**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.

<table>
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<th>Employee Status</th>
<th>How To Access e-Reimbursement</th>
<th>How Access is Authorized</th>
<th>Expense Reports Are Submitted by the:</th>
<th>Payment Method</th>
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<tr>
<td>Individuals with an active UW-Madison appointment</td>
<td>Login with UW-Madison Net ID at <a href="http://my.wisc.edu">http://my.wisc.edu</a>. Click the Services tab. Locate the Employee Financial Resources box and click on e-Reimbursement – Log In.</td>
<td>Individuals with an active UW-Madison appointment and Net ID are automatically granted access.</td>
<td>Traveler</td>
<td>Same as current payroll method (direct deposit or paper check)</td>
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<tr>
<td>Individuals with a UW-Madison appointment that has ended within the last 365 days</td>
<td>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.</td>
<td>Contact the <a href="#">DoIT Help Desk</a> to request an alternate designation for a former employee.</td>
<td>Alternate</td>
<td>Same as former payroll method (direct deposit or paper check).</td>
</tr>
<tr>
<td>Individuals who do not have an active UW-Madison appointment</td>
<td>Individuals must be setup as non-employees.</td>
<td>See <a href="#">How to Obtain an e-Reimbursement Profile for a Non-Employee</a>.</td>
<td>Alternate</td>
<td>Paper check</td>
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