



Date: June 30, 2010
Memo To: e-Reimbursement Division Coordinators, Divisional Business Representatives (DBRs), and Financial Manager Meeting (FMM) Representatives
From: UW-Madison Accounting Services
Subject: Full Implementation of e-Reimbursement on the UW-Madison Campus Completed

UW-Madison Accounting Services exuberantly announces that the e-Reimbursement system has been fully implemented to all departments on the UW-Madison campus. The implementation was done in three phases starting November 2008 and was completed June 18, 2010. All employee and non-employee reimbursements for travel and expenses are now being processed through a fully automated, web-based reimbursement system.

The e-Reimbursement system uses electronic workflow and e-mail notification to submit and approve for payment Travel Authorization/Cash Advances (TA/CAs) and Expense Reports (ERs). Departments must set up personnel to approve and audit all of the TA/CAs and ERs submitted through the system for workflow to run smoothly and flawlessly. The e-Reimbursement Rollout and Training Teams worked very hard with the 35 UW-Madison divisions to prepare and subsequently train approvers, auditors, and travelers from the departments.

Implementation of the e-Reimbursement system was a large task that could not have been achieved without the help and cooperation of countless UW-Madison and UW-System staff. Accounting Services would like to thank all of the individuals who were involved with the planning, testing, support, and implementation of the system.

Information about the e-Reimbursement system can be found on the Accounting Services web site at <http://www.bussvc.wisc.edu/acct/TEWeb/tabereimbursement.html>.

Accounting Services