

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.

- 1) Navigate to the Expense Reimbursement website at <http://www.bussvc.wisc.edu/acct/e-Re/index.html>.
- 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.