Explore the World of e-Reimbursement
What is e-Reimbursement?

- Web-based travel and expense reimbursement for UW-Madison
- Electronic routing of expense reports and approvals with email notification

Part of **Shared Financial System (SFS)** is already in place at the University of Wisconsin and includes the following modules:

- Asset Management
- Accounts Payable
- General Ledger
- Grants (UW WISPER)
- Purchasing
- Expenses (e-Reimbursement)
What are the benefits?

- **Approved** reimbursements paid within 3-5 business days
- Electronic deposit for employees
- Prepare, submit, approve expenses anywhere, anytime
- Expenses are entered by date incurred and amount on receipt to simplify approval and streamline reporting
- Account codes, locations, and rate limits built into the application
What Can I Use e-Reimbursement For?

1. Expense Reports

- **Travel-related** expenses incurred on or after October 1, 2008
- **Non-Travel** related reimbursements which did not require a purchase order. *(Purchases over $5,000 require a purchase order)*

**Please note:** Use of the P-card is recommended for the following:
- Lodging
- Airfare
- Large purchases
- Frequent purchases

P-card purchases for expenses related to the expense report must be entered in e-Reimbursement using the payment type: *University Prepaid*

Accountable Plan: Expenses MUST be submitted **within 90 days** after travel or expense has occurred
Can *non-employees* be reimbursed using e-Reimbursement?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>travel-related &amp; non-taxable non-travel related expenses</strong> can be filed using e-Reimbursement such as:</td>
<td><strong>“Fees for Services”</strong> still require a Payment to Individual Report (PIR) form such as:</td>
</tr>
<tr>
<td>airfare</td>
<td>stipends</td>
</tr>
<tr>
<td>car rental</td>
<td>honoraria</td>
</tr>
<tr>
<td>lodging</td>
<td>human subjects</td>
</tr>
<tr>
<td>mileage</td>
<td>awards</td>
</tr>
<tr>
<td>hosted meals</td>
<td></td>
</tr>
</tbody>
</table>

Visit the Accounting Services website for procedures and forms to request a non-employee profile. Submit completed forms to: [fmomailbox@bus.wisc.edu](mailto:fmomailbox@bus.wisc.edu)
What forms does it replace?

- *Travel and Expense Spreadsheet Form*
- *Direct Payment Form for Employees*
- *PIR (Payment to Individual Reports) for non-employee travel related expenses*
How does it work?

Workflow

- **Workflow** uses electronic routing to complete transactions. See process map on next slide.
- **Department ID numbers** determine where transactions will be routed through workflow.
- **E-mail notification** informs users where transactions are in the workflow process.

All expense reports will be approved by the department chairs/center directors and audited by the **Financial Management Office** (FMO).
How does it work?
Workflow Process Map

Which tool should I use to submit my expenses?

Do you need to use one of the following features?
- Cash Advance
- Travel Authorization
- Group Travel
- Import My Wallet Transactions

*Note: Corporate Card transactions can be entered manually into GET and marked Corporate Card.*

- e-Reimbursement

**Guided Expense Tool**

- Traveler or Alternate Creates Expense Report
- Traveler Submits Expense Report
- Expense Report is loaded into e-Reimbursement for approval

**e-Reimbursement**

- Traveler or Alternate Creates Expense Report
- Traveler Submits Expense Report
- Approver Reviews the Expense Report and Approves
- Auditor Reviews the Expense Report and Approves
- Reimbursement is direct deposited into the employees bank account within 3 - 5 business days

**Expense Entry**

“GET”

How does it work?
- Roles included in workflow are Traveler, Alternate, Approver, and Auditor.
- Expense reports are created, routed and approved electronically.
- Six-digit Department ID numbers determine where transactions will be routed through workflow.
- E-mail notification informs users where transactions are in the workflow process.

**Approval Process**

**Reimbursement**

*Note: Regardless of the entry mode, if an expense report is sent back for revision by an Approver or Auditor, the Traveler/Alternate must modify and resubmit the report using e-Reimbursement.*
 Routing “workflow” of the expense report is initiated by the six digit department ID# (UDDS) identified in the funding string of the expense report.

The system automatically assigns the employee’s oldest active appointment as their default funding string in their profile.
E-Mail Notification

• e-mail is an important tool for e-Reimbursement users.

• e-Reimbursement uses e-mail notification to indicate to travelers, approvers, and auditors where the expense report and/or travel authorization is, in the workflow queue.

• For example, when the traveler clicks on the "Submit" button, emails are sent to notify the approver that the expense report is ready for approval and so on.
E-Mail Notification

e-Reimbursement automatically generates e-mail notifications to alert users of actions taken and/or required in the workflow process.

<table>
<thead>
<tr>
<th>Action</th>
<th>Alternate</th>
<th>Traveler</th>
<th>Approver/Backup Approver</th>
<th>Auditor</th>
<th>Backup Auditor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate clicks <em>Notify Traveler</em></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Traveler/Alternate* clicks <em>Submit</em></td>
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<tr>
<td>Approver clicks <em>Send Back</em></td>
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<td></td>
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<tr>
<td>Approver clicks <em>Approve</em></td>
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<tr>
<td>Auditor/Backup Auditor clicks <em>Send Back</em></td>
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<tr>
<td>Report is Reassigned</td>
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<td></td>
<td></td>
<td>Recipient of report receives e-mail</td>
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<tr>
<td>Auditor/Backup Auditor clicks <em>Approve</em></td>
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<td></td>
<td></td>
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<tr>
<td>Report is Denied</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Traveler receives payment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><em>No e-mails generated</em></td>
</tr>
</tbody>
</table>
NOTE: Links in the e-mail notifications may/may not work. If they do not work, approvers should access reports directly through the “Approve Transactions” link on the e-Reimbursement home page.
What if I use an Alternate?

• Alternates can be delegated authority to enter expenses for travelers

• Alternates cannot submit expense reports for employee travelers

• After the Alternate completes the entry of expenses they will click on the “Notify Traveler” button. An email is sent to the traveler, the traveler logs into the system, reviews the report, and clicks the “submit” button (for employees only).
How to Login to e-Reimbursement

Requires NetID login to access systems:

• Access through MyUW: https://my.wisc.edu/web/expanded, Go to tab: Employee Financial Resources → Expense Reimbursement Website and Log in → Click on GET or e-Reimbursement link, as appropriate

• Go directly to e-Reimbursement or GET*:
  – e-Reimbursement: https://portal.sfs.wisconsin.edu
  – GET: https://get.wisc.edu

*save links as shortcuts for easy access in the future
To set up an **Alternate** to enter expenses for you, select **Assign an Alternate**.

To Create your expense report select **Create**.

Select **Modify** if you have received an email that an expense report is ready to be submitted.

Select **View** if you want to look at expense reports that have been submitted and are in the workflow or view past expense reports already paid.
How do I enter my expense report into e-Reimbursement?

1) This page displays your available funding to apply to your expense report or travel authorization.

2) You can only select one item.

3) If you do not see the desired funding you can set specific funding by using the "Use Custom Values" button.

4) The funding selected will be used for the travel authorization or expense report you are currently creating.

5) Select "Use Custom Values" to lock the default funding going forward.

5) If an expense needs to be split between multiple funding sources, it will need to be split within the expense report on the next page. This will need to be identified using either the accounting default (applies to the entire report) or in the detail of the specific line(s).

Confirm funding listed is correct. If not, click on “Use Custom Values” to change the funding string. When editing funding, click on “Lock these settings” if you want to use the new funding string as your default funding in e-Reimbursement.
How do I enter my expense report into e-Reimbursement?

Select **one** business purpose per expense report (identifies categories for travel management reporting)

Go to: [http://www.bussvc.wisc.edu/acct/e-Re/BusinessPurposesforExpenseReimbursement.pdf](http://www.bussvc.wisc.edu/acct/e-Re/BusinessPurposesforExpenseReimbursement.pdf) for a complete list

Select the “**Destination**” for the expense report (default location = destination, do NOT leave blank)

Provide business justification and supporting details for expense report (i.e. **who**, **what**, **where**, **when**, **why**)
Routing of the report to the appropriate approver is determined by the six digit department ID# identified in the funding string.

If funding was not updated in the “Select Funding” page and needs to be, modifications to the funding strings can be made in two ways:

1. For the **entire expense report** in the Accounting Defaults
2. For **Individual expense lines** in the Details page
1. Accounting Default with split funding

The Department ID # (UDDS) entered in this field will determine “workflow”.

2. Accounting Detail for lodging expense type with split funding

The system will automatically route the report to all appropriate Approvers/Auditors if more than one approval is required.
How do I enter my expenses into e-Reimbursement?

Add all supporting documentation and receipts through the “Attachments” page. Only travelers and alternates can add or delete attachments.

*Each file must be less than 4MB.

#1 - Expenses are entered **by the date the expense was incurred** and **total dollar amount** to match receipts.

#2 – Expenses are categorized and entered by **expense types**.

#3 – Enter **Meal and Incidental Per Diems** for each day in travel status, making sure to update for location, first/last day, and meals provided.

#4 – Enter all UW pre-paid expenses (e.g. airfare pre-paid using a p-card)
How do I know which *Payment Type* to use?

**University Pre-Paid**
- Purchases made with your department’s procurement card (p-card)
- No reimbursement is made through this process
- These transactions are entered to capture the complete trip cost

**Corporate Card**
- Eliminates out-of-pocket spending
- Payments made directly to US Bank
- Credit Card transactions import directly from “My Wallet” into expense reports

**Personal Funds**
- Purchases made with employee’s personal funds or credit card
How do I know which **Billing Type** to use?

In State, Out-of-State, or Foreign

The *entire* trip should be entered to reflect the *trip’s destination*

- If your destination is out of your home state, *all* expenses should be entered as out-of-state
- By selecting the appropriate combination of *Expense Type* and *Billing Type*, it ensures the expenses are charged to the correct *account code*
System generated alerts for Travelers

If errors are found, they are marked with a red flag icon. Click on the red flag to view specific errors to correct.
System generated alerts for travelers and approval roles

Each **expense type** has a unique **details page** that requires specific information pertaining to that expense type.

If information is missing, the system will alert the Traveler.

Enter details for the expense line in the “description” field and when applicable, use this field to enter information for UW Foundation funds (who, what, where, when, and why), the account name and account number.

Travelers will also be notified if they exceed the allowable maximum for each expense entered and will required to enter a business justification.

The system will notify the traveler when a receipt is required.
To submit your Expense Report for approval, click the **Submit** button. Only Travelers can submit their own expense reports, even if an Alternate creates it for you.
Expense Report: Acknowledgement and Statement of Accountability

Each time you submit an Expense Report, the Acknowledgement and Statement of Accountability screen displays.

Click **OK** to accept and submit the report.
Where is my expense report in the workflow?
Finding a report in e-Reimbursement
(see next slide for report workflow statuses)

On the e-reimbursement homepage, go to: View

On the search page, leave the search box blank and click on “Search”. This will populate all expense reports you have access to (pending, submitted, or paid)

Then, click on the report you want to check on the status of.
Where is my expense report in the workflow?

**Status = Pending**
The report needs to be submitted by the traveler for the first time OR it was sent back for corrections & must be updated and then re-submitted.

**Status = Submitted for Approval**
The report was submitted by the traveler and is in one or more “Approver” queue. Pending action will show Approver as “(Pooled)” until all necessary “Approver” approvals are completed.

**Status = Approvals in Process**
The report was submitted by the traveler and one or more “Approvers” have completed their approval. Pending action will show Auditor and their name.

**Status = Approved for Payment**
The report has been fully approved & payment is being processed (3-5 business days).

**Status = Paid**
Payment has been direct deposited (if applicable) or mailed.
Additional Information

- **Hosted Meals/Events**
  - Each Hosted Meal/Event expense should be entered in the expense report on it’s own expense line, separate from any other meals being claimed for the same day
  - A list of the hosted meal/event participants MUST be included in the “Add Additional Attendees” link, found on the “details” page of the expense line. For events with extensive attendee lists, attach participant list to report electronically, before submitting
  - An Event Payment Form (Meal, Reception, or Refreshment) must be completed and submitted for each Hosted Meal/Event, **unless** all of the data on the payment form is entered into the expense report
  - See WSB Travel Checklist for more details on policy and procedure
What if I’m using UW Foundation Funds?

1. Verify you have **available funds** in your UW Foundation account before submitting your expenses.

2. Confirm that it is an **allowable expense** before submitting your request (if you are unsure, ask your auditor).

3. Use the **“details page”** to provide information for each expense line (i.e. UW Foundation account #, account name, and the who, what, where, when and why of the expense).

4. A **participant list** must be included when using UW Foundation funds for expenses involving multiple people. From the details page, click on the “Add Additional Attendees” link.

5. Do **not** use the “Split Receipt” function to separate expenses that will be reimbursed through UW Foundation. Enter the **total** dollar amount for each expense in the “Amount Spent” box and state the amount to be reimbursed by UW Foundation in the “details page” (along with other information needed to reimburse expenses through UW Foundation). The FMO office will separate these expenses properly.
How Do I Know If My Expense Report is Approved?

E-mail notification sent to you when expense report is approved for payment.

From: teresa.auditor@wisc.edu
To: [Redacted]
Subject: Expense report UC00001997 for TRAVEL19 has been approved.
The following expense report has been APPROVED for payment:

Employee ID: TRAVEL19
Employee Name: TRAVELER, TERESA
Submission Date: 2009-08-28
Report Description: NY Botanical Gardens
Report ID: 0000001997
Business Purpose: Conference
Total Amount: 883.68 USD
Reimbursement Amount: 70 USD

You can navigate directly to the page for more information by clicking the link below:

Want to Learn More?

Training is available

Options for Travelers:

• Hands-on, instructor-led sessions - register on the OHRD website

• Learn@UW Online Course – self-register from the MyUW portal Services Tab

Options for Limited Approvers:

• Please contact Financial Management Office (FMO), to arrange for training.

Visit the Accounting Services website at:

www.bussvc.wisc.edu/acct/TEWeb/index.html