Necessity**

**Deputy's Office Notes**
To Approve Expenses:

Click the Expense Invoice Submissions tab and Click the “View” button to review invoice. Review any invoice pending to ensure it is correct. Click Approve if correct or Decline and inform the vendor of your reason for declining the invoice (i.e., missing date; wrong total; work not performed).