We are excited to inform you of two changes to e-Reimbursement that will be implemented the evening of Tuesday, February 21st.

1. **New Select Funding Page** (see attached screenshots): When creating expense reports and travel authorizations in e-Reimbursement, the first page Travelers and/or Alternates will see is the ‘Select Funding’ page. This page will:
   a. Display a list of funding options to select from including other campus business units.
   b. Provide an option to enter ‘custom’ funding.
   
   **Note:** Since a Business Unit can be entered into the ‘Custom Funding’ page, we will no longer need to create a non-employee ID to reimburse an employee from another campus.
   c. Provide a way for users to choose default funding by using the option to lock in desired funding – when locked, this funding will automatically be applied to future expense reports and travel authorizations.
   d. Cash Advances will follow the same funding as the travel authorization as long as the funding is picked from the new Select Funding Page.

2. **Wording change on the send back comments link within expense reports and travel authorizations** (see attached screenshots).
   a. The link will now read “Click Here to Display Comments” so Approvers and Auditors will no longer need to type this before entering their send back comments.
   b. When the link is clicked, a second window will open to allow Travelers and Alternates to keep the comments open while they make the changes to their report.