WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

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

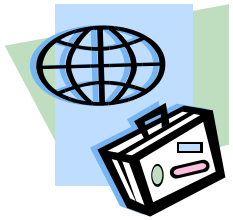
- UW-Madison's implementation of the PeopleSoft Expenses module

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

Asset Management
Accounts Payable
General Ledger
Grants (branded as 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 entered by date incurred to match receipts
- Account codes, locations, and rate limits built into the application



What Can I Use e-Reimbursement For?

1. Expense Reports

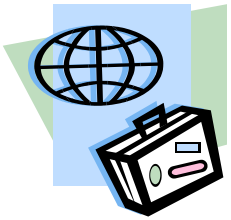
- **Travel-related** expenses incurred on or after October 1, 2008
- **Non-Travel** related reimbursements which did not require a purchase order. *(Purchases over $5,000 require a purchase order)*

Please note: Use of the P-card is recommended for the following:

- Lodging
- Airfare
- Large purchases
- Frequent purchases

Submit expenses <u>within 60 days</u>* after travel or expense has occurred

*Submissions after 60 days are subject to approval of Division/Dean's Office



Additional Features

2. Travel Authorizations

Pre-trip approval and planning required by some colleges & schools on campus

3. Cash Advances for travel

All cash advances are received by submitting an electronic travel authorization (noted above).

System access to request a cash advance is granted by request of your Dean's office.

Visit the Accounting Services Website for more information:
http://www.bussvc.wisc.edu/acct/TEWeb/index.html

What forms does it replace?

- ✓Travel and Expense Spreadsheet Form
- ✓Direct Payment Form for Employees
- ✓Paper Travel Advance
- ✓Paper Group/Team Travel Cash Advance

Do I still need to fill out the Travel Approval Request form?

NO

As of September 2011,
the Travel Approval Request form for
out-of-state travel done on GPR funds
is no longer required.

How does it work? **Workflow**

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

STEP 1	STEP 2	STEP 3	STEP 4	$$$$
Traveler or Alternate creates expense report	**Traveler** submits expense report for approval	**Approver** reviews receipts exceptions and approves	**Auditor** validates funding string and approves for payment	**Traveler** receives direct deposit 3 to 5 days after approval

e-Mail Notification

- e-mail is an important tool for e-Reimbursement users.
- e-Reimbursement uses e-mail to notify Travelers, Approvers, and Auditors where the expense report and/or travel authorization is in workflow.
- For example, when the Traveler clicks on the "Submit" button, an email is sent to notify the Approver that the expense report is ready for approval and so on.

Sample WiscMail Notification to Approvers

WiscMail Cathy Cuccia <cuccia@doit.wisc.edu>

Folders | Inbox | Junk Mail | Sent | Trash | Drafts | Addresses | Options | Help / News | Log Out

Select Folder | Inbox Messenger Express v3.07 (3) | Upgrade to a Client

Compose | Reply | Reply All | Forward | Delete | Printable | Add Addresses | Previous | Next | Close | Submit Spam | Move message to folder:

From cuccia@doit.wisc.edu
Sent Sunday, January 25, 2009 3:21 pm
To SMERUCCI@BUSSVC.WISC.EDU , cuccia@doit.wisc.edu
Subject Approval requested for expense report 0000000185 for TRAVELER,LORI - Meeting at UWM 12JAN09

An expense report has been submitted that requires your action:

Employee ID: TRAVEL30
Employee Name: TRAVELER,LORI
Submission Date: 2009-01-25
Report Description: Meeting at UWM 12JAN09
Report ID: 0000000185
Business Purpose: Business
Amount: 65 USD

You can navigate directly to the approval page by clicking the link below:

https://train.sfstest.wisconsin.edu:8512/psp/sftrn-BD/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.?Mode=U&SHEET_ID=0000000185&LINE_NBR=1

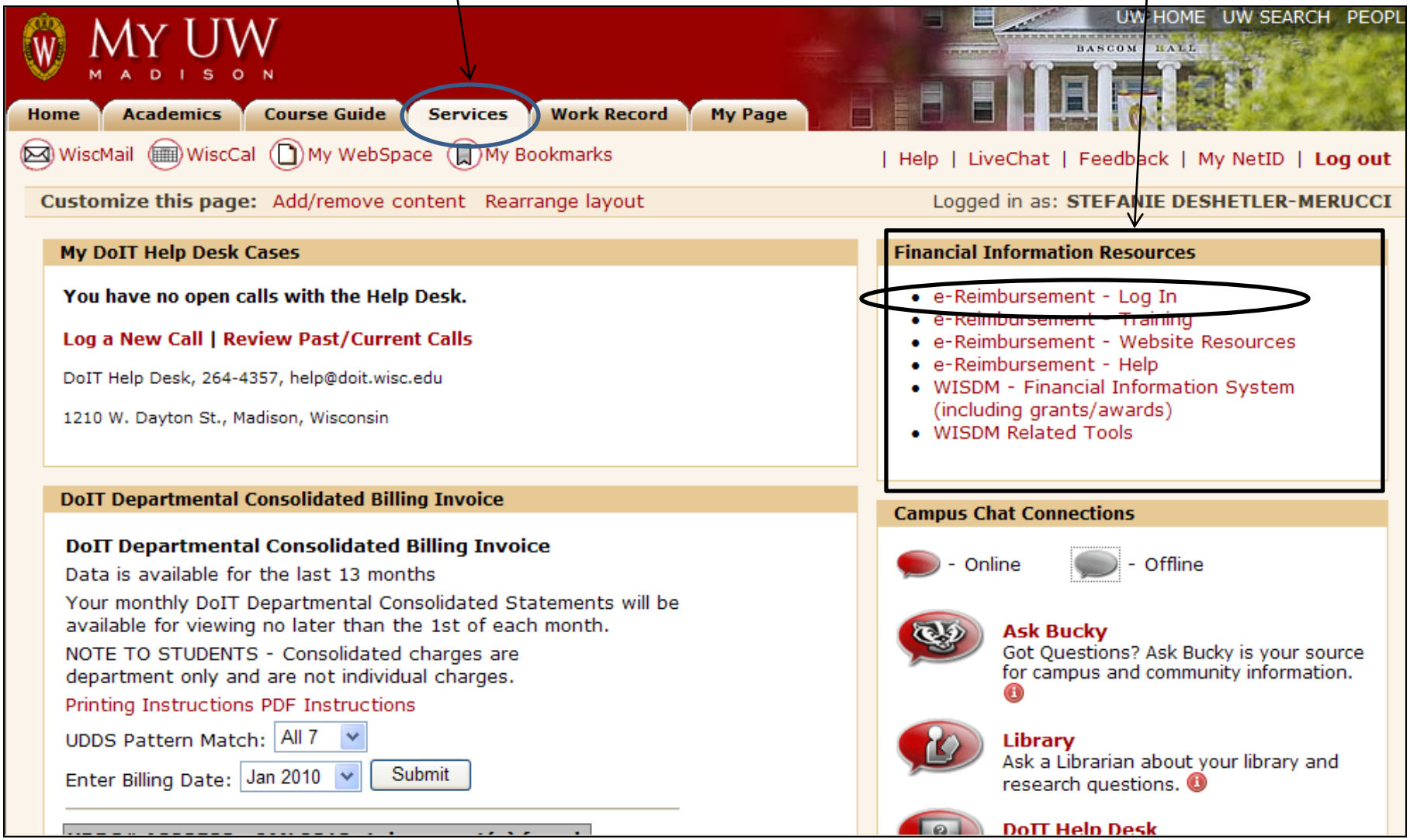
Approvers can use the hyperlink in the e-mail to link directly to the expense report

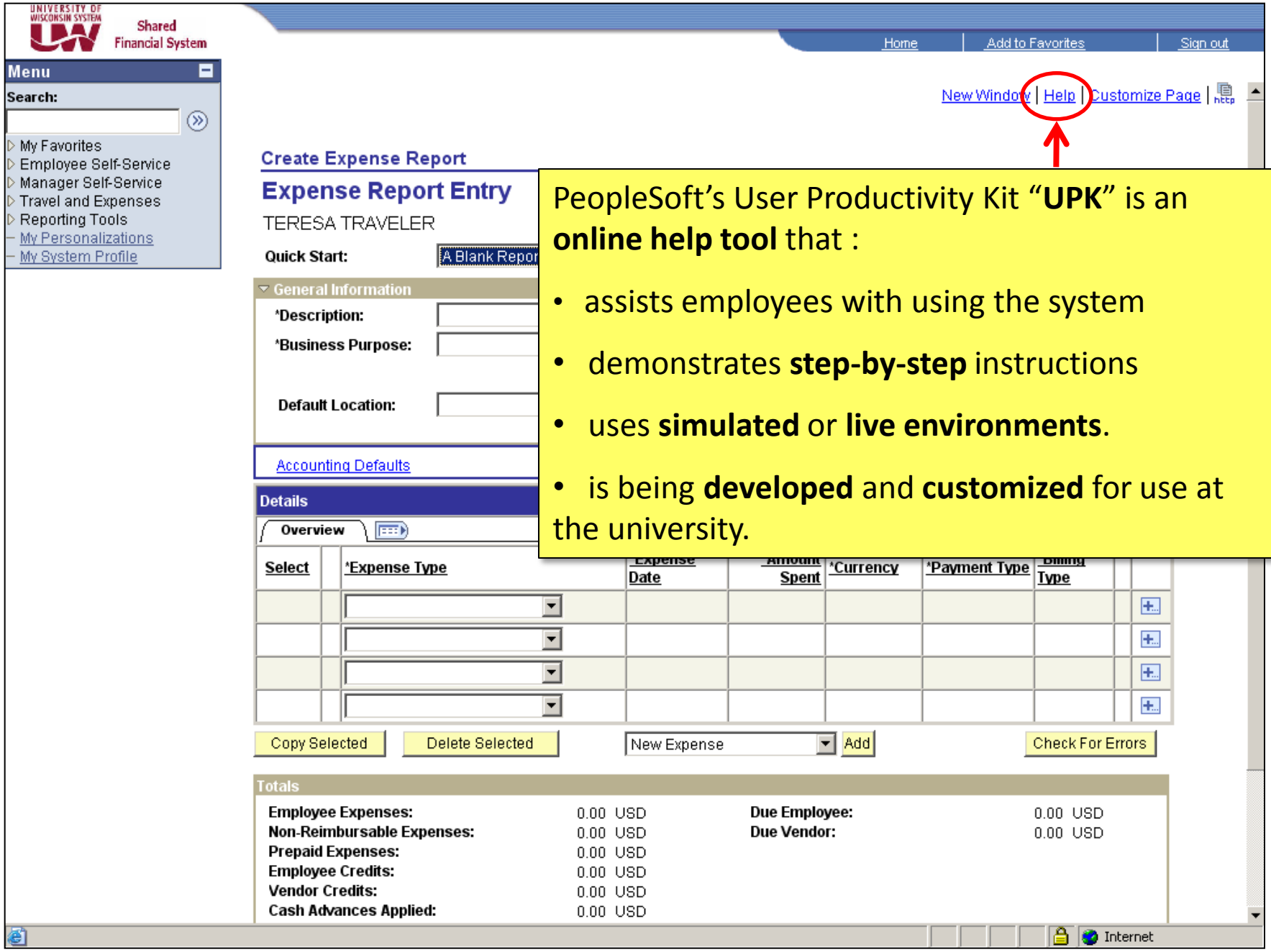
Internet

How do I log into e-Reimbursement?

Click on the My UW ***Services Tab***

Select ***"e-Reimbursement – Log In"***

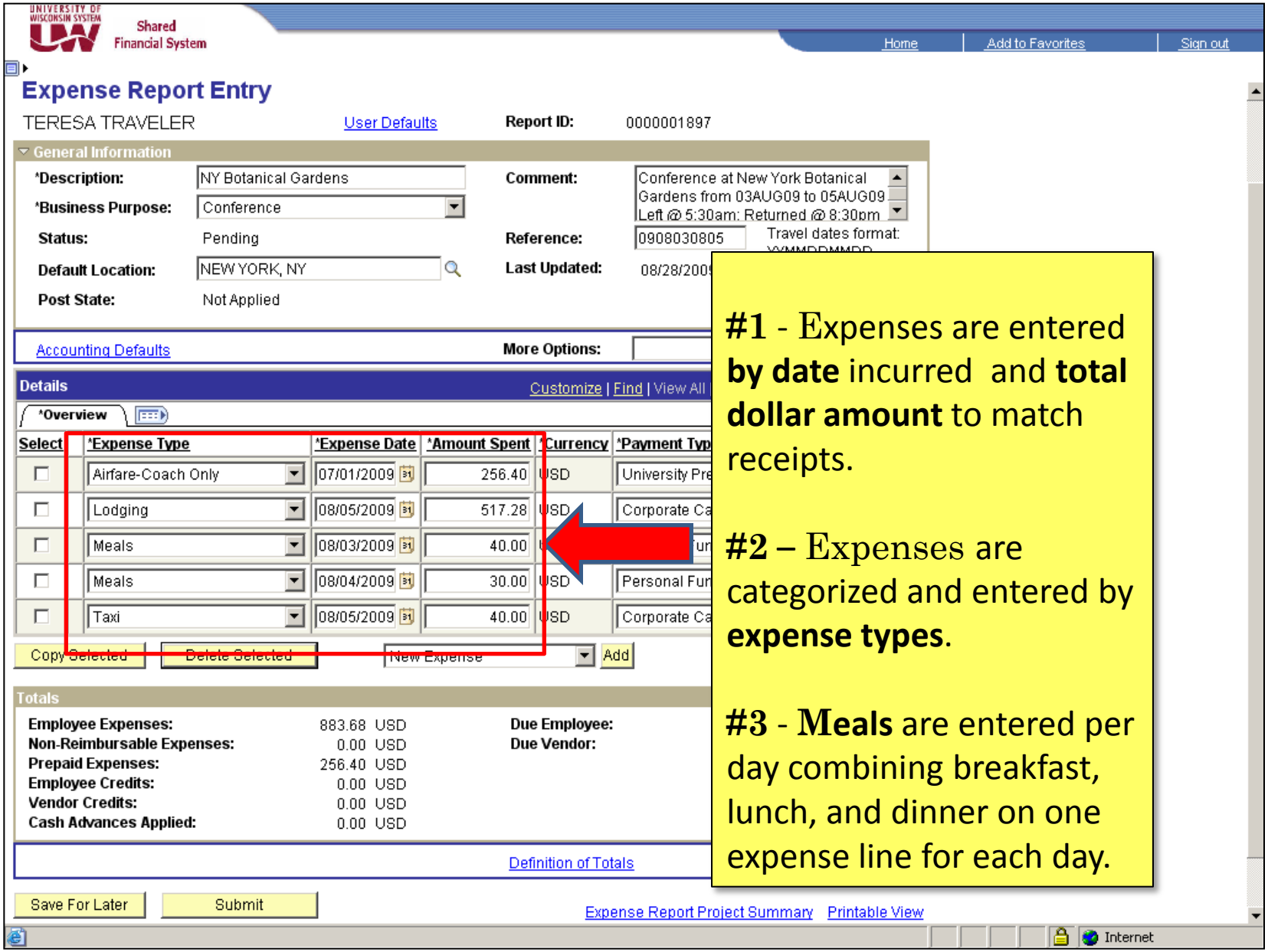




PeopleSoft's User Productivity Kit "**UPK**" is an **online help tool** that :

- assists employees with using the system
- demonstrates **step-by-step** instructions
- uses **simulated** or **live environments**.
- is being **developed** and **customized** for use at the university.

How do I enter my expenses into e-Reimbursement?

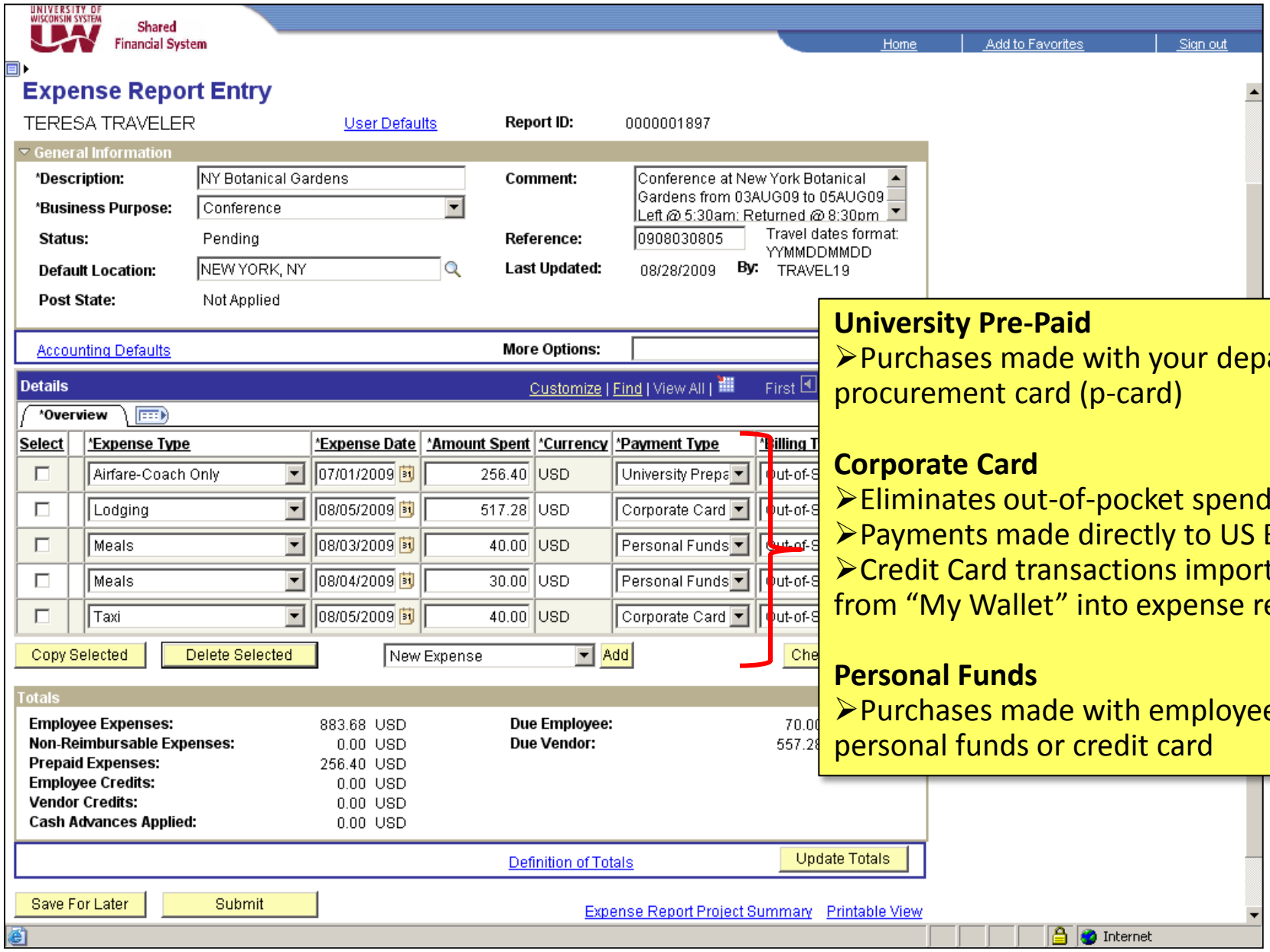


#1 - Expenses are entered **by date** incurred and **total dollar amount** to match receipts.

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

#3 - **Meals** are entered per day combining breakfast, lunch, and dinner on one expense line for each day.

How do I know which payment type to use?



University Pre-Paid

- Purchases made with your department's procurement card (p-card)

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 employees personal funds or credit card

System generated alerts for Travelers

UNIVERSITY OF WISCONSIN SYSTEM — Shared Financial System

Home | Add to Favorites | Sign out

Expense Report Entry

TERESA TRAVELER — User Defaults — Report ID: 0000001897

General Information

*Description: NY Botanical Gardens
*Business Purpose: Conference
Status: Pending
Default Location: NEW YORK, NY
Post State: Not Applied

Comment: Conference at New York Botanical Gardens from 03AUG09 to 05AUG09 Left @ 5:30am: Returned @ 8:30pm
Reference: 0908030805 — Travel dates format: YYMMDDMMDD
Last Updated: 08/28/2009 By: TRAVEL19

Accounting Defaults — More Options: GO

Details — Customize | Find | View All | First 1-5 of 5 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
☐	Airfare-Coach Only	07/01/2009	256.40	USD	University Prepa	Out-of-St	Detail	+
☐	Lodging	08/05/2009	517.28	USD	Corporate Card	Out-of-St	Detail	+
☐	Meals	08/03/2009	40.00	USD	Personal Funds	Out-of-St	Detail	+
☐	Meals	08/04/2009	30.00	USD	Personal Funds	Out-of-St	Detail	+
☐	Taxi	08/05/2009	40.00	USD	Corporate Card	Out-of-St	Detail	+

Copy Selected | Delete Selected | New Expense | Add | Check For Errors

Totals

Employee Expenses:	883.68 USD	Due Employee:	70.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	557.28 USD
Prepaid Expenses:	256.40 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals — Update Totals

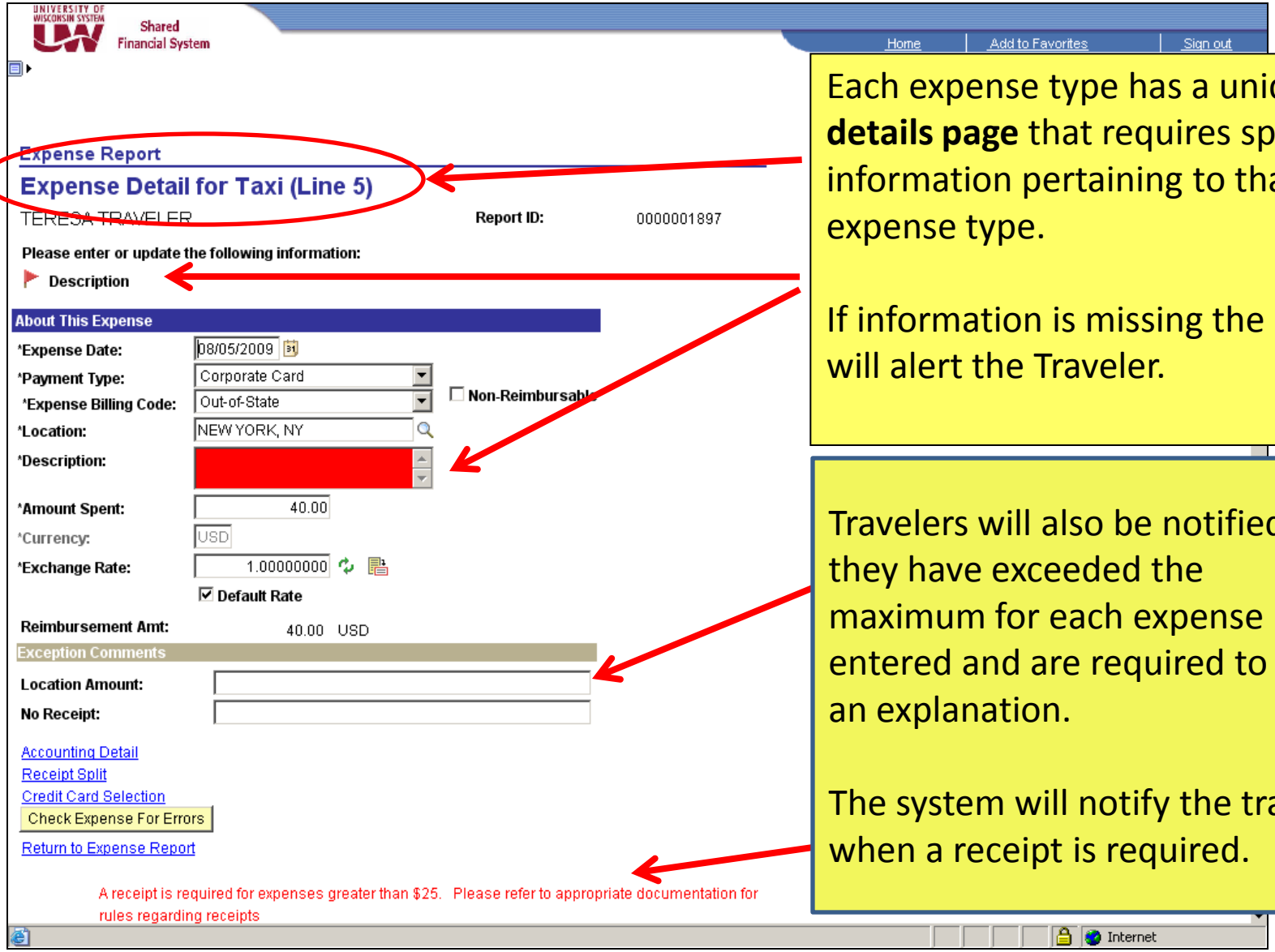
Save For Later | Submit — Expense Report Project Summary | Printable View

Internet

If errors are found, they are marked with a red flag icon.

Click on the red flag to view and to correct errors.

System generated alerts for Travelers



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.

Travelers will also be notified if they have exceeded the maximum for each expense entered and are required to enter an explanation.

The system will notify the traveler when a receipt is required.

Submit Expense Report for Approval

Expense Report Entry

TERESA TRAVELER | User Defaults | Report ID: 0000001897

General Information

*Description: NY Botanical Gardens
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☐	Meals	08/03/2009	40.00	USD	Personal Funds	Out-of-St	Detail	+
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☐	Taxi	08/05/2009	40.00	USD	Corporate Card	Out-of-St	Detail	+

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Totals

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Prepaid Expenses:	256.40 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals | Update Totals

Save For Later | Submit

Expense Report Project Summary | Printable View

Internet

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.

Expense Report:
Acknowledgement and **Statement of Accountability**

UNIVERSITY OF WISCONSIN SYSTEM UW Shared Financial System

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Acknowledgement and Statement of Accountability

I am accountable for the claim(s) being submitted and accept responsibility to justify any costs or claims subject to review or scrutiny by:

--Federal, State or University officials and auditors.
--State taxpayers, interested public and media outlets.
--Sponsors of funds.

I certify claim(s) being submitted are:

--Actual costs personally incurred net of any expenses provided or covered by other sources.
--Submitted by myself and not by a proxy (alternate) on my behalf.
--Business related and support missions of my unit, UW or the State.
--Allowable and in compliance with regulations and limits.
--Supported by required receipts, justifications and documents.
--Allowable and appropriate for funding source(s) indicated.

I am aware of consequences for fraudulent unethical claims, including:

--Intentionally falsifying or filing a fraudulent claim is considered to be a class C felony in WI Statutes 939.50(3), for which penalty is a fine not to exceed $10,000 or imprisonment not to exceed two years or both.

--Reimbursement of travel expenses not authorized by WI Statute 946.12(4) is prohibited and any unauthorized reimbursement or payment shall be recoverable as debt to the University from the person whom the payment was made.

--In accordance with UW System Administrative Code 8.01(1), every employee at the time of appointment makes a personal commitment to professional honesty and integrity. Falsifying or filing a fraudulent claim is a violation of this code which may result in discipline, termination from the UW or both.

OK | Cancel

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

Click OK to except or Cancel to return to the expense report

Internet

What Should I Do With My Receipts?

- For receipt requirements see: http://www.bussvc.wisc.edu/acct/policy/travel/receipt.html
- Receipts are required for all **meal** expenses *over* the maximum allowed
- Give the receipts to the approver(s) in your department
- Your expense report cannot be approved without the required receipts and documentation

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Requirements

Receipt ALWAYS Required	Receipt Required When Claimed Expenses Exceed $25	Receipt Not Required for Expenses Within Set Limit

• Airfare
• Books and miscellaneous supplies
• Vehicle rentals
• Fleet vehicle rentals
• Hosted meals
• Laundry, cleaning, and pressing
• Lodging
• Meals over the maximum limit
• Business communications:
  ○ Business facsimile charges
  ○ Phone calls
  ○ Internet connectivity
	• Registration fees
	• Gasoline
	• Passports, visas, and innoculations
	• Local miscellaneous transportation and travel-related fees:
	  ○ Baggage and seat fees
	  ○ Taxis
	  ○ Shuttles
	  ○ Trains
	  ○ Subways
	  ○ Limos
	  ○ Parking and tolls
		• Personal meals
		• Bottled water during foreign travel: $7.50/day
		• Personal phone calls: $5.00/day
		• Tips and gratuities for hotel employees: $2.00/day
		• Porter tips: $1.00/bag

How Do I Know If My Expense Report is Approved?

WiscMail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://wiscmail.wisc.edu/doit.wisc.edu/en/mail.html?sid=7j36ejH56cM&lang=en Go

Links DoIT Staff KB DoITLAN DoITnet MyUW WiscMail Administration WiscMail Plus DoIT - STAR Time Entry

WiscMail Cathy Cuccia <cuccia@doit.wisc.edu>

Folders Inbox Junk Mail Sent Trash Drafts Addresses Options Help / News Log Out

Select Folder | Inbox Messenger Express v3.07 (10) | Upgrade to a Client

Compose Reply Reply All Forward Delete Printable Add Addresses Previous Next Close Submit Spam Move message to folder:

From teresa.auditor@wisc.edu
Sent Friday, August 28, 2009 4:03 pm
To cuccia@doit.wisc.edu
Subject Expense report 0000001897 for 70 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: 0000001897
Business Purpose: Conference
Total Amount: 883.68 USD
Reimbursement Amount: 70 USD

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

https://train.sfstest.wisconsin.edu8512/psp/sftrn-BD/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXP_SHEET_INQ.?Mode=U&SHEET_ID=0000001897

Internet

An e-mail notification is sent to you when your expense report is approved for payment.

System Generated Alerts for Approvers

Approvers and Auditors have ***two*** opportunities to see **exception alerts**

1. ***Prior to opening*** the expense report for review - Any expense report that contains an exception will generate an alert in their ***worklist*** (queue).

Transactions to Approve

Select	Alert	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Subm
☐		Expense Report	97.00 USD	TRAVELER,ANA	TRAVEL01	Reassign My Workflow Trip	0000001746	08/13
☐	⚠	Expense Report	1,576.50 USD	TRAVELER,ANA	TRAVEL01	July 15th Meeting in Baltimore	0000001747	08/17
☐		Expense Report	578.30 USD	TRAVELTEACH,SUE	TRAVTCH2	SF Planning Conf PSP March 09	0000001778	08/20
☐	⚠	Expense Report	1,965.39 USD	TRAVELER,ANA	TRAVEL01	Aug 09 UPK Training in Chicago	0000001844	08/24
☐	⚠	Expense Report	976.12 USD	TRAVELER,ANA	TRAVEL01	Aug15, 09 Meeting in Baltimore	0000001865	08/26
☐	⚠	Expense Report	805.00 USD	TRAVELER,ANA	TRAVEL01	Training & Needs Assessment	0000002003	09/14
☐	⚠	Expense Report	848.60 USD	TRAVELER,ANA	TRAVEL01	TER091309 Biddick	0000002025	09/16
☐	⚠	Expense Report	2,846.97 USD	TRAVELER,ANA	TRAVEL01	Sept 09 Performance Imp. Conf.	0000002121	09/23
☐	⚠	Expense Report	451.00 USD	TRAVELER,ANA	TRAVEL01	Aug09 LSA Workshop	0000002137	09/24
☐	⚠	Expense Report	2,050.23 USD	TRAVELER,ANA	TRAVEL01	June 09 Trip to China - EVMBA	0000002193	09/30
☐		Expense Report	242.50 USD	TRAVELER,ANA	TRAVEL01	test - mileage by $ non-reimbu	0000002309	10/14
☐	⚠	Expense Report	931.12 USD	TRAVELER,ANA	TRAVEL01	Oct 09 Meeting in Baltimore	0000002311	10/19

System Generated Alerts for Approvers

2. *After* opening the expense report to approve –
All ***expense lines*** where the system generated a red flag for the Traveler will generate an alert for the Approvers.

Approvers can click on the exception alert to view details regarding the expense.

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items Customize | Find |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense	
Airfare-Cancel/Change Fee	10/01/2009				15.00	USD	☑	☐	☑	
Airfare-Coach Only	09/01/2009				326.40	USD	☐	☑	☑	Prepaid Expense
Business Communications	10/03/2009				30.00	USD	☐	☑	☑	
Lodging	10/03/2009				384.72	USD	☐	☑	☑	Prepaid Expense
Meals	10/02/2009				50.00	USD	☐	☑	☑	
Meals-Hosted	10/01/2009				40.00	USD	☐	☑	☑	
Other Travel	10/03/2009				4.00	USD	☑	☐	☑	
Parking	10/03/2009				21.00	USD	☑	☐	☑	
Airfare-Cancel/Change Fee	10/03/2009				15.00	USD	☑	☐	☑	
Meals	10/03/2009				45.00	USD	☐	☑	☑	

Want to Learn More?

Training is available

Options for Travelers :

- **Monthly hands-on, instructor-led sessions -register on the OHRD website**
- **Learn@UW Online Course – self-register from the MyUW portal *Services Tab***

Options for Approvers/Auditors:

- **Weekly hands-on, instructor-led sessions -register on the OHRD website**

Visit the Accounting Services website at:

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