



Date: April 15, 2010
Memo To: DBRs, FMM, Travel Contacts, and e-Reimbursement Division Coordinators
From: UW-Madison Accounting Services
Subject: **Impact of Faculty and Staff Appointment End Dates on the e-Reimbursement System**

The e-Reimbursement system, by design, is based on an employee's oldest, *active* appointment and that appointment may have an open end date, a rolling end date, or a defined end date. As a result, when an employee has incurred travel and/or expenses for which he/she is entitled reimbursement, timely submission of the e-Reimbursement expense report is important.

- The best way for an employee to be sure that they will be able to submit a request and be reimbursed will be to **submit and have the expense report fully approved before his/her appointment end date**.
- If an employee will not be able to complete a fully approved expense report before their appointment ends, the employee must designate another employee (Alternate) to submit on his/her behalf. Please note that an Alternate may only **submit** an expense report for terminated employees. Alternates cannot submit for active employees.
- If an employee did not submit a fully approved expense report and/or designate an Alternate before their appointment end date, the Dean's/Divisional office will need to contact Accounting Services.
- If the employee does not submit their travel and expense reimbursement before his/her appointment end date and has moved to another appointment on campus, the Dean's/Divisional office will need to contact Accounting Services. The e-Reimbursement system will reject expenses from an old appointment when included on an expense report submitted during the new appointment.

Submitting travel and expenses in a timely manner and adhering to expense reimbursement policies will assure that reimbursements are processed promptly. Information about UW-Madison policy about travel and expense reimbursement is available at <http://www.bussvc.wisc.edu/acct/policy/ppindex.html>. Please address questions to expenseinfo@bussvc.wisc.edu.

Accounting Services

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