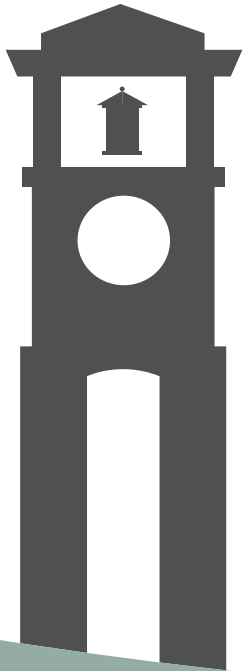


UNIVERSITY *of* WISCONSIN
LA CROSSE

e-Reimbursement Training



Login

- Open an internet browser (Firefox seems to be most compatible)
- Go to the UWL Website Homepage
 - Click on A-Z directory
 - Scroll down and click on Business Services
- At the Business Services Homepage
 - Click on e-Reimbursement login
- Logging into e-Reimbursement
 - Select UW-La Crosse
 - Click on Go
 - Enter your NetId and Password

UNIVERSITY of WISCONSIN
LA CROSSE

Admissions Academics Murphy Library Athletics, Rec Diversity & Inclusion Campus Life **A-Z directory**

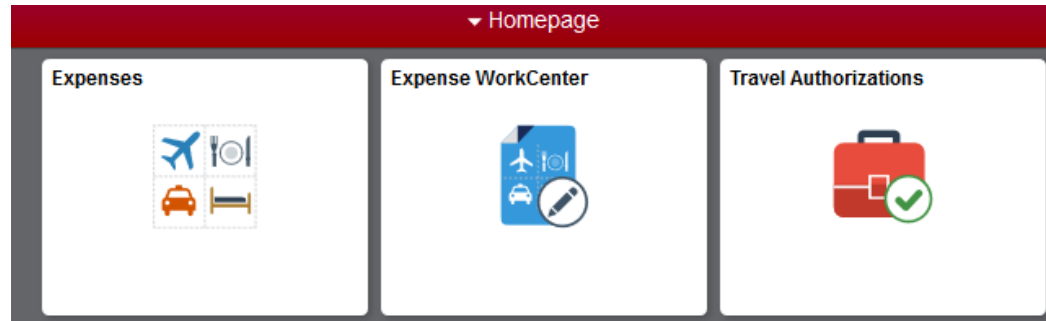
HOME > ADMINISTRATION & FINANCE > BUSINESS SERVICES

Business Services

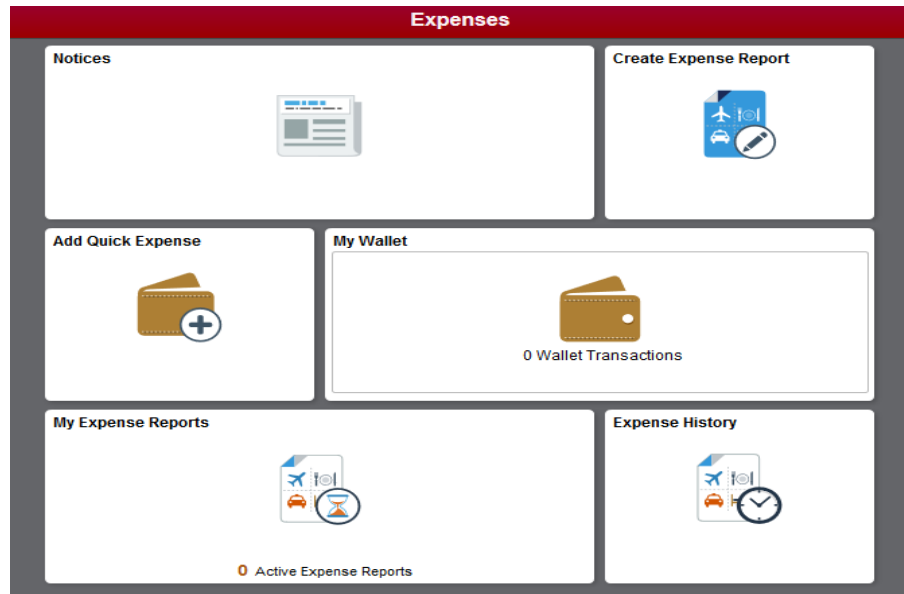
Travel Information	UWTravelWise	Expense Reimbursement	e-Reimbursement login
Food	PCards	Purchasing	Shop@UW
Cashier's	Forms	Grants	Student Orgs

Homepage & Navigation

- Homepage:



- Contains Navigation Tiles
 - When clicked on they take you to a navigation tile collection

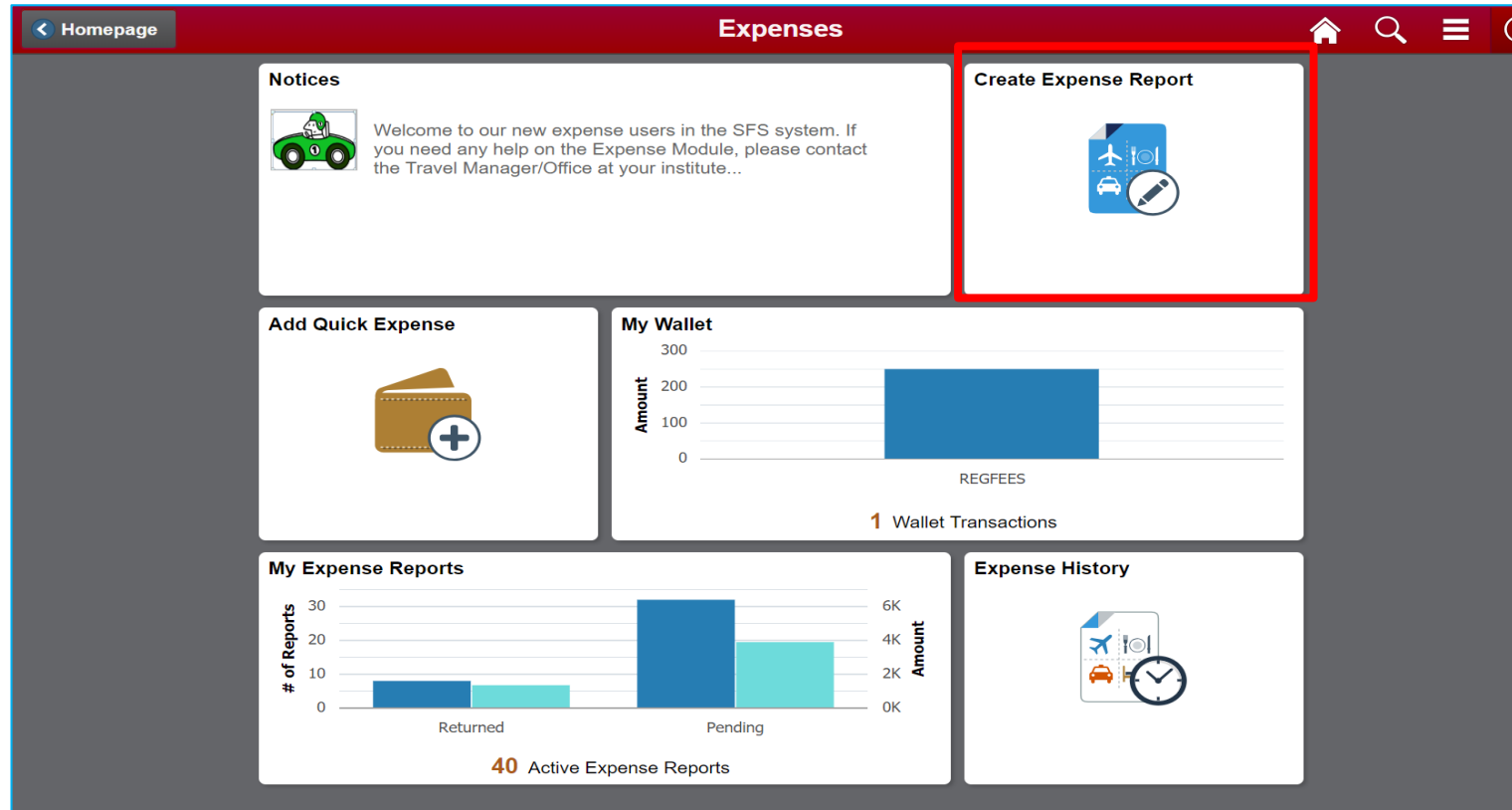


Expense Report

The screenshot shows a dashboard with a dark red header. On the left, the University of Wisconsin System logo is visible. In the center of the header is a 'Homepage' dropdown menu. On the right side of the header are icons for home, search, a menu, and a play button. The main content area contains five white tiles: 'Expense WorkCenter' with a blue icon of a plane, car, and pencil; 'Expenses' with a grid of icons (plane, fork, car, bed) and a text display showing '\$250.00 Unapplied Charges'; 'WISDM' with the University of Wisconsin System logo and the text 'WISDM Wisconsin Data Mart for PeopleSoft Financials'; 'Travel Authorizations' with a red suitcase icon and a green checkmark, and a text display showing '4 Pending Requests'; and 'WISPER' with a blue icon of a document and a pencil.

- Use the Expenses tile to get into Travel and Expense functions

Expense Report



- From the Expense tile, you can
- Enter a new expense report
 - Enter expenses into your wallet for later use
 - View expense history

Expense Report – Custom Funding

Expense Details

No expenses have been entered.

[Custom Funding \(UWLAC/072400/102\)](#)

- Click on Create Expense Report
 - Click on Custom Funding
 - You will see the funding string(s) from where you are paid or other funding strings that you have set up and utilized for e-Reimbursements in the past:

	Select	Business Unit	Fund	Dept	Dept Name	Prgm	Project
1	<input type="button" value="Select"/>	UWLAC	131	021154	ER Intl Admiss & Recruit	0	
2	<input type="button" value="Picked"/>	UWLAC	136	048991	Assistant Coach Fund	0	
3	<input type="button" value="Select"/>	UWLAC	136	048849	Women's Basketball Camps	5	

- Click on the funding string you want to use for this report
 - The status will change to Picked for that item
 - Click Done (Upper Right Hand Corner)
- If you need to enter a new funding string for this report:
 - Click on Use Custom Values
 - Enter funding information
 - Click Done (Upper Right Hand Corner)

Business Unit

UW La Crosse

Department

Assistant Coach Fund

Fund

Program

Project

Expense Report – Add / Split Funding

- Click on Accounting Defaults

General Information

*Business Purpose	Conference	
*Description	Nacas	
*Default Location	LAS VEGAS, NV	Q
*Reference	OUTSTATE	Q
Date of departure	09/11/2018	📅
Date of return	09/14/2018	📅

📎 Attach Receipt >

📄 Accounting Defaults 1 >

📄 Justification and Supporting Details 1 >

- The screen below will appear
 - Click on the + to add an additional funding string for allocation of expenses
 - Update the % for each and funding string(s) for the desired expense allocation
 - Click Done when completed – this split funding for the entire report based on the % allocation entered

Cancel Done

Expense Report Defaults

Description Nacas

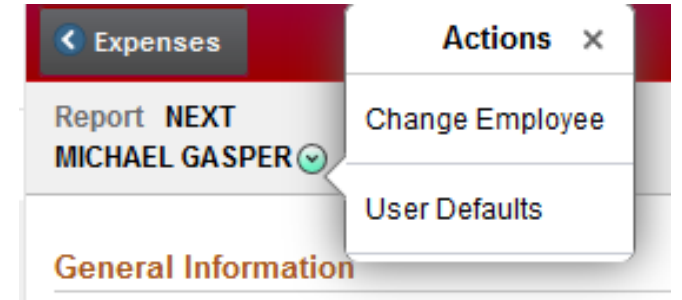
Accounting Details

GL ChartFields Project ChartFields Show All

	%	*GL Unit	Fund	Description	Dept	*Description	Program	Descr	Class	Description
+ -	50.00	UWLAC	128	Auxiliary Enterprises	072412	Business Services	1	Institutional Support		
+ -	50.00	UWLAC	102	Auxiliary Enterprises	072400	Business Services	1	Institutional Support		

Enter a Report as an Alternate

- Click on Create Expense Report
- Click on the down arrow next your name
 - Select Change Employee
 - Then select the name of employee from the list for whom you are completing the expense report



Employee Search

Search Employee

Empl ID	Name
00157071	JOSEPH HEIM
00347888	MICHAEL GASPER

- Please note that you must be set up by the individual as an alternate

Creating an Expense Report – Add Expense

The screenshot displays the 'Expense Report' interface for 'EXUSER01-Stefanie Employee'. The 'General Information' section includes the following fields:

- *Business Purpose: Business
- *Description: User Conference
- *Default Location: MADISON, WI
- *Reference: INSTATE
- Date of departure: 06/25/2018
- Date of return: 06/27/2018

Additional options on the right include 'Attach Receipt', 'Accounting Defaults', and 'Justification (IS MISSING)'. The 'Expense Details' section shows 'No expenses have been entered.' and a '+ Add Expense' button highlighted in red. Other buttons include 'Custom Funding (UWMSN 062020)' and 'Quick-Fill'. The creation and update dates are both 07/30/2018.

Instate/outstate are now at the header level (entry is saved on each expense line)
Enter the header information and justification
Attach receipts, agenda, itinerary, etc.
Click Add Expense to get started

Creating an Expense Report – Quick Fill Option

Quick Fill Option for Adding Expenses

- Click on the Quick-Fill button

Cancel **Quick-Fill** Done

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Quick-Fill Options

Date From 10/09/2018 Date To 10/09/2018

Add Expense Types 29 rows

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Air-Baggage Fees
<input type="checkbox"/>	<input type="checkbox"/>	Airfare
<input type="checkbox"/>	<input type="checkbox"/>	Airfare Change/Cancel Penalty
<input type="checkbox"/>	<input type="checkbox"/>	Athletic Pre/Post Game
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Team Meals
<input type="checkbox"/>	<input type="checkbox"/>	Day Trip Meal Allowance
<input type="checkbox"/>	<input type="checkbox"/>	Event-Audio Visual Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Event-Catering
<input type="checkbox"/>	<input type="checkbox"/>	Event-Meeting Space
<input type="checkbox"/>	<input type="checkbox"/>	Office Vehicle Rental/Lease

General Information

*Business Purpose

*Description

*Default Location

*Reference OUTSTATE

Date of departure

Date of return

Expense Details

No expenses have been entered.

Custom Funding (UWLAC/072400/102)

+ Add Expense

Quick-Fill

- A screen will prompt you to select expense types for a single day or date range and to populate the report
- Select date(s)
- Click on Done

Creating an Expense Report – Wallet Option

The screenshot displays the 'Expense Report' interface. At the top, there is a header with a back arrow, the title 'Expense Report', and navigation icons. Below the header, the user information 'User Conference' and 'EXUSER01-Stefanie Employee' is shown, along with a 'Save' button and a 'Review and Submit' button. The date 'Last Saved 06/25/2018 10:53AM' is also visible.

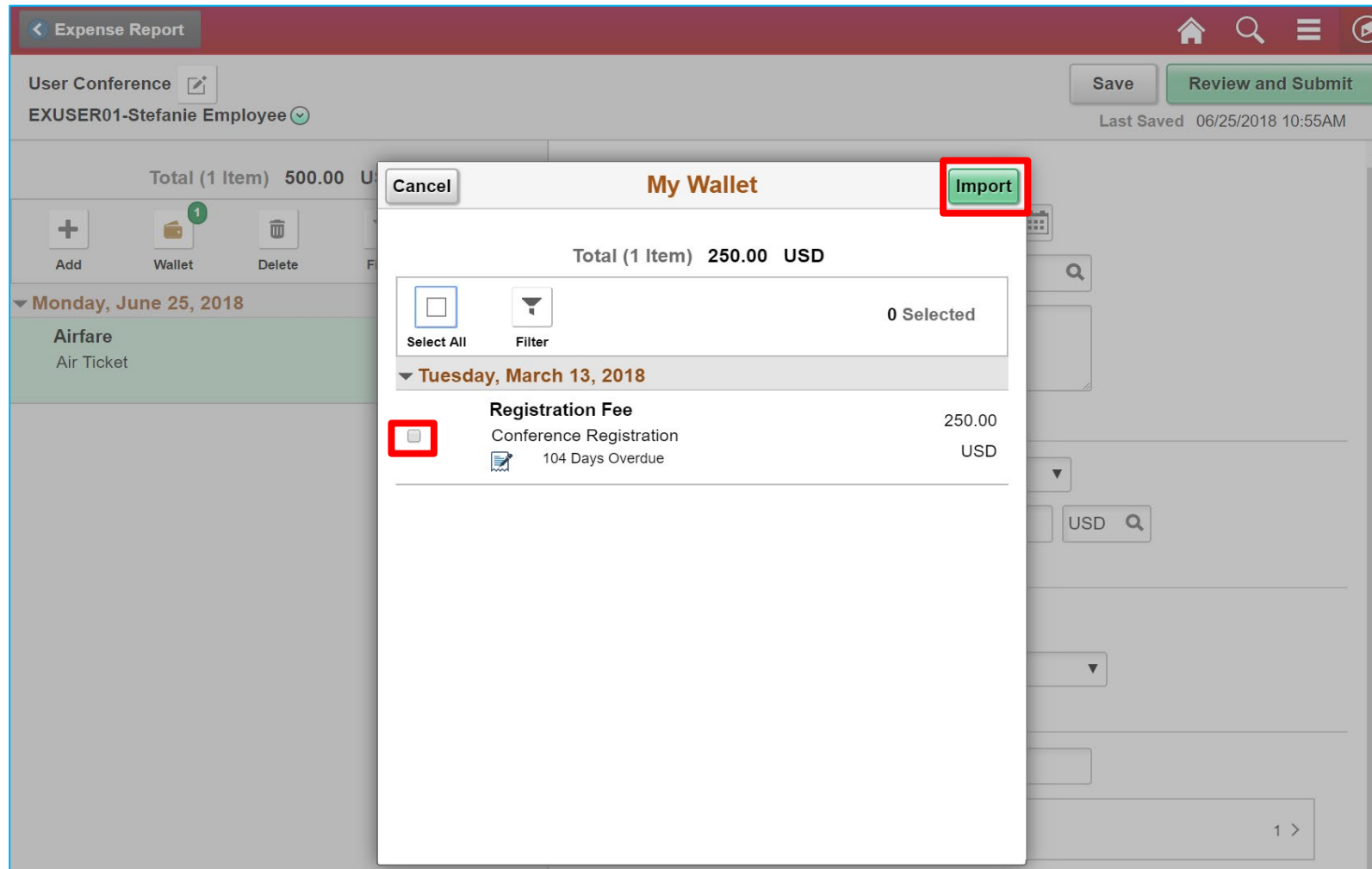
The main content area is divided into two sections. On the left, there is a summary table for 'Monday, June 25, 2018' showing one item: 'Airfare' (Air Ticket) for 500.00 USD. Above this table are buttons for 'Add', 'Wallet', 'Delete', 'Filter', and 'More'. The 'Wallet' button is highlighted with a red box. On the right, there is a detailed form for the 'Airfare - 06/25/2018' entry. This form includes fields for '*Date' (06/25/2018), '*Expense Type' (Airfare), 'Description' (Air Ticket), '*Payment' (Personal Funds), '*Amount' (500.00 USD), 'Merchant' (Preferred), 'Preferred Merchant' (DELTA), and '*Ticket #' (00693489835). The entire form area is highlighted with a yellow box.

The wallet stores single expense items entered for future use on an expense report.

Click on Wallet for list of stored items.

Note: Click on the pencil to return to the Expense Report – General Information Screen

Creating an Expense Report – Wallet Option



Select the radio button next to the item to add item to expense report
Then, click on Import

Creating an Expense Report – Saving or Submitting

Expense Entry

Save Review and Submit
Last Saved 10/15/2018 3:35PM

Lodging-Individual - 05/17/2018

*Date 05/17/2018

*Expense Type Lodging-Individual

Description

*Number of Nights 1

Payment Details

*Payment Personal Funds

*Amount 82.00 USD

Merchant

Merchant Preferred

Preferred Merchant COUNTRY INN & SUITES

Additional Information

*Expense Location MIDDLETON, WI

Accounting 1 >

Receipt Split

Exceptions

Non-Reimbursable No

Non-Reimbursable:
No = reimbursed
Yes = non-reimbursed

When to use: For non-reimbursable items based on policy.

Example: a movie rental on a hotel receipt.

Once you have entered all your expense lines, you can either Save the report for later or Review and Submit.

****If you did not enter justifications/support, it will force you to enter this.****

Creating an Expense Report – Add Justification

The screenshot shows a web interface for creating an expense report. At the top, there is a navigation bar with a back arrow, 'Expense Entry', and 'Expense Summary'. On the right, there are icons for home, search, and a menu. Below the navigation bar, the user's name 'SHERRI VOIGT' is displayed, along with a 'Last Saved' timestamp of '09/12/2018 7:55AM'. A yellow warning banner at the top left says 'Please enter justification'. To the right, the 'Approval Status' is shown as 'Pending' with Report ID '0000599626'. The 'Expense Report Summary' table shows a total of 42.00 USD, all due to the employee. Under 'Additional Information', there are three items: 'Travel Authorization' (1 approved), 'View Analytics', and 'Justification (IS MISSING)'. The 'Justification (IS MISSING)' item is highlighted with a red border.

Expense Report Summary

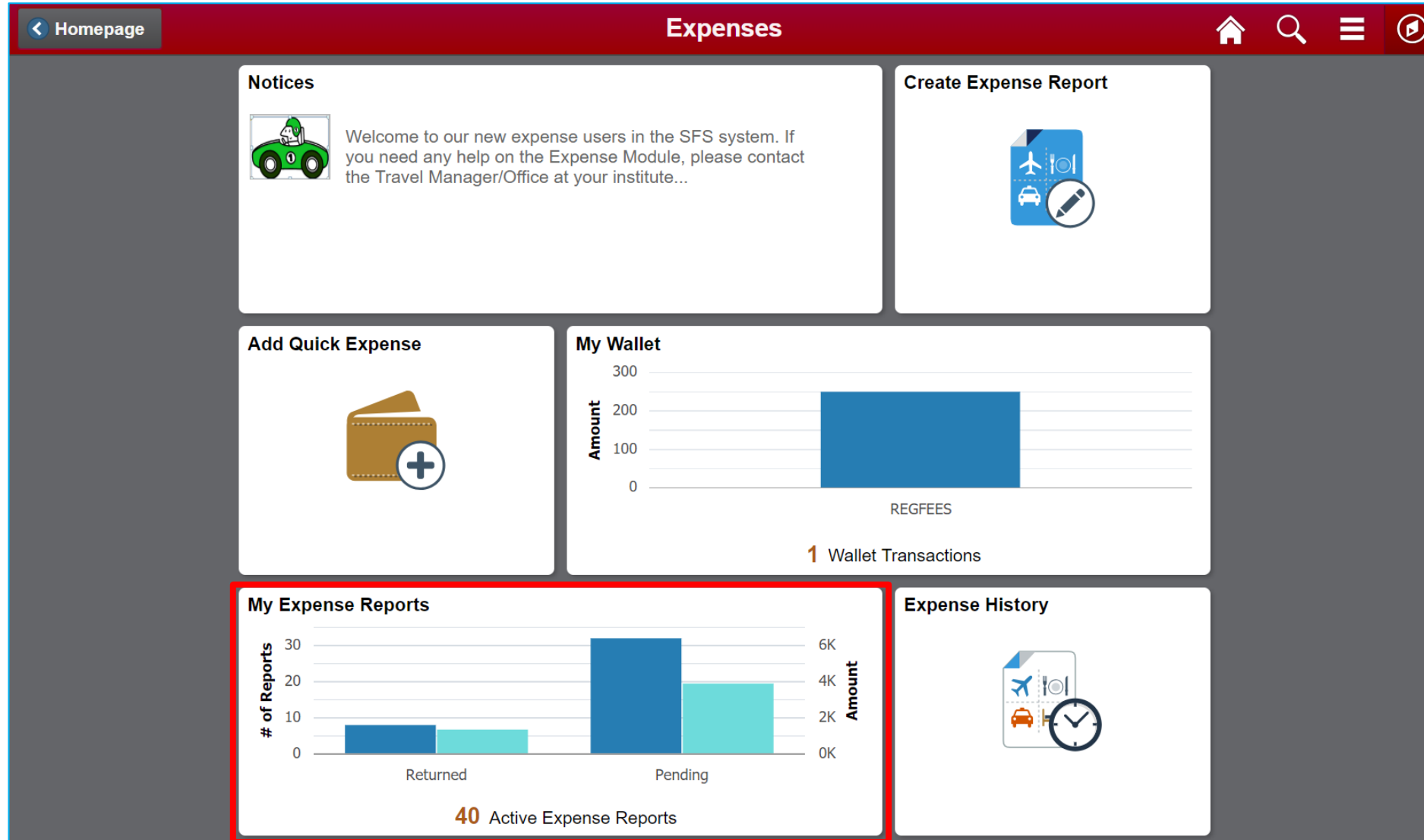
Total (2 Items)	42.00 USD
Due to Employee	42.00 USD

Additional Information

- Travel Authorization: You have 1 approved Travel Authorization(s) that can be associated to this report. >
- View Analytics >
- Justification (IS MISSING) >**

If you forget the justification (supporting details), you will get the flag and message. Click on Justification at bottom of screen to add information. Then resubmit

Look up Expense Reports



Expense Report – Status Review

The screenshot shows the 'My Expense Reports' interface. At the top, there is a navigation bar with a home icon, a search icon, a menu icon, and a refresh icon. Below the navigation bar, the user's name 'EXUSER01-Stefanie Employee' and ID 'EXUSER01' are displayed. On the left side, there is a summary of report statuses:

Returned	8
Not Submitted	33
Awaiting Approval	1
Pending Payment	0
View All	42

The main content area is titled 'Awaiting Approval' and shows 1 row of data. It includes a 'Create Expense Report' button and a table with the following columns: Actions, Description, Report ID, Status, Approver, Role, Updated Date, and Amount. The table contains one row of data:

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	associate ta	0000479627	Submitted for Approval	EXMRG85C Employee	Expense Manager	06/25/2018	15.00 USD

A red box highlights the right arrow icon in the 'Amount' column of the table row.

You can view all of your expense reports from this summary screen. Clicking on the heading will show a list of items in that category. You can take action on them by clicking on the arrow to the right of the report. Items not submitted can be opened and reviewed & submitted. Items awaiting approval can have reminder notifications sent.

My Expense Reports – Options

The screenshot shows the 'My Expense Reports' page for user MICHAEL GASPER (ID: 00347888). On the left, a navigation menu lists report statuses: Returned (0), Not Submitted (5), Awaiting Approval (2), Pending Payment (0), and View All (7). The 'Not Submitted' status is selected. The main area displays a table of reports with an 'Actions' dropdown menu open over the first row. The table columns are: Actions, Business Purpose, Report ID, Updated Date, and Amount.

Actions	Business Purpose	Report ID	Updated Date	Amount
	Conference	0000609314	10/04/2018	459.00 USD
	Conference	0000609311	10/04/2018	634.73 USD
	Business	0000609289	10/03/2018	34.73 USD
	Conference	0000609298	10/03/2018	413.18 USD
	Non-Travel	0000609306	10/03/2018	750.00 USD

- Copy to New Report – will create a new report based on an existing report which can then be modified.
- Delete Report – will allow you to delete a report in your queue.
- Send Notification – allows you to send a message regarding the report selected.

Expense History – Options



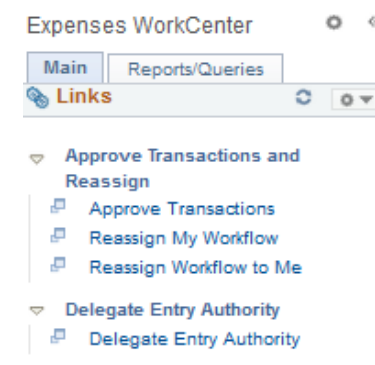
The screenshot shows the 'Expense Report History' page for user MICHAEL GASPER. The page features a sidebar with 'Expense Report History' (13 items) and 'My Wallet History' (4 items). The main content area displays a table of expense reports with columns for Actions, Business Purpose, Report ID, Status, Updated Date, and Amount. An 'Actions' menu is open over the first row, showing options for 'Copy To New Report' and 'Send Notification'.

Actions	Business Purpose	Report ID	Status	Updated Date	Amount
Copy To New Report	Conference	0000600342	Paid	08/23/2018	183.18 USD
Send Notification	Professional Development	0000577246	Paid	05/22/2018	220.82 USD
	Professional Development	0000571176	Paid	05/15/2018	220.82 USD
	Professional Development	0000565179	Paid	04/26/2018	220.82 USD
	Conference	0000562214	Paid	04/26/2018	301.76 USD

- Copy to New Report – will create a new report based on an existing report which can then be modified.
- Send Notification – allows you to send a message regarding the report selected.

How to Assign an Alternate

- Click on the Expense Work Center Tile
- Click on Delegate Entry Authority
 - Click on the + sign
 - Click on the magnifying glass
 - Search for a user by:
 - User ID or
 - Description [employee name]
 - Select the user
 - Click on Save



Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	*Authorization Level		
00347888	GASPER, MICHAEL D	Edit & Submit	+	-
		Edit & Submit	+	-

Save

Look Up Authorized User ID

Search by: User ID begins with

Look Up Cancel Advanced Lookup

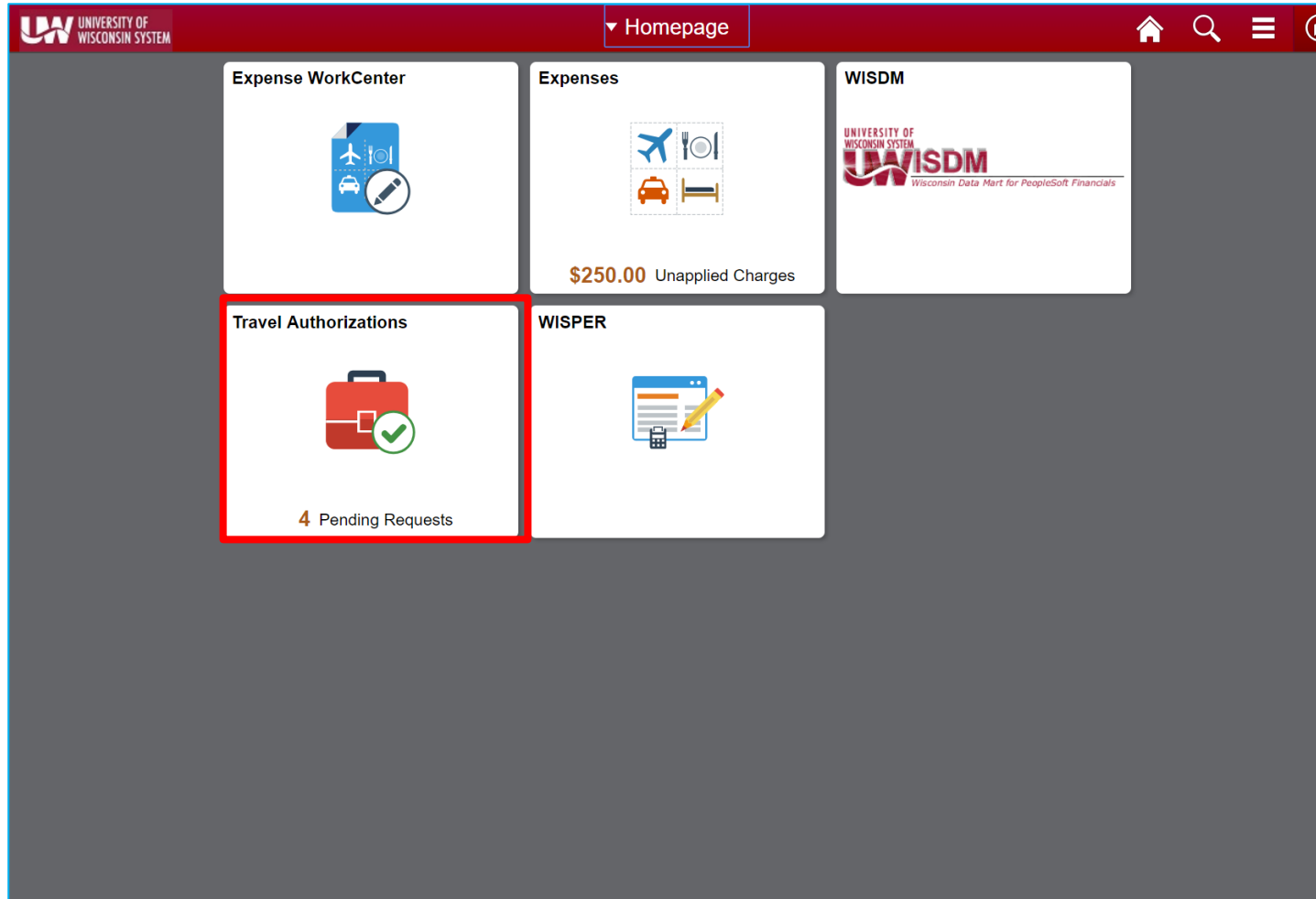
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

User ID	Description
00000001	SHEILD, JEAN
00000003	LEWIS, ROBERT

Travel Authorizations



Use the Travel Authorizations tile on the Homepage

Creating a Travel Authorization

The screenshot shows the 'Travel Authorization Search' interface. At the top, there is a navigation bar with a 'Homepage' button, the title 'Travel Authorization Search', and icons for home, search, menu, and refresh. Below the navigation bar, the user is identified as 'EXUSER01-Stefanie Employee' with a dropdown arrow and 'EXUSER01' below it. On the left side, there is a sidebar with a list of filters: 'Pending' (4), 'Submitted' (1), 'Approved' (1), and 'View All' (6). The main content area is titled 'Pending Authorizations' and contains a table with a red box around the 'Add Travel Authorization' button. The table has the following columns: Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. The table contains four rows of data, each with a green checkmark in the Action column and a right-pointing arrow in the Amount column.

Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
✓	funding errors	0000031940	Business	02/13/2018	MILWAUKEE, WI	100.00 USD >
✓	generic testing 2	0000031938	Business	04/16/2018	DALLAS, TX	700.00 USD >
✓	generic testing	0000031937	Business	02/13/2018	MILWAUKEE, WI	500.00 USD >
✓	t	0000031936	Business	02/08/2018	MILWAUKEE, WI	100.00 USD >

Click on Add Travel Authorization button to add a new TA

Creating a Travel Authorization

Complete the *Details* section of the Travel Authorization request.

- Notes:** 1) In Travel Miscellaneous - enter the description Meals & Incidental and estimated amount.
 2) If you have a Travel Reduction, enter a description and the amount as a negative number.

If the TA is for yourself after entry is complete. Verify the totals on the screen and click **Submit**.

Complete the *General Information Panel* with the following information:

- a. **Description:** Enter a brief description of the future trip in 30 characters or less.
- b. **Business Purpose:** Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. See Business Purpose Descriptions for the Expense Module.
- c. **Justification and Supporting Details:** Enter a detailed description of the future trip including expense/travel justification and supporting details. This field allows an unlimited number of characters.
Note: All acronyms must be spelled out.
- d. **Reference:** Click on the drop-down arrow and select the type of travel
- e. **Travel From/Travel To:** Enter the travel from/to location where the expenses will be incurred (e.g. San Diego, CA). To look up specific locations, enter the first three characters of the city name and click on the magnifying glass icon.
- f. **Date From:** Enter a future date to reflect the departure date of the trip.
- g. **Date To:** Enter a future date to reflect the return date of the trip

Creating a Travel Authorization - Submitting

Travel Authorization

Report NEXT Pending
WILLIAM TRACY

Save Notify Traveler

*Description

*Business Purpose

*Justification and Supporting Details

*Reference Out of State Travel

Accounting Default Custom Funding

*Travel From

*Travel To

*Date From

*Date To Trip Duration 1 Day

Details

Expense Type	Description	Merchant	Non-Preferred Merchant	Non-Preferred Comments	Amount	Accounting
Airfare		-Non-Preferred Merchant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lodging-Individual		-Non-Preferred Merchant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When entry is complete, proceed as follows:

a. If entering on behalf of another employee, click **Notify Traveler**.

- The traveler must login to the Expense Module, click **Travel Authorization** in the Home page – locate the pending Travel Authorization, verify the totals on the screen that follows and click **Submit**.

Note: If further entry is required, click **Save** for Later. To retrieve the existing Travel Authorization, click **Travel Authorization** in the Home page.

Travel Authorization – Copy to Expense Report

The screenshot shows the 'Travel Authorization Search' interface for user EXUSER01-Stefanie Employee. On the left, there is a navigation menu with the following items: Pending (1), Submitted (10), **Approved (4)**, and View All (17). The main content area is titled 'Approved Authorizations' and contains a table with the following columns: Authorization ID, Business Purpose, Trip Date, Location, and Amount. An 'Actions' menu is open over the first row, showing options: Copy To Expense Report, Send Notification, Partial Deny, All levels, and TA Exp Mgr only.

Actions	Authorization ID	Business Purpose	Trip Date	Location	Amount
Copy To Expense Report	0000038054	Business	05/08/2018	OSHKOSH, WI	200.00 USD
Send Notification	0000038050	Business	05/04/2018	OSHKOSH, WI	567.00 USD
Partial Deny	0000037904	Business	04/02/2018	OSHKOSH, WI	500.00 USD
All levels	0000037903	Business	04/02/2018	CHICAGO, IL	400.00 USD
TA Exp Mgr only					

After submission, the Travel Authorization is routed to the appropriate Approver. Travelers/Alternates will receive e-mail notification of Travel Authorization request approval or denial. If approved, the traveler/alternate will be able to create an expense report from the existing Travel Authorization after the completion of the trip by selecting a **Travel Authorization** from the *Approved Authorizations* using Action menu and selecting *Copy To Expense Report*

Travel Authorization – Status Review

The screenshot displays the 'Travel Authorization Search' interface. At the top, there is a navigation bar with a 'Homepage' link, the title 'Travel Authorization Search', and icons for home, search, menu, and refresh. Below the navigation bar, the user's identity is shown as 'EXUSER01-Stefanie Employee' with a dropdown arrow and 'EXUSER01' below it. A sidebar on the left contains a list of status filters: 'Pending' (4), 'Submitted' (2), 'Approved' (1), and 'View All' (7). The 'Submitted' filter is highlighted with a red border. The main content area is titled 'Submitted Authorizations' and features a table with columns: Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount. There are two rows of data in the table, each with a green checkmark icon in the Action column and a right-pointing arrow in the Amount column. An 'Add Travel Authorization' button is located above the table.

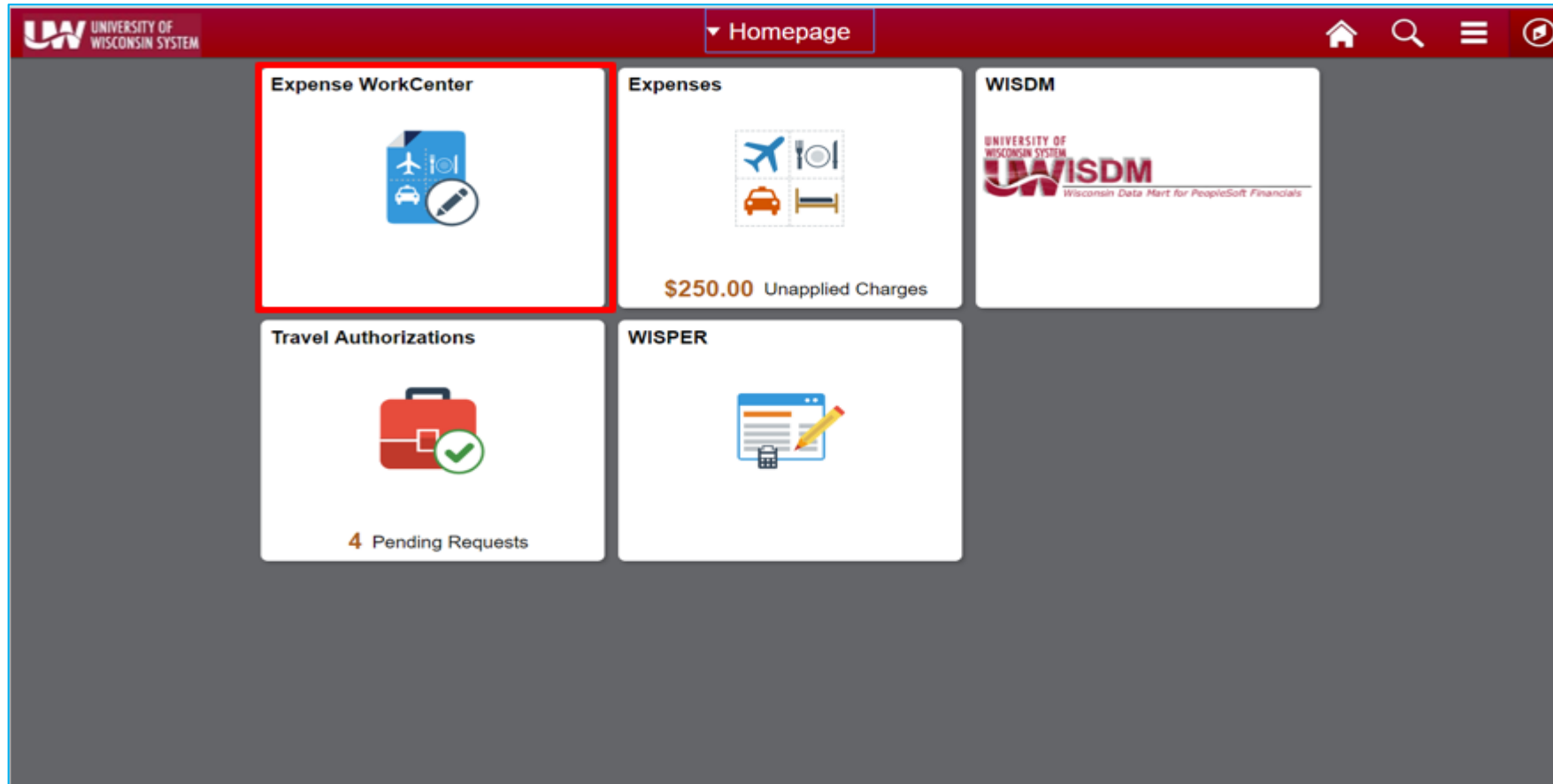
Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
✓	Meeting at UWOSH	0000032081	Business	07/16/2018	OSHKOSH, WI	100.00 USD
✓	reference field	0000032079	Business	06/04/2018	MILWAUKEE, WI	444.00 USD

You can review submitted Travel Authorizations to check status.

Workflow Approvals (Approve Expense Reports)

- **Expense workflow**
 - HR Supervisor
 - WISDM Manager
 - If fund 133, 144 or 233 – goes to Grant Accountant
 - UW System Audit
- **Approvers can still see alert bubbles, funding, etc.**
- **Benefits:**
 - Approvers can now add attachments
 - Approver links will be done through the Expenses WorkCenter

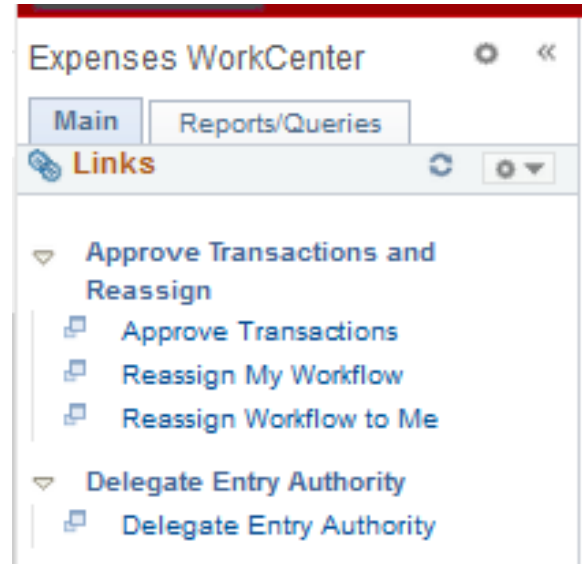
WorkCenters



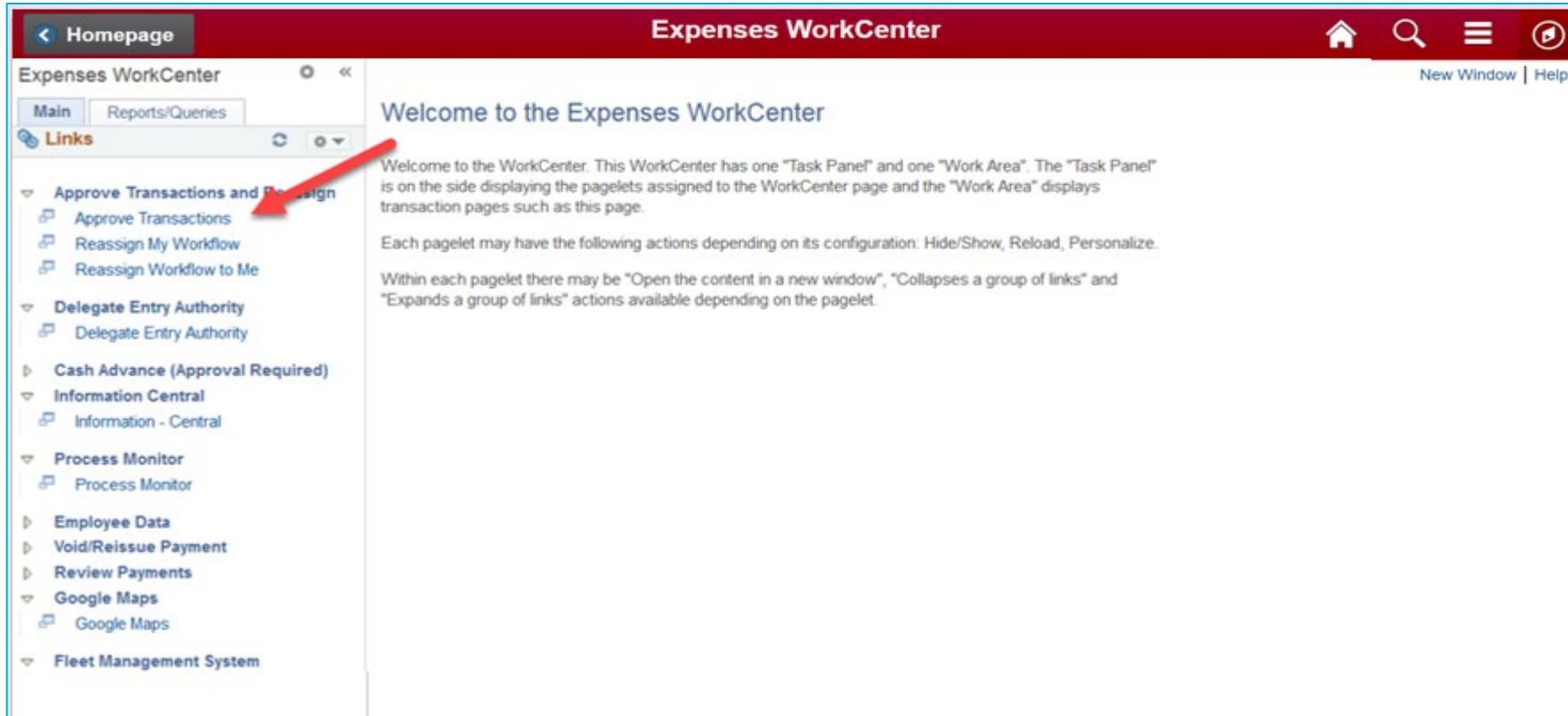
From the homepage, click on the Expense WorkCenter tile.

Expense WorkCenter

- Central location for most used functions for a business area
 - Two Tabs
 - Main – has links that navigate you to commonly used menu items
 - Reports/Queries – most commonly used items for the work center selected



Expense WorkCenter - Menu



Expense Report approvals will be completed through the link on the Expenses WorkCenter list.

Expense WorkCenter – Transactions Pending Approval

Select All Clear All

Select	Urgency	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	▼	⚠	Expense Report	3150.18	USD	PREUSS,RYAN J	00788966	Grand Rapids	0000609234	09/28/2018	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	▼	⚠	Expense Report	259.89	USD	PREUSS,RYAN J	00788966	SFS 9.2 Eau Claire Roadshow	0000609235	10/01/2018	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	▼		Expense Report	152.28	USD	PREUSS,RYAN J	00788966	Wittich WHS Meeting in Madison	0000609244	10/01/2018	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	▼	⚠	Travel Authorization	2317.39	USD	PREUSS,RYAN J	00788966	A/P CONFERENCE LAS VEGAS	0000044542	10/01/2018	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	■	⚠	Travel Authorization	2079.15	USD	PREUSS,RYAN J	00788966	C3X CONFERENCE	0000044544	10/01/2018	Submitted for Approval	HR Supervisor

Personalize | View All | First 1-5 of 5 Last

A list of transactions awaiting your approval will appear.

To open a transaction, double click on the hyperlink in the Description or Transaction ID field.

Urgency: The Urgency column provides a visual guideline to help you prioritize your approval queue based on the number of days from submission. The categories are defined as follows:

- Green circle (low): 0 – 7 Days
- ▼ Yellow triangle (medium): 8 – 29 Days
- Red square (high): 30 – 999 Days

GOAL: Try to approve all transactions within seven days of submission

Expense WorkCenter – Expense Summary Page

Expense Summary Page

Provides details necessary to determine the appropriateness of the expense lines (e.g. *Date/Time of Departure/Return* fields determine which meals a traveler is eligible to claim).

Review the information for accuracy and verify that the contents of the report coincide with the mission of your Division/Department.

TIP: *The UW Summary Report is available near the top of the Expense Report. Use this feature to review the accounting for this expense report.*

Expense Approver – Expense Summary Page

Approve Expense Report - Expense Summary [Expense Details](#)

RYAN PREUSS Actions

*Business Purpose Report 0000609234 Submitted for Approval

Description Grand Rapids Created 09/28/2018 RYAN PREUSS

*Reference Last Updated 10/04/2018 MICHAEL GASPER

Accounting Date 10/01/2018 Accounting Template STANDARD

Budget Status Not Budget Checked [Budget Options](#) Date of departure

Default Location GRAND RAPIDS, MI Date of return

Totals

Employee Expenses (16 Lines)	3,150.18 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	2,896.93 USD	Supplier Credits	0.00 USD
Amount Due to Employee	253.25 USD	Amount Due to Supplier	0.00 USD		

UW Summary Report - provides a summary of accounting for expenses

Justification and Supporting Details – information entered by submitter regarding the request for reimbursement. This will also have any comments from approvers or auditors any workflow reassignment information

Attachments – information provided as supporting documentation for the report. Approvers can now add attachments instead of returning the expense report to the traveler to add an item.

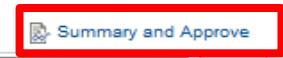
Expense Approver – Expense Details Page

Approve Expense Report - Expense Summary



In the Expense Summary Page, click on “Expense Details” That will bring to the Expense Details Page shown below.

Approve Expense Report - Expense Details



RYAN PREUSS

Actions Expense Report Project Summa GO

*Business Purpose Conference
Description Grand Rapids
*Reference OUTSTATE

Report 0000609234 Submitted for Approval
Created 09/28/2018 RYAN PREUSS
Last Updated 10/04/2018 MICHAEL GASPER

Date of departure 07/29/2018
Date of return 08/02/2018

Accounting Date 10/01/2018 Accounting Template STANDARD
Default Location GRAND RAPIDS, MI

Expenses

Urgency:

UW Summary Report

Justification and Supporting Details Attachments (1)

Total 3,150.18 USD

Expand Lines Collapse Lines Expand All Collapse All

Receipt Information

Receipts Received



*Date	*Expense Type	Description	*Amount	*Currency	Approve
07/29/2018	Airfare	RT Travel LAX WI to Grand Rapids	633.60	USD	<input checked="" type="checkbox"/>

Receipt Verified

07/29/2018	Registration Fee	Registration to attend CACUBO	995.00	USD	<input checked="" type="checkbox"/>
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Receipt Verified

*Payment Type Prepaid Purchasing Cs
*Billing Type Out-of-State
*Location GRAND RAPIDS, MI
*Exchange Rate 1.00000000
Base Currency Amount 995.00 USD
 Default Rate
 Non-Reimbursable
Receipt Split

Accounting Details

Clicking on the arrow will provide a detail view of the expense line.

Clicking on “Expand Lines” will provide a detail view for all expense lines in the report.

Clicking on “Expand All” will provide a detail view with the Accounting Details for all expense lines in the report.

Clicking on “Collapse All” will bring the report back to the summary view for the expense line.

Clicking on “Summary and Approve” will bring you back to the Expense Summary screen

Expense Approver – Alert Bubbles


Approvers should review alert bubbles located at the beginning of the expense lines.

The alerts are intended to inform Approvers/Auditors of the following situations that may require further investigation:

- √ The claimant entered meals and/or lodging expenses that exceed the allowable maximum.
- √ The claimant entered one or more duplicate expenses.
- √ The funding on the expense line is different from the default.

Receipts received

Expense Line [?](#) [Expense Details](#)

Expense Line Items										
	Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Approve
	07/31/2018	Mileage	Mileage from my home in Elroy to UW - Eau Claire and then to Hotel.	UWLAC			38.02	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expense Approver – Actions

Approve Expense Report - Expense Summary

RYAN PREUSS
Expense Details

*Business Purpose

Description

*Reference

Accounting Date

Budget Status [Budget Options](#)

Default Location

Report 0000609234 Submitted for Approval

Created 09/28/2018 RYAN PREUSS

Last Updated 10/04/2018 MICHAEL GASPER

Accounting Template STANDARD

Actions

Date of departure

Date of return

Totals ?
Urgency: ▼
 UW Summary Report
 Justification and Supporting Details
 Attachments (1)

Employee Expenses (16 Lines)	3,150.18 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	2,896.93 USD	Supplier Credits	0.00 USD
Amount Due to Employee		Amount Due to Supplier			
253.25 USD		0.00 USD			

Approval History

Submitted
RYAN PREUSS

HR Supervisor
MICHAEL GASPER

Approver
(Pooled)

EXAUD80L Auditor

Payment

Action	Role	Name	Date/Time
Submitted	Employee	RYAN PREUSS	09/28/2018 4:04:23PM

Comments

Receipt Information

Approve – will send the report forward in the workflow process.

Send Back – will send the report back to the submitter. Please note that you must enter a information in the Comments box.

Hold – will hold the report in the approvers queue until following up for processing.

Deny – will delete the report and not allow further action. Please note that you must enter a information in the Comments box.

Save Changes – If you have made any changes to the report, you would click to save the changes.

Resource Links

[UW TravelWise](#)

[Business Services Expense Reimbursement Procedures](#)

Questions?

