What's New?

- Intended for self-service. Traveler must acknowledge accountability, submit own expense reports, will receive all notifications, but entry can be delegated to others.
- e-Reimbursement uses an online electronic system for pre-travel authorization, cash advances, expense reimbursement, approval, tracking, notification and payment. Traveler can track exactly where in the process their expense report and payment is.
- Expense reports are created for each trip with one standard business purpose from 12 available; e.g., business, fieldwork, conference.
- Expense types that include built-in business rules are selected from 29 available expense types. Examples are airfare-coach only, lodging, meals, parking, taxi, meals-taxable (non-overnight), event.
- Built-in expense limits are based on location.
- Meals are claimed per day, rather than by meal.
- Receipts required only for expenses over $25 and meals exceeding limits. Receipts must be received by approver before expense approval can proceed.
- There are two levels of electronic approvals before payment using an electronic routing called workflow. The Approver is typically at the department level; the Auditor is typically at the Division/Dean level. An exception is Athletics, with four approval levels. Travel Authorizations require one level of approval. Cash Advances require two levels of approval.
- Use of the U.S. Bank Corporate Travel credit card (also known as My Corporate card) is encouraged. Payment will be made directly to vendor, (U.S. Bank) for expenses claimed through e-Reimbursement.
- Payment is made by electronic direct deposit to the traveler's payroll checking account and to the traveler's corporate card account. Payment is made within 5 business days after the expense report is fully approved.
- e-Reimbursement supports a variety of features designed to streamline your entry. Examples are default settings, importing My Corporate Card transactions and creating an Expense Report from a template.

Quick Reference Guide

THE UNIVERSITY of WISCONSIN MADISON

e-Reimbursement System

Traveler's
Quick Reference Entry Guide

Logon at:

http://my.wisc.edu/portal

(e-Reimbursement links are found in the Financial Information Resources module on the Services tab in My UW)

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Need Help?

DoIT Help Desk:

Phone: 608-264-HELP (Select Option 2)

Email: help@doit.wisc.edu

On the web: http://helpdesk.wisc.edu

(search for e-Reimbursement)

Chat: http://helpdesk.wisc.edu/chat

Online Self-Help:

http://www.bussvc.wisc.edu/acct/TEWeb/help.html

Expense Documents

e-Reimbursement is used to create three types of expense documents:

- **Travel Authorization (TA)-**created if your Department/ Division requires pre-travel approval and/or when requesting a Cash Advance. After travel, the TA and CA is linked to an Expense Report for streamline entry.
- **Cash Advance (CA)-**created and linked to a Travel Authorization and Expense Report if your Department/ Division allows cash advances (usually for group or extended travel). Employees approved for CAs must have their account activated for CAs.
- **Expense Report (ER)-**created after travel is completed or expense incurred.

Travel Authorizations (TA) and Cash Advances (CA)

Entering a Travel Authorization/ Cash Advance

- **Navigation**: Employee Self Service> Travel and Expense Center> Travel Authorization
- **Options**: Create, Modify, View, Print, Delete, Cancel

Starting a TA: Navigation to Create A TA.
Quick Start:
1. Select a Blank Authorization. Refer to **Standard Entry Information** section for entering **Description**, **Business Purpose**, **Default Location**, and **Comment**. For **Dates**: enter trip start and end dates.

2. Enter Anticipated Expenses in the TA. Select an **Expense Type** from the drop down menu. Several columns appear. Refer to "Expense Types" section for entry details.

3. Click **Check Expense for Errors**. Correct any errors. Click **Return to Travel Authorization Entry**. To avoid data loss or timeouts, click **Save for Later**.

4. Continue entering anticipated expenses. Add additional expense lines by clicking on the **+** symbol.

5. After all information is entered, review for accuracy, then click "**Check for Errors.**" Correct any errors, click "**Save for Later**" and then **Submit**. **If your account has been activated for Cash Advances, you will be prompted at the time to request the Cash Advance. Click Yes, then OK. Your TA and CA, if applicable, will be routed to the approver through workflow.

Entering an Expense Report

- **Navigation**: Employee Self Service> Travel and Expense Center> Expense Report
- **Options**: Create, Modify, View, Print, Delete

Starting an ER: Navigation to Create A ER.
Quick Start:
1. Select a Blank Report. (If an approved Travel Authorization or Cash Advance exists, you will be prompted to Start from the Travel Authorization or Cash Advance). Refer to **Standard Entry Information** for entering **Description**, **Business Purpose**, **Default Location** and **Comment**.

2. Reference: Use the format YYMMDDMMDD to enter the date range of the trip, where YY=year trip started; first MMDD=month and date trip started; second MMDD= month and date trip ended. For example, if your trip occurred between June 5-9, 2009, enter 0906050609.

3. Enter expenses incurred. Select an **Expense Type** from the drop down menu. Several data entry fields appear, including the **Details** link. For quick entry, click on "**Details**" where all additional required information is entered. Fields appearing depend on expense type, but will always include: **Date**, **Payment Type**, **Billing Type,** and **Amount.** Most expense types also include **Description** and **Location**. Refer to **Expense Types** section for type selection and entry details.

4. Continue entering expenses. Add additional expense lines by clicking on the + symbol. A popup will appear where the number of additional lines can be entered.

5. Click **Check Expense for Errors**. Correct any errors, then click **Return to Expense Report**. To avoid data loss or timeouts, click **Save for Later**.

6. After all information is entered, review for accuracy, then click **Check for Errors**. Correct any errors. Click **Save for Later**, then click **Submit**. Reach and acknowledge the accountability statement and Click **OK**. Your Expense Report will be routed to the approver through workflow.

To check the status of an ER: Navigate to "View an ER". Status is listed at the bottom of the page. ERs not fully approved will have both a "Pending Actions" and "Action History" section visible. An ER has been fully approved when only an "Action History" section is visible and the traveler has received an e-mail notification

Standard Entry

All expense documents require the following standard entry information:

- **Description:** Enter a short, meaningful description of 30 characters or less. A description field also appears when entering expense types; refer to the "Expense Types" section for entry information.
- **Business Purpose:** Choose the category from the drop-down menu that most closely identifies the purpose of your trip or expense. There can only be one Business Purpose per Expense Report or Travel Authorization request.
- **Default Location/Location:** Enter destination location or location where expense was incurred. The location must be recognized by the Travel and Expenses application. Expense maximums are pre-populated by location.
- **Comment:** Enter a detailed description of the trip or expenses being claimed. Use this area to provide explanations, justifications, or cost comparisons that apply to the overall expense document. Tip: Spell out all acronyms.
- **Expense Type:** There are 29 Expense Types available. Refer to the "Expense Types" section for entry details. From the drop-down menu, select the category that best identifies the type of expense incurred. After an expense type is selected additional fields will be activated, including a "Details" field where required information can be entered.
- **Currency/Exchange Rate:** In the Currency field, always select USD; in the Exchange Rate field, always select 1.0. If the expense was incurred in foreign currency, show conversion rate, conversion calculation, and English language translation on the expense receipt. For currency conversion, refer to: http://www.oanda.com/convert/classic
- **Payment Type:** Select payment method from the drop-down menu: 1) *Corporate Card (*U.S. Bank Corporate Travel card, also known as My Corporate card, Payment will be made directly to vendor, U.S. Bank); 2) *Personal Funds* (personal credit card, cash, or check. Payment will be made to the person/traveler incurring the expense); or 3) *University Prepaid* (charged to Procurement credit card, also known as P-card, or paid directly by the University.)
- **Billing Type:** From the drop-down menu, select the billing type that describes the geographic area where the expense was incurred: 1) *In-State* (within State of Wisconsin); 2) *Out-of-State* (outside State of Wisconsin, but within United States) or 3) *Foreign* (outside the United States).

Expense Types

There are 29 **Expense Types** available. After starting a TA or ER, select the category in the **Expense Type** drop down list that best identifies the type of expense being claimed. Several data entry fields appear, including the **Details** link where all additional required information is entered. The required information is listed as "**Details Entry**" in the expense types listed below.

- **Airfare-Cancel/Change Fee.** Additional fees for optional services charged by an airline. Includes baggage fees, window/aisle seating fees, and airline ticket change/rebooking fees.
Details Entry: *Description* (Type of fee incurred, e.g. baggage fee; justification for fee if changing/rebooking a ticket).
- **Airfare–Coach Only.** Airline tickets for travel via common carrier (major airline). Reimbursement limited to coach class airfare.
Details Entry: *Ticket Number* (the 10 or 13-digit ticket or e-Receipt number, with no prefix or suffix), *Merchant (*Select the airline from the Preferred drop down list), *Description* (Itinerary (e.g. Madison to Tampa); dates of departure and return).
- **Airfare–Travel Agency Service Fee**. Booking, reservation or service fee billed as a separate item and paid to travel agency or commercial booking sites to provide travel reservation related services.
Details Entry: *Description:* Describe fee being charged.
- **Athletic Pre/Post Game Meal/ Breakfast/Lunch/ Dinner**. *(Athletics Dept. Use Only)* Pre/post game meals and snacks, breakfasts, lunches and dinners, including tax, gratuity and/or service charges provided for Athletics teams.
Details Entry: *Number of People, Description.*
- **Bus/Train- Long Distance.** Long-distance (inter-city) bus and train expenses.
Details Entry: *Description* (Travel mode, itinerary, dates).
- **Business Communications:** Charges such as phone calls, teleconferencing charges, photocopy charges under $50, prepaid phone cards, Internet/e-mail connectivity, facsimile transmissions, telegrams, postage, shipping charges.
Details Entry: *Location, Description (type of charge).*
- **Car Rental.** Car rental where renting is the most cost-efficient means of transportation
Details Entry: *Merchant, Location, Description (*Names/affiliations of passengers).
- **Event:** Group receptions, breaks, meals, meetings and conferences, including tax, gratuity and service charges.
Details Entry: *Number of People, Merchant, Location, Description (*Name of event, type of claim (e.g. break), official business purpose).
- **Gas.** Purchase of gas for personal vehicle in lieu of mileage; refueling car rentals; gas for fleet vehicles when State/UW gas card is not accepted.
Details Entry: *Location, Description.*
- **Local Transport/Shuttle.** Local transportation charges incurred via local rail, ferry, subway, city bus, airport/hotel shuttle, rail or ferry.
Details Entry: *Location, Description* (Describe mode and purpose of travel, e.g., shuttle from airport to hotel).
- **Lodging.** Expenses incurred by the traveler for overnight lodging at a hotel or motel.
Details Entry: *Number of Nights, Merchant* (Select from Preferred drop down box if applicable), *Description.*
- **Lodging - Extended.** Weekly/monthly lodging for employees who are required to remain in one location for an extended period.
Details Entry: *Number of Nights, Merchant* (Select from Preferred drop down box if applicable), *Description.*
- **Lodging - Group.** Expenses incurred in providing overnight lodging for anyone other than the person requesting reimbursement at a hotel or motel.
Details Entry: *Number of Nights, Number of People, Merchant* (Select from Preferred drop down box if applicable), *Location, Description* (Names and affiliation of people for whom lodging is being provided, along with the business purpose).
- **Meals.** Total dollar amount spent per day by the traveler for breakfast, lunch and dinner combined, including maximum 15% tip. Use the Meals category only for trips that include an overnight stay or when business is conducted during the meal.
Details Entry: *Location, Description:* What meals were included e.g. lunch, dinner. Do not use "per diem." For trips not involving overnight travel, describe the business conducted during the meal.
- **Meals - Hosted.** Meals purchased on behalf of others, including the person requesting reimbursement, including tax, gratuity and/or service charges.
Details Entry: *Number of People, Location, Description* (Include names and affiliation of people for whom meals are being provided, along with the business purpose.
- **Meals - Taxable.** Meal costs in connection with same day travel (no overnight lodging involved). including maximum 15% tip.
Details Entry: *Location, Description* (What meals were included e.g. lunch, dinner.
- **Mileage.** Reimbursement for miles driven for UW-related business when the traveler takes his/her privately owned vehicle. Applicable rates are built in.
Details Entry: *Transportation ID (*Choose from drop down menu), *Miles:* **(#** of Miles Driven), *Originating Location, Destination Location, Description* (Itinerary, e.g. Madison-Milwaukee and return.)
- **Other Non-Travel.** Purchase of incidental supplies and low dollar purchases where special approvals are not required and where Using a P-card or other purchase method was either not available or not an option. The purchase may or may not be associated with being in travel status.
Details Entry: *Merchant (Non-preferred)* (Store/vendor name), *Location* (Location where item was purchased), *Description.*
- **Other Travel.** Incidental travel related expenses not identified by any other category. Examples include bottled water (during foreign travel); passport/visa/travelers/check/currency exchange fees, tips/gratuities not associated with meals or events, airport luggage carts, laundry, toll charges, porterage, travel by ship, etc.
Details Entry: *Location, Description.*
- **Parking.** Business related parking charges incurred at locations other than the employee's permanent work site.
Details Entry: *Location, Description.*
- **Phone Calls-Personal.** One personal phone call, not exceeding $5.00, per night of stay.
Details Entry: *Location.*
- **Registration Fee.** Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting.
Details Entry: *Location, Description* (Name of event, using no acronyms.
- **Relocation Expenses.** Refer to http://www.bussvc.wisc.edu/acct/policy/travel/relat.html for more details on Relocation Expenses, including:
Relocation—Direct Moving Costs
Relocation—Stipend
Relocation—Temporary Lodging
- **Taxi.** Local transportation charges incurred via taxi.
Details Entry: *Location, Description* (Itinerary, e.g. Madison-Milwaukee and return).