How to Sign in to e-Reimbursement/GET

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. GET (Guided Expense Tool) was developed in response to campus feedback requesting a more intuitive entry experience. While expenses can be entered directly into e-Reimbursement, GET is the recommended tool. Regardless of where expenses are entered, all approvals take place in e-Reimbursement.

To access e-Reimbursement or GET, users must have a NetID and Password (What is a NetID?) and be setup in HRS.

2) Determine if you should use GET or e-Reimbursement by reading the information under “Which tool should I use to submit my expenses?”
3) Click the appropriate button to sign in to GET or e-Reimbursement.
4) Select “University of Wisconsin – Madison” from the organization list.
5) Login with your NetID and password.

*Note: When your work is done, be sure to click the Sign Out link in the upper right hand corner of the application and close the web browser.*