

## Benefits

- **Approved** reimbursement within 3 to 5 business days
- **Direct Deposit** for employees
- **My Corporate Card** eliminates out-of-pocket costs
- Expense report **tracking**
- **Reporting Tools**

## Interactive Online Self-Help

PeopleSoft's User Productivity Kit "UPK" is an **online** help tool that assists with entering expenses, displaying **step-by-step** instructions in **simulated** or **live environments**.

## Project Goals

- Streamline, standardize, & automate expense reimbursement
- Campus Consistency
- Employee Empowerment
- Eliminate Paper

## Training

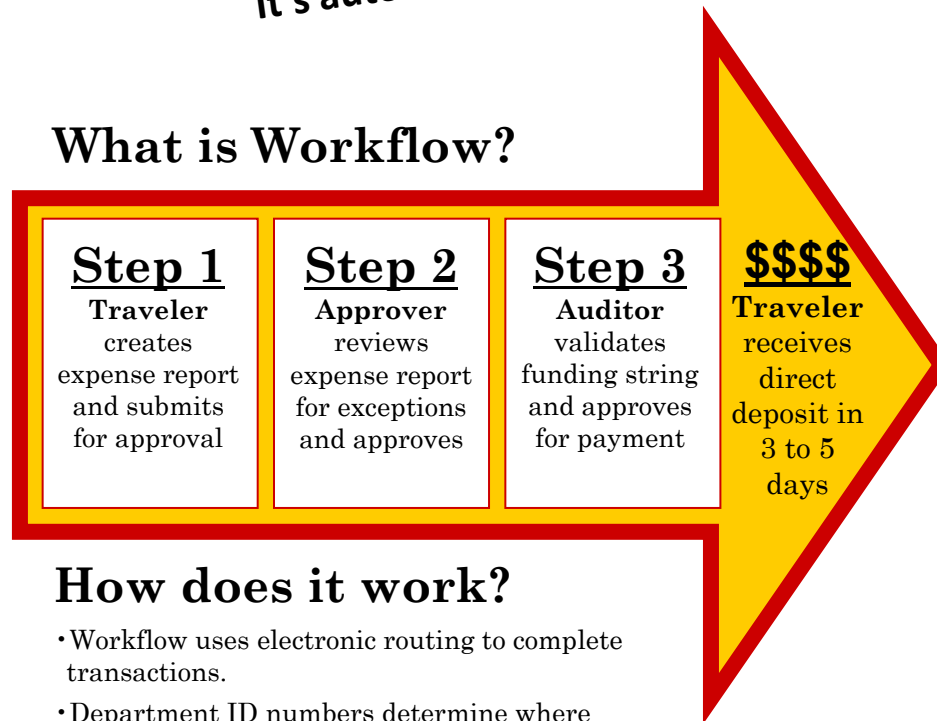
- Hands-on, Instructor-led Sessions
- Learn@UW Online Course

## UW-Madison...Moving Forward Web-based Travel & Expense Reimbursement System

# e-Reimbursement

It's automated, fast, and paperless

### What is Workflow?



### How does it work?

- Workflow uses electronic routing to complete transactions.
- Department ID numbers determine where transactions will be routed through workflow.
- Workflow uses roles and e-mail notification.
- Roles include Traveler, Approver, and Auditor.
- E-mail notification informs users where transactions are in the workflow process.

Accounting Services Website  
<http://www.bussvc.wisc.edu/acct/TEWeb/index.html>

## Simplified Entry

"It's  
as easy as  
1-2-3!"

## Consistent

Promotes consistent entry of expenses. Travelers select from drop-down menus with pre-defined categories for:

- **Business Purposes**
- **Expense Types**

## Easy

**Self service** users enjoy the benefits of built-in **account codes**, **locations**, and system-generated **alerts** for expenses entered over the policy maximums.

## Personalized

- Users may set **favorites** to minimize menu navigation.
- **Customize** employee profiles to reduce entry.
- **My Corporate Card** holders will enjoy using the "My Wallet" function to import expenses directly into the application.