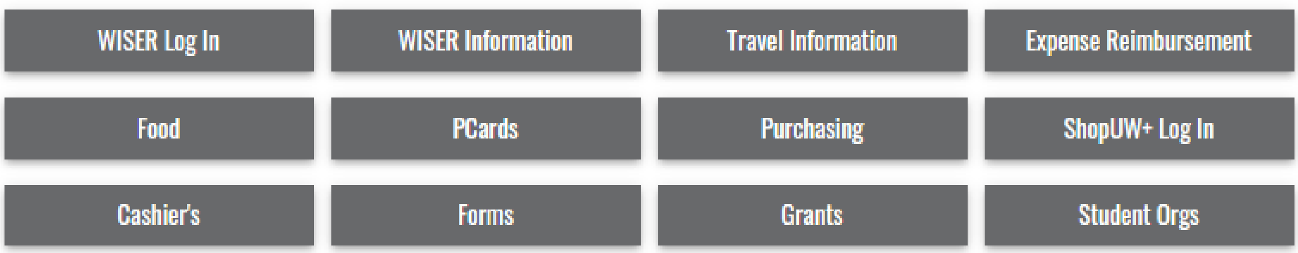
How to Create/Submit e-Reimbursement for Hosted Meals with Interview Candidates

1. Go to the Business Services web page: https://www.uwlax.edu/business-services/. Once there you will see the following menu items (boxes):

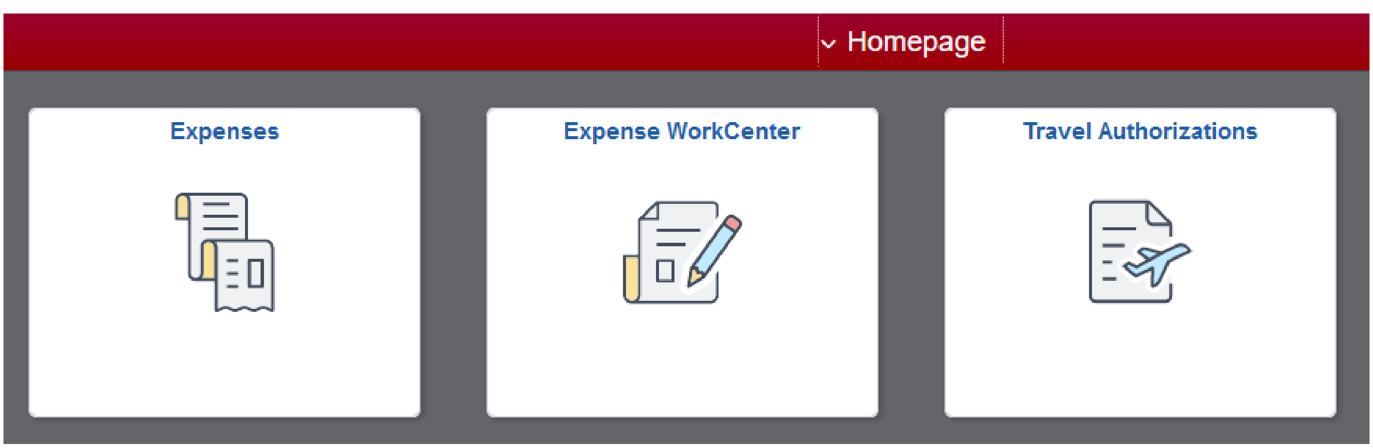


Click on the Expense Reimbursement tab

Click on the the e-Reimbursment hyperlink or click here

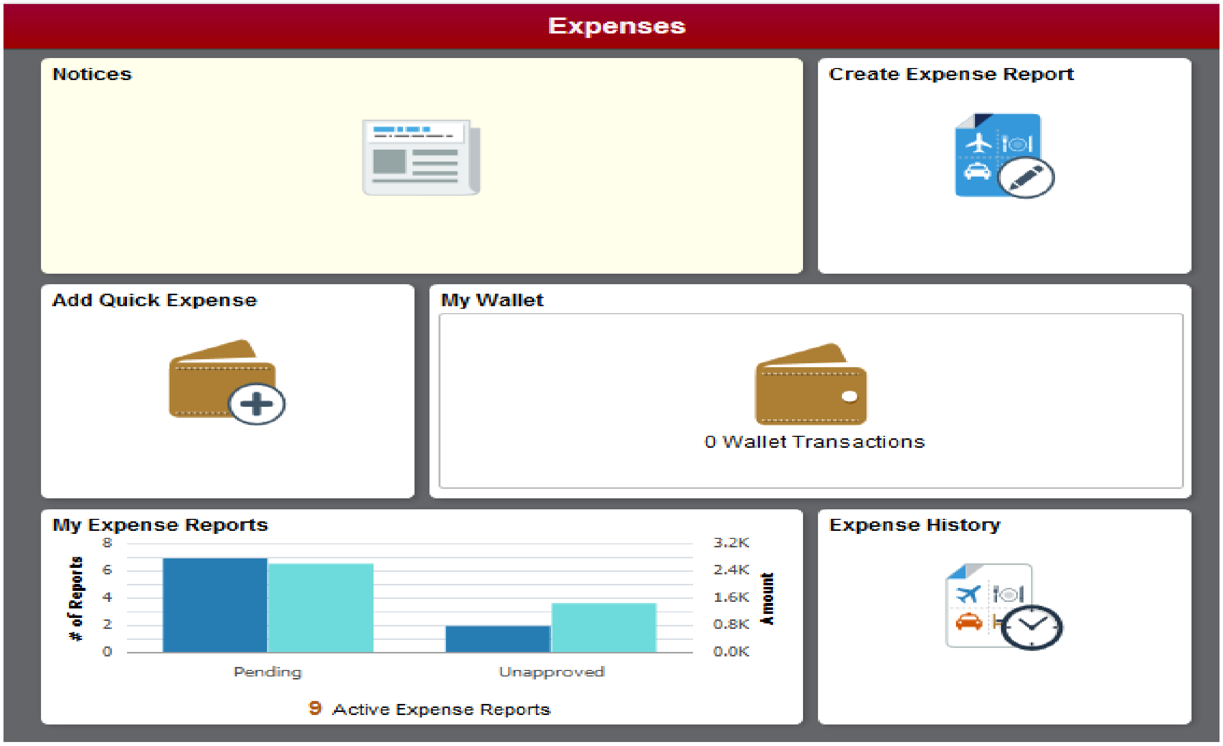
Select your organization: "UW-La Crosse" for the drop down You will be asked to login with your Net ID credentials.

2. Once logged in, you see the Homepage:



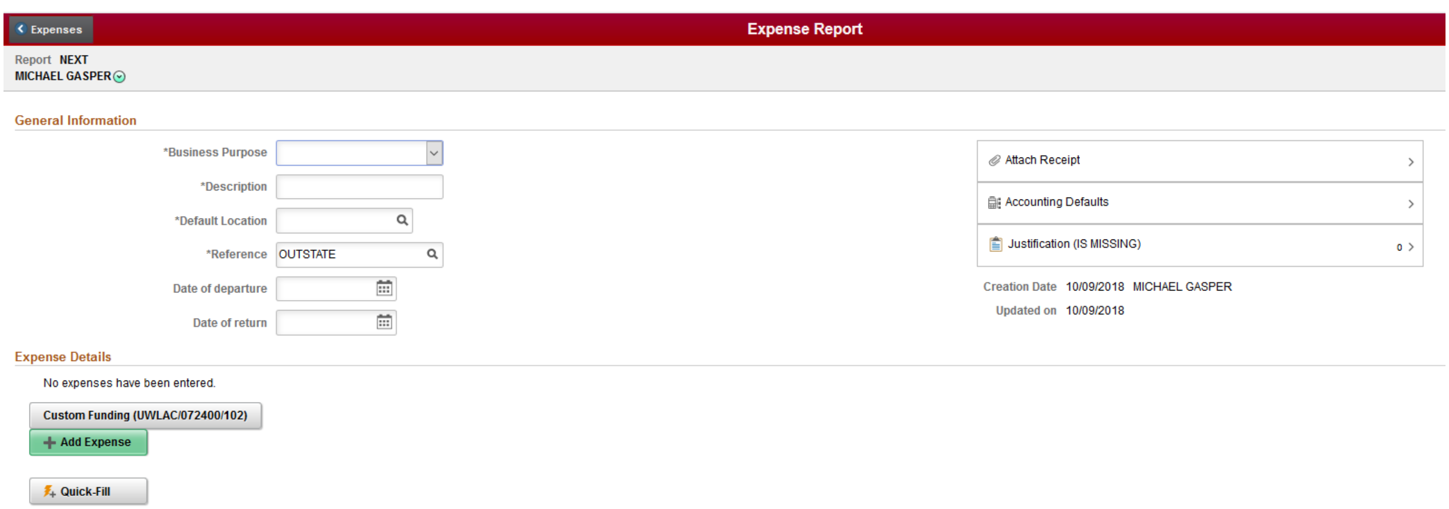
Click on "Expenses".

3. This will bring you to the Expenses page:



Click on “Create and Expense Report”

4. This brings you to the Expense Report where you will enter your expenses:



5. Business Purpose: Click on the drop-down menu arrow ▼ and select **Job Candidate Hosting.**

6. **Report Name**: “Meal with “*name of candidate*”.

7. **Default Location**: Start typing **“La Cr”** and click on the magnifying glass and select La Crosse, WI. This will auto-complete the text field.

8. **Reference**: Select **Instate** for actives in Wisconsin. Select **Outstate** for actives occurring outside of Wisconsin.

9. **Date of departure**: Select date of meal

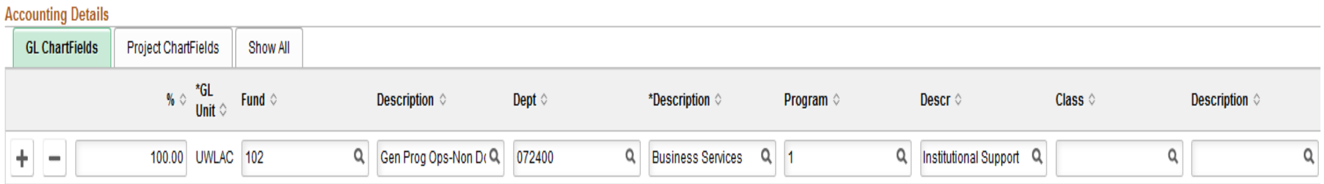
10. **Date of return**: Select date of meal

11. Click on the **Justification**
    a. Click on **Add Notes**
    b. Enter: “Took interview candidate to “*lunch”*. Candidate is for position xxxx.”
        i. **Note**: All acronyms must be spelled out.
    c. Click on **Done**

    Note: *Employee paying for the meal can include more than one candidate on an expense report by noting each name in the **“Justification and Supporting Details”** section.*

12. Click on the **Attachments** button to upload supporting documentation.
    a. Then click on the **Add Attachment** button. Click the **My Device** button, locate the desired file and click the **Upload** button. Click on **Done** to upload the attachment. Repeat this process to add multiple attachments.
    b. **You will need a copy of the following**:
        i. Candidate’s interview schedule
        ii. Itemized receipt from the meal, meaning the receipt detail purchases made (meals and drinks).
        iii. Approved [Food Expense Approval Form]

13. Click on Accounting Defaults and a pop-up menu will appear:



14. The funding string automatically defaults to your home department. Often this account number is different and may need to be changed; be sure to confirm your number with your Supervisor.

15. Click **Done** to return back to the Expense Report.

16. Click on **Add Expense** to enter information regarding the expense

17. **Date**: Select the date of the meal.

18. Under the **Expense Type** click on the drop-down arrow ▼ and select “Meals-Hosted” from the menu options;

19. Enter a description: “Took interview candidate to “*lunch”*. Candidate is for position xxxx.”

20. Under **Payment Type** select “Personal Funds”.

21. **Amount**: Enter amount spent based on actual costs incurred (in US Dollars)

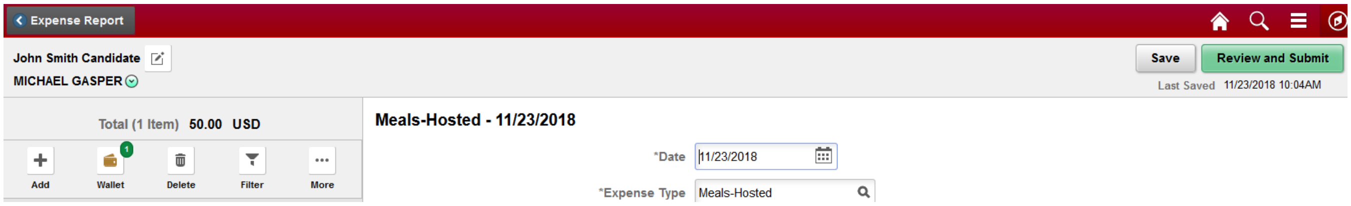
22. **How many people:** Enter the number of people at the meal

23. Review the Expense Location

24. Click on the “Add Additional Attendees” tile

    a. Click on the **+** sign
    b. Enter the name of the meal attendees
    c. Click “Done”

25. Click on **Save** to save the report



Navigation Items:

- Click on **Add** to enter information regarding another expense
- Click on  to navigate back to the header page

Report Submission:

1. Click on **Review and Submit** to take you to the Expense Summary screen
2. Click **Submit** on the link when you are finished reviewing the report.

A screen will appear to read/review the Acknowledgement and Statement of Accountability. If all is consented, click **Submit**.

After submission, the expense report is routed to the appropriate department approver(s) and auditor for review and approval. Travelers/Alternates will receive email notification of expense report return, approval, or denial.