

# 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):

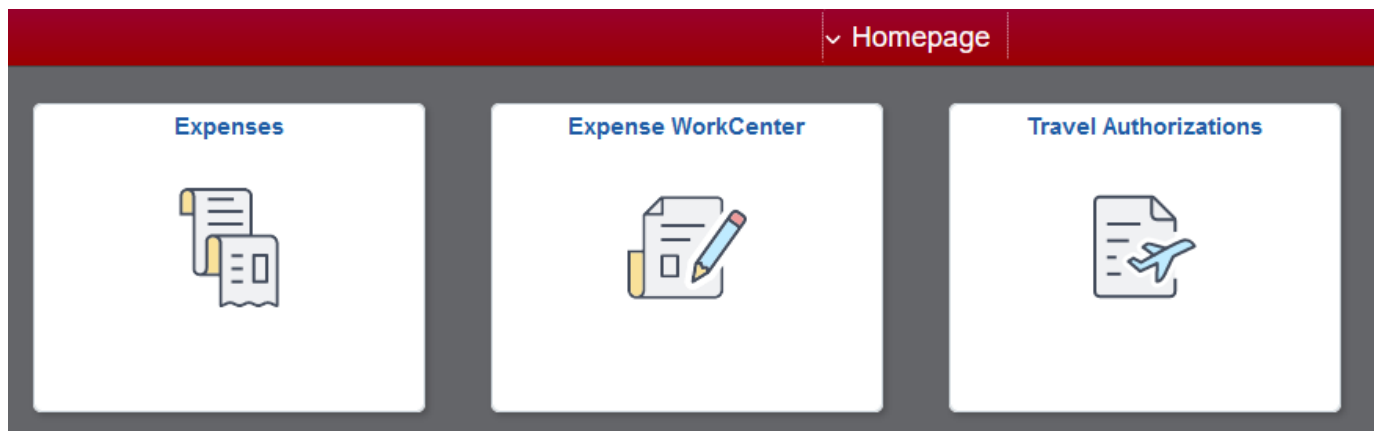


Click on the Expense Reimbursement tab

Click on the the e-Reimbursment hyperlink or click [here](#)

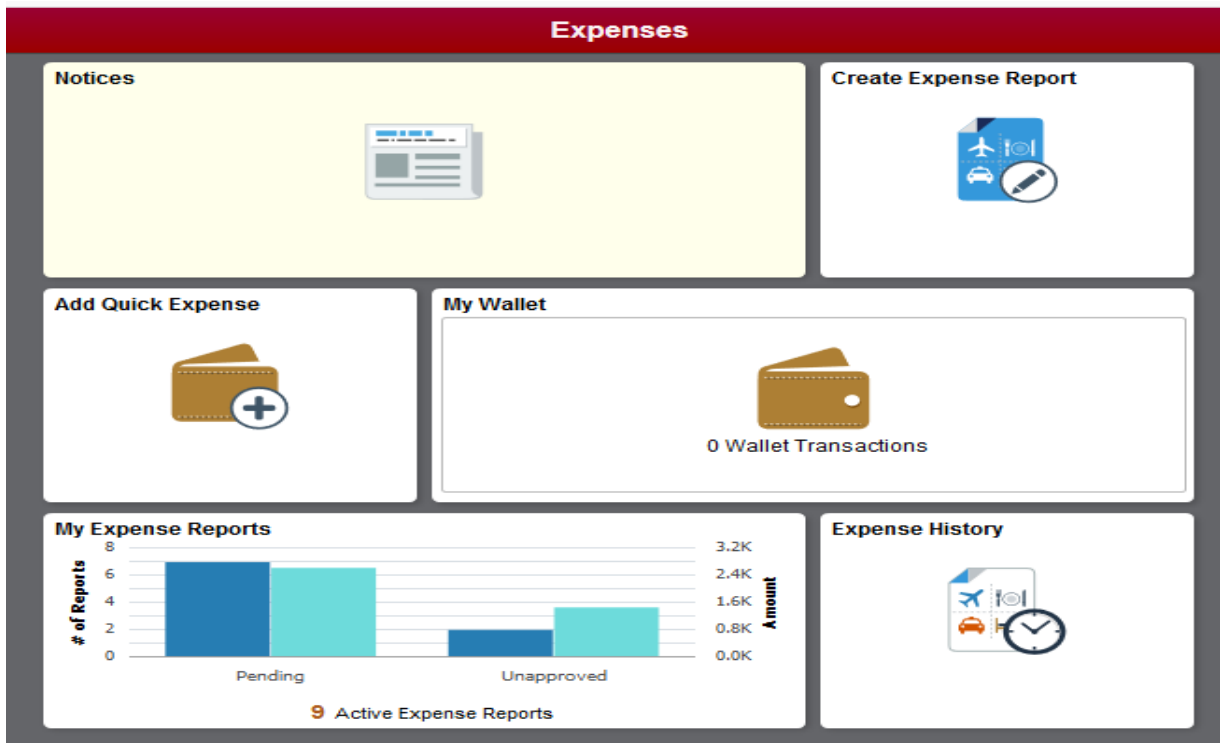
Select your organization: "UW-La Crosse" for the drop down You will be asked to login with your Net ID credentials.

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:

The screenshot shows the 'Expense Report' form. The header is red with 'Expenses' on the left and 'Expense Report' on the right. Below the header, it says 'Report NEXT' and 'MICHAEL GASPER'. The form is divided into 'General Information' and 'Expense Details' sections. The 'General Information' section has fields for '\*Business Purpose', '\*Description', '\*Default Location', '\*Reference' (with 'OUTSTATE' entered), 'Date of departure', and 'Date of return'. There are also buttons for 'Attach Receipt', 'Accounting Defaults', and 'Justification (IS MISSING)'. The 'Expense Details' section has a message 'No expenses have been entered.' and buttons for 'Custom Funding (UWLAC/072400/102)', '+ Add Expense', and 'Quick-Fill'. The bottom right corner shows 'Creation Date 10/09/2018 MICHAEL GASPER' and 'Updated on 10/09/2018'.

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:

Accounting Details

GL ChartFields			Project ChartFields		Show All					
%	*GL Unit	Fund	Description	Dept	*Description	Program	Descr	Class	Description	
+	-	100.00	UWLAC	102	Gen Prog Ops-Non Di	072400	Business Services	1	Institutional Support	

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)

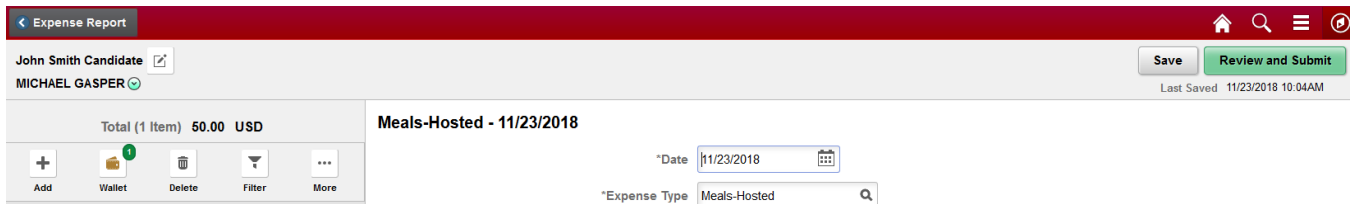
22. **How many people:** Enter the number of people at the meal

23. Review the Expense Location


24. Click on the “Add Additional Attendees” tile

- Click on the + sign
- Enter the name of the meal attendees
- 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.