

## Processing e-Reimbursements Based on Employee Status

e-Reimbursement is a web-based system used to reimburse UW–Madison employees and non-employees for expenses incurred while traveling or conducting business for the university. To access e-Reimbursement, users must have a NetID and Password ([What is a NetID?](#)) and be setup in HRS.

Employee Status	How To Access e-Reimbursement	How Access is Authorized	Expense Reports Are Submitted by the:	Payment Method
Individuals with an active UW-Madison appointment	Login with UW-Madison Net ID at <a href="http://my.wisc.edu">http://my.wisc.edu</a> . Click the <b>Services</b> tab. Locate the <i>Employee Financial Resources</i> box and click on <b>e-Reimbursement – Log In</b> .	Individuals with an active UW-Madison appointment and Net ID are automatically granted access.	Traveler	Same as current payroll method (direct deposit or paper check)
Individuals with a UW-Madison appointment that has ended within the last 365 days	Employees whose appointments have ended are no longer able to access e-Reimbursement. A delegated alternate with an active UW-Madison appointment must create and submit expense reports on behalf of the former employee.	Contact the <a href="#">DoIT Help Desk</a> to request an alternate designation for a former employee.	Alternate	Same as former payroll method (direct deposit or paper check).
Individuals who do not have an active UW-Madison appointment	Individuals must be setup as non-employees.	See <a href="#">How to Obtain an e-Reimbursement Profile for a Non-Employee</a> .	Alternate	Paper check