

e-Reimbursement Training



Login

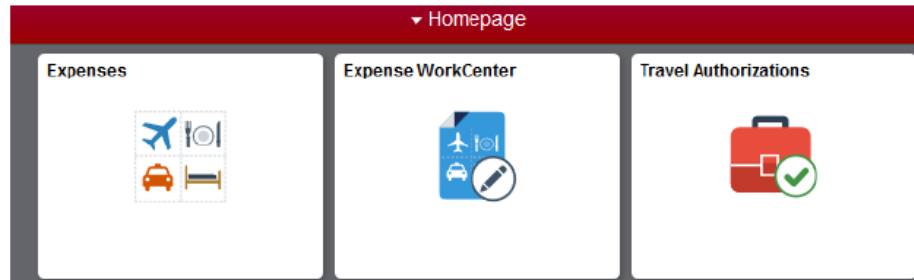
- Open an internet browser
- Go to the UWL Website Homepage
 - Click on A-Z directory
 - Scroll down and click on Business Services
- At the Business Services Homepage
 - Click on e-Reimbursement login
- Logging into e-Reimbursement
 - Select UW-La Crosse
 - Click on Go
 - Enter your NetId and Password

Business Services

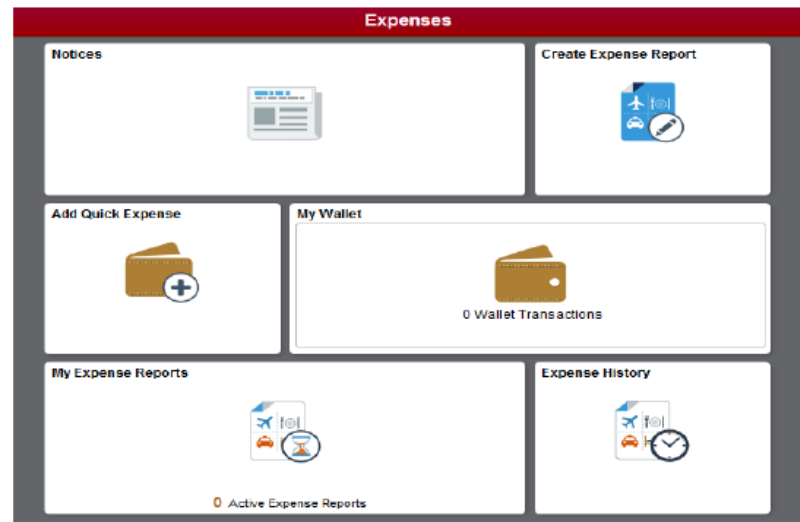
Travel Information	UWTravelWise	Expense Reimbursement	e-Reimbursement login
Food	PCards	Purchasing	Shop@UW
Cashier's	Forms	Grants	Student Orgs

Homepage & Navigation

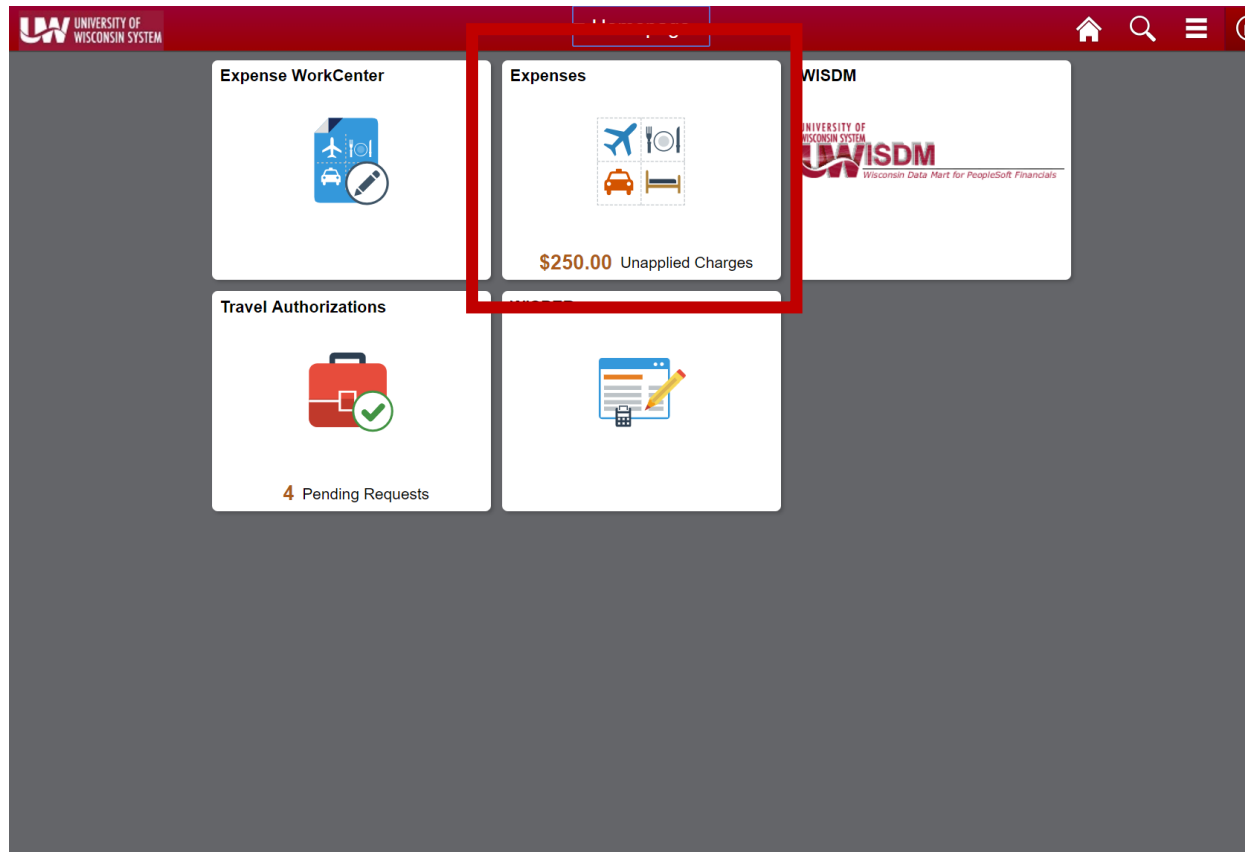
- Homepage:



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



Expense Report

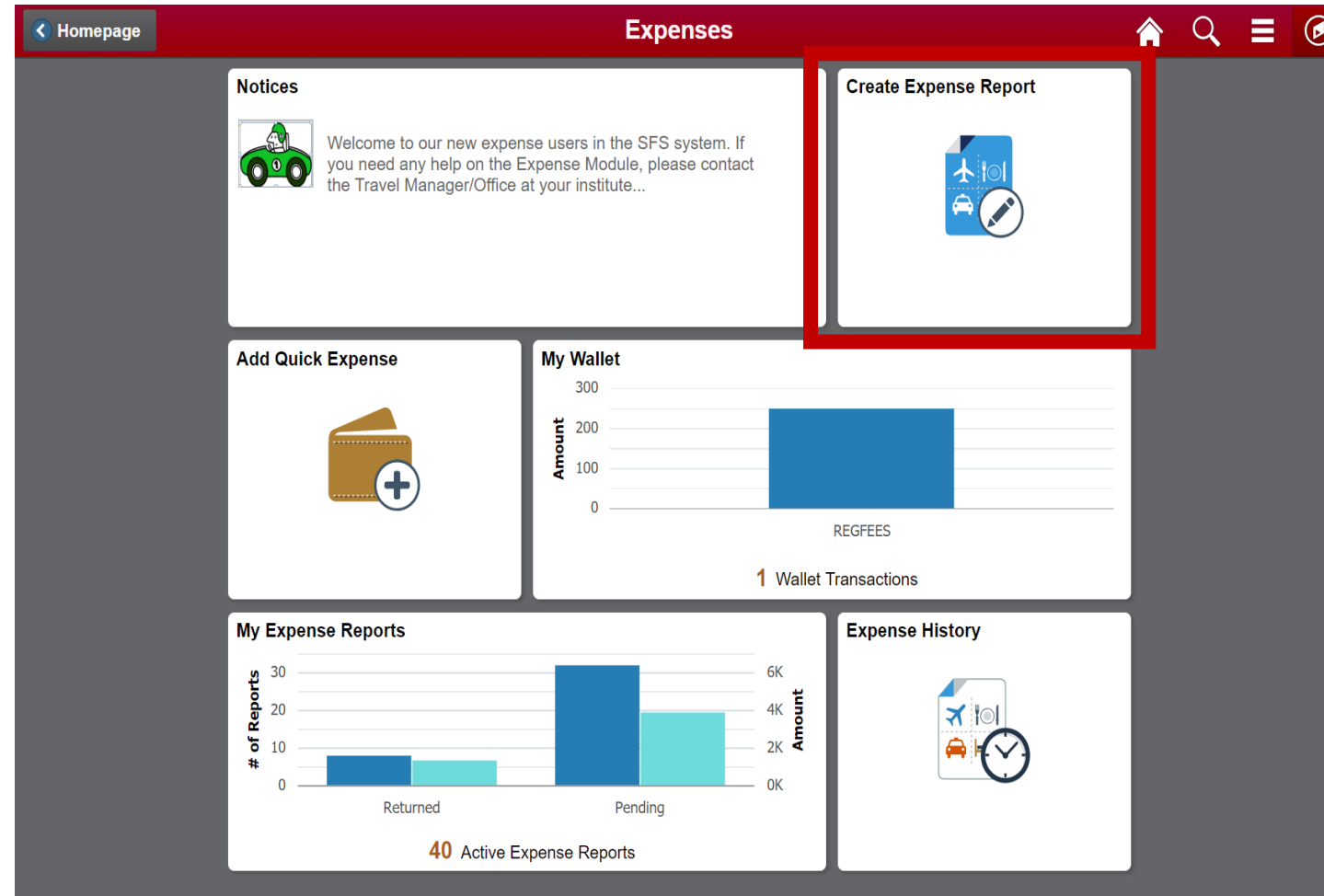


- Use the Expenses tile to get into Travel and Expense functions



Expense Report

- From the Expense tile, you can
 - Enter a new expense report
 - Enter expenses into your wallet for later use
 - View Expense History
- To get started click **Create Expense Report**



Create Expense Report

- **Business Purpose:** should be Business
- **Default Location:** Destination location
- **Reference:** Either INSTATE or OUTSTATE
- **Attachments:** Should include Mileage maps and No campus office letter
- **Accounting Defaults:** Should be 102-6-030120
- **Justification:** Description of your travels

Expenses
Expense Report

Report NEXT
SCOTT PETERSON

General Information

*Business Purpose

Business

*Description

January - Mileage - STS

*Default Location

LA CROSSE, WI

*Reference

INSTATE

Date of departure

01/01/2022

Date of return

01/01/2022

Attachments

Accounting Defaults

Justification (IS MISSING)

0

General Information

Creation Date

01/12/2022

SCOTT PETERSON

Updated on

01/12/2022

Expense Details

Expense Report Action

Custom Funding (UWLAC/030100/102)

Expense Details

- Expense Report Action:
 - Add Expenses Lines

Expense Details

Expense Report
Action

▼

Add Expense Lines

Add from My Wallet

Add from Quick-Fill

Copy Expense Report

Custom Funding (UWLAC/030100/102)



Expense Entry

- **Date:** The day of travel
- **Expense Type:** Mileage
- **Description:** Starting location to destination
- **Transportation ID:** Standard Rate if under 100 miles round trip, Turndown Rate if 100 miles or more round trip
- **Miles:** Round trip mileage
- **Reimbursement Method:** Personal Funds
- **Originating Location:** Home or Office location
- **Destination Location:** School location
- **Non-Reimbursable** = NO

Expense Report
Expense Entry
Home Search Menu

January - Mileage - STS
SCOTT PETERSON
Save Review and Submit
Last Saved 01/12/2022 10:19AM

Mileage - 01/01/2022

*Date 01/01/2022
*Expense Type Mileage
Description 123 Holmen Lane, Holmen WI to La Crosse Central High School

Mileage
*Transportation ID STANDARD RATE
Transportation Type STDRT
*Miles 26.40 x 0.5850







Payment Details
*Reimbursement Method Personal Funds
*Amount 15.44 USD








Additional Information
*Originating Location LA CROSSE COUNTY, WI
*Destination Location LA CROSSE, WI
Accounting 1 >

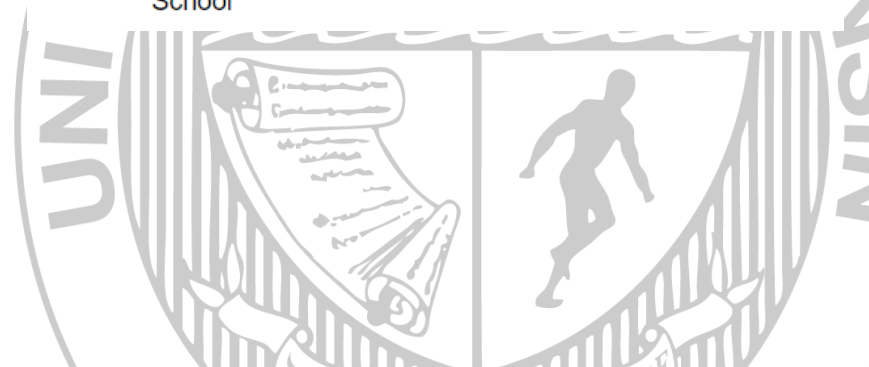
Exceptions
Non-Reimbursable No

Add Additional lines

- To add an additional expense click the **Add** button
- To copy an expense line click on the **More** button
 - Select the line to copy and click Copy
 - Input new date

January - Mileage - STS 	
SCOTT PETERSON 	
Total (1 Item) 15.44 USD	
 Add	 Delete
 Filter	 More
▼ Saturday, January 01, 2022	
<div>Mileage 15.44</div> <div>123 Holmen Lane, Holmen WI to La Crosse Central High School USD</div>	

January - Mileage - STS 	
SCOTT PETERSON 	
Total (1 Item) 15.44 USD	
 Select All	 Quick-Fill
 Copy	 Delete
 More	0 Selected
▼ Saturday, January 01, 2022	
<div><input type="checkbox"/> Mileage 15.44</div> <div>123 Holmen Lane, Holmen WI to La Crosse Central High School USD</div>	



Submitting Expense Report

- 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.**



My Expense Reports - Status Review

My Expense Reports

EXUSER01-Stefanie Employee

EXUSER01

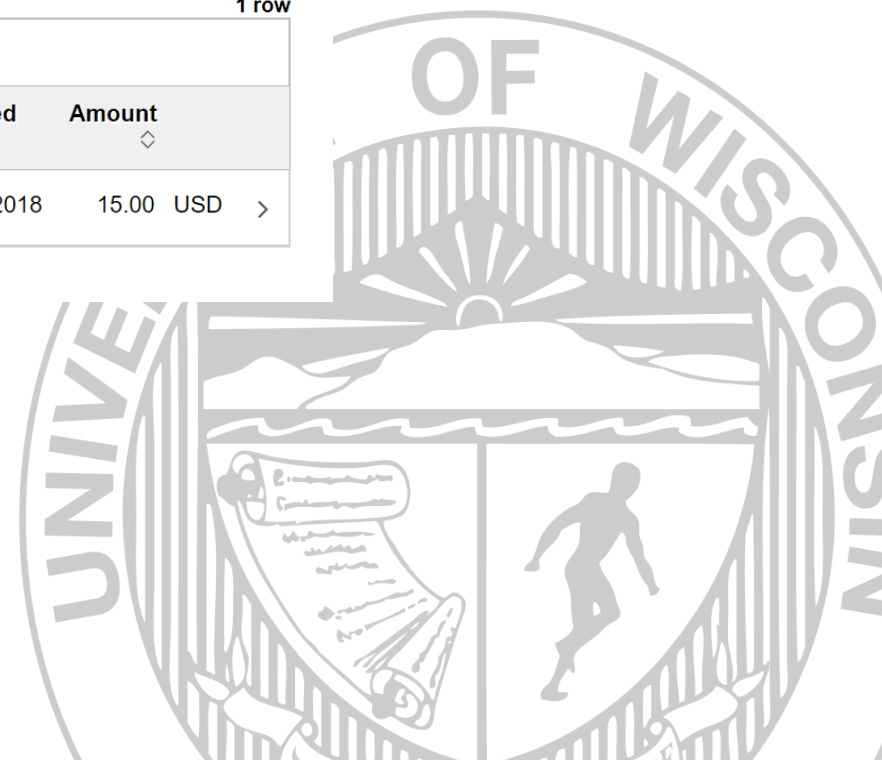
Returned	8
Not Submitted	33
Awaiting Approval	1
Pending Payment	0
View All	42

Awaiting Approval

1 row

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 >

- You can view all 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 under the action column of the report. Items not submitted can be opened and reviewed & submitted. Items awaiting approval can have reminder notifications sent.



My Expense Reports

[← Expenses](#)
My Expense Reports

MICHAEL GASPER

 00347888

Returned	0
Not Submitted	5
Awaiting Approval	2
Pending Payment	0
View All	7

Not Submitted

Actions ×
[Copy To New Report](#)
[Delete Report](#)
[Send Notification](#)

Actions	Business Purpose	Report ID	Updated Date	Amount
	Nacas Conference	0000609314	10/04/2018	459.00 USD
	Nacas Conference	0000609311	10/04/2018	634.73 USD
	nacas Business	0000609289	10/03/2018	34.73 USD
	SFS 9.2 Training	0000609298	10/03/2018	413.18 USD
	Nacas 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

Expenses

MICHAEL GASPER

00347888

Expense Report History

13

My Wallet History

4

Expense Report History

Create Expense Report

Actions

Copy To New Report

Send Notification

Business Purpose

Conference

Report ID

0000600342

Status

Paid

Updated Date

08/23/2018

Amount

183.18 USD

Business Purpose

Professional Development

Report ID

0000577246

Status

Paid

Updated Date

05/22/2018

Amount

220.82 USD

Business Purpose

Professional Development

Report ID

0000571176

Status

Paid

Updated Date

05/15/2018

Amount

220.82 USD

Business Purpose

Professional Development

Report ID

0000565179

Status

Paid

Updated Date

04/26/2018

Amount

220.82 USD

Business Purpose

Conference

Report ID

0000562214

Status

Paid

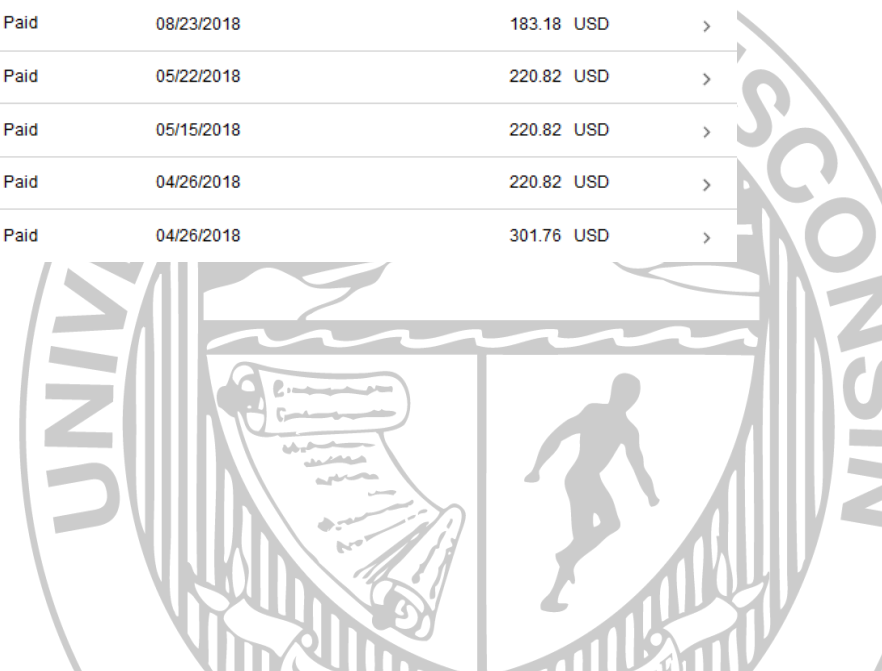
Updated Date

04/26/2018

Amount

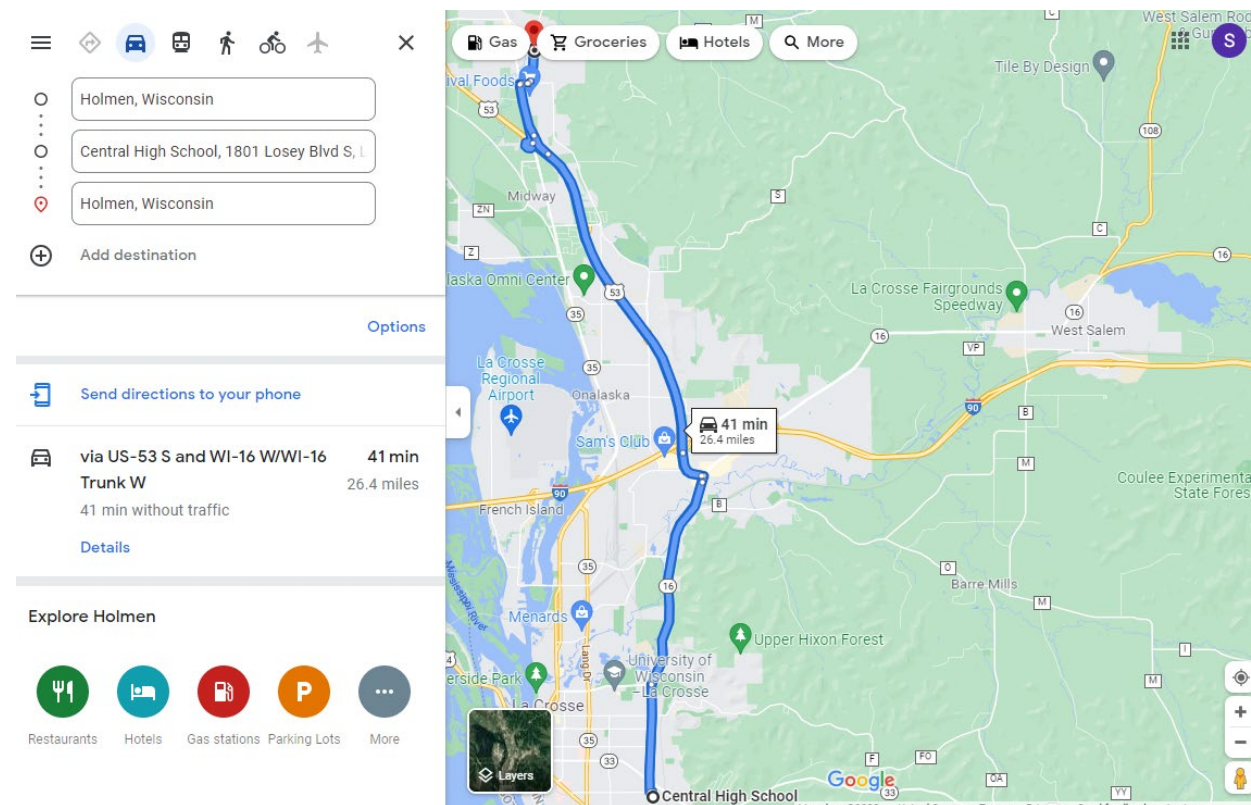
301.76 USD

- 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.



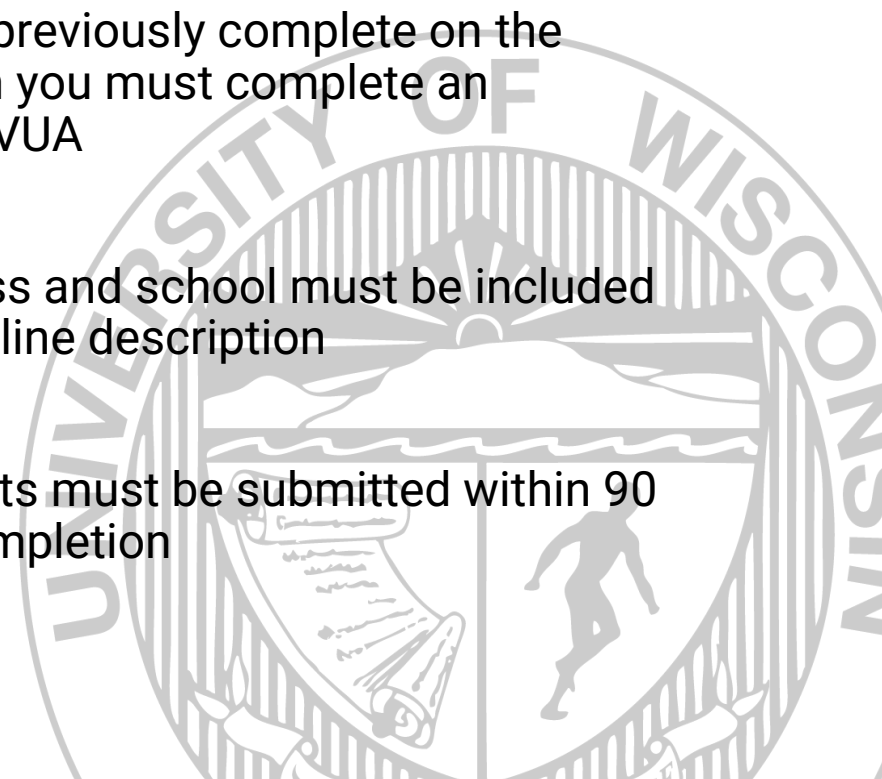
Mileage Maps

- You can add an additional destination, so it gives you round trip mileage
 - Not required as you may just double your one-way route
- Must use most direct route
- File type should be .pdf or .jpg
- Save them in a folder to be used on your next expense report



Recap

- It is the responsibility of the Supervisor to fill out and complete their mileage reimbursement
- Must upload as attachments:
 - Mileage Maps (Google Maps or MapQuest)
 - Save your maps to reuse on your next report
 - No on campus office letter (if applicable)
- You are now able to input the exact mileage
 - Must use most direct route
- Must have completed Vehicle Use Agreement (UVA)
 - If you had previously complete on the paper form you must complete an electronic VUA
- Starting address and school must be included in the expense line description
- Expense Reports must be submitted within 90 days of trip completion



Questions

