

How to submit an expense online for Autism Spectrum Disorder Individualized Funding

Parents and guardians are required to submit proof of expense information for all services and expenses purchased with ASD-IF benefits.

The List of Eligible Services and Expenses can be found [here](#).

All expenses submission **must** include a receipt. For commonly purchased items with no receipts, such as respite and mileage, parents or guardians can track and submit their expenses **monthly** using the [Monthly Respite Invoice Form](#) or the [Monthly Mileage Invoice Form](#). Parents or guardians must complete a separate invoice form and submit a separate expense submission for each month they purchase respite and/or mileage expenses.

For proof of expense for other eligible items or services with no receipts (i.e. used items), parents and guardians can complete and submit the ASD-IF [Expense Invoice Form](#), and submit with their expense submission.

ASD-IF expenses can be submitted by using any computer or other electronic device. If you do not have access to a computer or device, please contact the Ministry of Social Services at 1-833-304-1774 or email autismif@gov.sk.ca.

You will need:

- A computer or other electronic device with Internet, Wi-Fi, or mobile data connection.
- An active e-mail address.
- Ability to scan/take pictures to submit documents electronically.
- Your child's Saskatchewan Health Services Number.
- Proof of expense information (receipt, ASD-IF Invoice Form, Monthly Respite Invoice Form, Monthly Mileage Invoice Form, etc.).

How to submit an expense:

1. Log in to the computer, mobile phone, or other device.
2. Visit: <https://autismfunding.saskatchewan.ca/#/expensesubmit>
3. Click on 'Submit an Expense Online' button:

Submit an Expense Online



4. You will be taken to the ASD-IF Expense Submission form. Next, fill out the parent/guardian information and child's Information fields shown below.

Reminder: the Parent/Guardian Information is that of the ASD-IF funding recipient. If you are not sure which parent is the funding recipient, please contact autismif@gov.sk.ca.



Autism Spectrum Disorder Individualized Funding Expense Submission

Parent/Guardian Information

This is the information of the ASD-IF funding applicant. If you are not sure which parent is the funding applicant, please contact autismif@gov.sk.ca

First Name	Middle Name
<input type="text"/>	<input type="text" value="Optional"/>
Last Name	
<input type="text"/>	

Child's Information

First Name	Middle Name
<input type="text"/>	<input type="text" value="Optional"/>
Last Name	Saskatchewan Health Services Number
<input type="text"/>	<input type="text"/>
Date of Birth (YYYY-MM-DD)	
<input type="text" value="____-__-__"/>	



5. Fill in the information related to your eligible expense.
6. Select the service type from the 'Service Name' drop down and enter in the expense amount and date.
7. Scan/take a photo of the proof of expense information (receipt, invoice), and attach it to your expense submission. Ensure the receipt you attach is for the correct expense.
8. Certify the expense is true/accurate and was provided and/or recommended by a service provider by clicking on the check box.
9. Review the expense information you entered to verify it is correct.

Eligible Service Expenses

Service Name

Expense Date (YYYY-MM-DD)

Expense Amount

Expense Invoice (Max file size: 4MB)

Choose File | No file chosen

Additional Information

Optional

I certify

This expense is true/accurate and was provided and/or recommended by a service provider in accordance with the Eligible Services List

Remove Expense Add Expense

Back to Home screen Submit Expense

10. If you have another expense to add, click on 'Add Expense'. Up to ten (10) expenses can be added per submission.
11. Once you are finished adding expenses, click on 'Submit Expense'.
Please note: If you have trouble submitting expenses, your receipts may exceed the size limit for your device. Adjust your device settings or submit only one or two expenses at a time.

12. You will be taken to a page that provides your expense batch submission confirmation number. You may want to print or screenshot this page or write down the confirmation number for your records.

Thank you for submitting expenses for the Autism Spectrum Disorder Individualized Funding (ASD IF).

Your expense batch submission confirmation number is **EXP-BAT-0015092**. Please [print](#) this page or write down the confirmation number to keep for your records.

Tip: Be sure to check your spam or junk email folder as some email filters may block our emails to your inbox. If you have any questions or concerns, please feel free to contact ASD-IF during regular business hours (Monday-Friday 8:00 a.m. to 5:00 p.m.) by calling 1-833-304-1774 or emailing autismif@gov.sk.ca. Please note the office will be closed during all statutory holidays.

[Back to Home](#)

[Submit Expenses](#)