Explore the World of e-Reimbursement
What is e-Reimbursement?

- Web-based travel and expense reimbursement for UW-Madison
- Electronic routing of expense reports and approvals with email notification
- UW-Madison’s implementation of the PeopleSoft Expenses module

Part of Shared Financial System (SFS) already in place at the University of Wisconsin and includes the following modules:

- Asset Management
- Accounts Payable
- General Ledger
- Grants (branded as UW WISPER)
- Purchasing
- **Expenses** (e-Reimbursement)
What are the benefits?

- **Approved** reimbursements paid within 3-5 business days
- Electronic deposit for employees
- Prepare, submit, approve expenses anywhere, anytime
- Expenses entered by date incurred to match receipts
- Account codes, locations, and rate limits built into the application
What Can I Use e-Reimbursement For?

1. Expense Reports

- **Travel-related** expenses incurred on or after October 1, 2008

- **Non-Travel** related reimbursements which did not require a purchase order. *(Purchases over $5,000 require a purchase order)*

**Please note:** Use of the P-card is recommended for the following:
- Lodging
- Airfare
- Large purchases
- Frequent purchases

Submit expenses within 60 days* after travel or expense has occurred
*Submissions after 60 days are subject to approval of Division/Dean’s Office
Additional Features

2. Travel Authorizations
   Pre-trip approval and planning required by some colleges & schools on campus

3. Cash Advances for travel
   All cash advances are received by submitting an electronic travel authorization (noted above).

   System access to request a cash advance is granted by request of your Dean’s office.

   Visit the Accounting Services Website for more information:
What forms does it replace?

✓ Travel and Expense Spreadsheet Form
✓ Direct Payment Form for Employees
✓ Paper Travel Advance
✓ Paper Group/Team Travel Cash Advance
Do I still need to fill out the Travel Approval Request form?

NO

As of September 2011, the Travel Approval Request form for out-of-state travel done on GPR funds is no longer required.
How does it work? Workflow

- **Workflow** uses electronic routing to complete transactions.
- **Department ID numbers** determine where transactions will be routed through workflow.
- **E-mail notification** informs users where transactions are in the workflow process.

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**STEP 1**
Traveler or Alternate creates expense report

**STEP 2**
Traveler submits expense report for approval

**STEP 3**
Approver reviews receipts, exceptions, and approves

**STEP 4**
Auditor validates funding string and approves for payment

#### $$$$
Traveler receives direct deposit 3 to 5 days after approval
e-Mail Notification

• e-mail is an important tool for e-Reimbursement users.

• e-Reimbursement uses e-mail to notify Travelers, Approvers, and Auditors where the expense report and/or travel authorization is in workflow.

• For example, when the Traveler clicks on the "Submit" button, an email is sent to notify the Approver that the expense report is ready for approval and so on.
Sample WiscMail Notification to Approvers

Approvers can use the hyperlink in the e-mail to link directly to the expense report.

How do I log into e-Reimbursement?

Log into My UW Madison with your Net ID and Password.
Click on the My UW **Services Tab**

Select “**e-Reimbursement – Log In**”
PeopleSoft’s User Productivity Kit “UPK” is an online help tool that:

- assists employees with using the system
- demonstrates step-by-step instructions
- uses simulated or live environments.
- is being developed and customized for use at the university.
How do I enter my expenses into e-Reimbursement?

#1 - Expenses are entered by date incurred and total dollar amount to match receipts.

#2 – Expenses are categorized and entered by expense types.

#3 - Meals are entered per day combining breakfast, lunch, and dinner on one expense line for each day.
How do I know which payment type to use?

**University Pre-Paid**
- Purchases made with your department’s procurement card (p-card)

**Corporate Card**
- Eliminates out-of-pocket spending
- Payments made directly to US Bank
- Credit Card transactions import directly from “My Wallet” into expense reports

**Personal Funds**
- Purchases made with employees personal funds or credit card
System generated alerts for Travelers

If errors are found, they are marked with a red flag icon. Click on the red flag to view and to correct errors.
System generated alerts for Travelers

Each expense type has a unique **details page** that requires specific information pertaining to that expense type.

If information is missing the system will alert the Traveler.

Travelers will also be notified if they have exceeded the maximum for each expense entered and are required to enter an explanation.

The system will notify the traveler when a receipt is required.
Submit Expense Report for Approval

To submit your Expense Report for approval, click the Submit button.

Only Travelers can submit their own expense reports even if an Alternate creates it.
Expense Report:

Acknowledgement and Statement of Accountability

I am accountable for the claim(s) being submitted and accept responsibility to justify any costs or claims subject to review or scrutiny by:

-- Federal, State or University officials and auditors.
-- State taxpayers, interested public and media outlets.
-- Sponsors of funds.

I certify claim(s) being submitted are:

-- Actual costs personally incurred net of any expenses provided or covered by other sources.
-- Submitted by myself and not by a proxy (alternate) on my behalf.
-- Business related and support missions of my unit, UW or the State.
-- Allowable and in compliance with regulations and limits.
-- Supported by required receipts, justifications and documents.
-- Allowable and appropriate for funding source(s) indicated.

I am aware of consequences for fraudulent unethical claims, including:

-- Intentionally falsifying or filing a fraudulent claim is considered to be a class C felony in WI Statutes 939.60(3), for which penalty is a fine not to exceed $10,000 or imprisonment not to exceed two years or both.

-- Reimbursement of travel expenses not authorized by WI Statutes 946.12(4) is prohibited and any unauthorized reimbursement or payment shall be recoverable as debt to the University from the person whom the payment was made.

-- In accordance with UW System Administrative Code 6.01(1), every employee at the time of appointment makes a personal commitment to professional honesty and integrity. Falsifying or filing a fraudulent claim is a violation of this code which may result in discipline, termination from the UW or both.

Each time you submit an Expense Report, the Acknowledgement and Statement of Accountability screen displays.

Click OK to except or Cancel to return to the expense report.
What Should I Do With My Receipts?

- For receipt requirements see: http://www.bussvc.wisc.edu/acct/policy/travel/receipt.html
- Receipts are required for all meal expenses over the maximum allowed
- Give the receipts to the approver(s) in your department
- Your expense report cannot be approved without the required receipts and documentation

### Requirements

<table>
<thead>
<tr>
<th>Receipt ALWAYS Required</th>
<th>Receipt Required When Claimed Expenses Exceed $25</th>
<th>Receipt Not Required for Expenses Within Set Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Registration fees</td>
<td>Personal meals</td>
</tr>
<tr>
<td>Books and miscellaneous supplies</td>
<td>Gasoline</td>
<td>Bottled water during foreign travel: $7.50/day</td>
</tr>
<tr>
<td>Vehicle rentals</td>
<td>Passports, visas, and inoculations</td>
<td>Personal phone calls: $5.00/day</td>
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<tr>
<td>Fleet vehicle rentals</td>
<td>Local miscellaneous transportation and travel-related fees:</td>
<td>Tips and gratuities for hotel employees: $2.00/day</td>
</tr>
<tr>
<td>Hosted meals</td>
<td>- Baggage and seat fees</td>
<td>Porter tips: $1.00/bag</td>
</tr>
<tr>
<td>Laundry, cleaning, and pressing</td>
<td>- Taxis</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>- Shuttles</td>
<td></td>
</tr>
<tr>
<td>Meals over the maximum limit</td>
<td>- Trains</td>
<td></td>
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<tr>
<td>Business communications:</td>
<td>- Subways</td>
<td></td>
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<tr>
<td></td>
<td>- Limos</td>
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<td></td>
<td>- Parking and tolls</td>
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</tbody>
</table>
How Do I Know If My Expense Report is Approved?

An e-mail notification is sent to you when your expense report is approved for payment.

System Generated Alerts for Approvers

Approvers and Auditors have two opportunities to see exception alerts

1. **Prior to opening** the expense report for review - Any expense report that contains an exception will generate an alert in their worklist (queue).
System Generated Alerts for Approvers

2. **After** opening the expense report to approve – All *expense lines* where the system generated a red flag for the Traveler will generate an alert for the Approvers.

![Expense Line Items Table]

Approvers can click on the exception alert to view details regarding the expense.
Want to Learn More?

Training is available

Options for Travelers:

- Monthly hands-on, instructor-led sessions - register on the OHRD website
- Learn@UW Online Course – self-register from the MyUW portal Services Tab

Options for Approvers/Auditors:

- Weekly hands-on, instructor-led sessions - register on the OHRD website

Visit the Accounting Services website at:

http://www.bussvc.wisc.edu/acct/TEWeb/index.html