Travel Expense Report Instructions

- 1. Log on to <u>www.uwlax.edu</u>
- 2. Click on A-Z Index (Upper Right Side)
- 3. Scroll down until you find Accounts Payable on the left, click on Accounts Payable
- 4. Click "Sign Into E-Reimbursement"
- 5. Select University of Wisconsin La Crosse, then click Select
- 6. Enter your User Id (First Initial and Last Name)
- 7. Enter your Password, Click Login
- 8. You should now be on the E-Reimbursement Page, Click on "Create".

		Personalize Content Layout ? Help
e-Reimessement - Expenses		0 0 •
Create A New Expense Report for you or someone else	Modify Modify and Submit a Saved Report. Revise a Sent Back Report.	View View an Existing Expense Report. Monitor Report Status. Note: Changes can not be made in View mode.
Assign an Alternate Delegate Entry Authority to allow others to Create or Modify Expense Reports on your behalf.	Queries/Reports 1. Leave field blank. 2. Click Search. 3. Select Query Group. Note: Query 999 will display a list of all queries.	Delete an Existing Unapproved Expense Report
Employee Expense History Review your Payments and Expense History	Create a Travel Authorization Pre-Trip Approval for Travel or Cash Advance	Modify a Travel Authorization Modify and Submit a Saved Travel Authorization. Revise a sent back Travel Authorization.

You should now be looking at a blank Expense report. We are now going to create a report using an existing report. Using the drop down arrow select **Existing Report**, click **GO**.

Expense Report En	try		
RYAN PREUSS	User Defaults	Report ID: NEXT	
Quick Start:	An Existing Report	GO GO	
🔻 General Information 🛛 😰			
*Report Name:		*Expense/travel justification and supporting details:	ه
*Business Purpose:		▼	
Destination:		Q. (Spi	Attachments (0)
	✓ Travel rel	ated expense report Date depart:	Date return:

You should now see a screen similar to this:

Create Expense Report								
Copy From an Existing Expense				Repo	rt			
RYAN PREU	JSS				Report ID:		NEXT	
From Date:	07/28/2	014	To:	10/28/20	15 🛐	Se	earch	
Expense Rep	orts							
	Report ID	Description			Business Purpose		Status	Created
Select	0000307484	Mileage			Fieldwork		Pending	10/28/2015

Click on **Select**. This should bring your Previously Submitted Travel Expense Report to a full screen. From here, we will simply update the Report Name, Expense/ Travel Justification, Travel dates and miles driven.

- 1. In the **Report Name** field change to Mileage for (Month).
- 2. In the Expense Travel justification Field Change the month of travel
- 3. Update your Date Depart and Date Return

The updated Information should look similar to this:

Create Expense Report			
Expense Report En	ıtry		
RYAN PREUSS	User Defaults	Report ID: NEXT	
General Information			
*Report Name:	Mileage for October	*Expense/travel justification	October Mileage - Student Teacher
*Business Purpose:	Fieldwork -	and supporting details:	Observation
Destination:	WISCONSIN, OTHER	(۵	Spell out acronyms) <u>Attachments (0)</u>
	Travel relate	Date depart: d expense report	10/01/2015 🛐 Date return: 103115 🛐
		Time depart:	6:00AM Time return: 6:00PM

Return to Expense Report Entry

Under the Details section we will update the miles driven for the month. You can simply add up all of the miles driven within the state and claim one large total. Click on **Detail**

Details 😰						<u>Personalize Fi</u>	nd View All 🗖	i 🚺 1-2 c	f 2 🕨 Last
*Overview	*Overview FFFF								
Select		*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	-	
		Mileage 👻	09/01/2015 🛐	38.25	USD	Personal Funds 🔻	In-State 🔻	<u>*Detail</u>	+
		Mileage 🔻	09/17/2015 🛐	40.29	USD	Personal Funds	Out-of-State 🔻	<u>*Detail</u>	+.

- 1. For the expense date, make sure you use the last day of the month (As Long as that day has passed. The expense Date can't be in the future)
- 2. In the drop down menu for Transportation ID select Standard Rate
- 3. Click on Cal Mileage
- 4. Finally Select Return to Expense Report
 - a. IMPORTANT: DO NOT USE BACK ARROW BUTTON IN INTERNET BROWSER

Create Expense Report						
Expense Detail for Mileage (Line 1)						
RYAN PREUSS Report ID: NEXT						
About This Expense 👩						
*Expense Date:	10/31/2015					
*Payment Type:	Personal Funds No Receipt					
*Billing Type:	In-State Non-Reimbursable					
*Transportation ID:	STANDARD RATE					
*Miles:	125 x 0.5750 Calc Mileage					
*Originating Location:	WISCONSIN, OTHER					
*Destination Location:	WISCONSIN, OTHER					
Description:	STUDENT TEACHER OBSERVATIONS					
*Amount Spent:	71.88					
*Currency:	USD					
*Exchange Rate:	1.0000000 🤣 📑					
	✓ Default Rate					
Reimbursement Amt:	71.88 USD					
Exception Comments 😰						
Location Amount:						
Accounting Detail Check Expense For Errors						
Return to Expense Report						

If you have out of state miles, you will need to enter that information on a separate line. Click on **Detail** and enter the total miles for the month that were traveled out of state:

				-	L			
Details 😰					Personalize Fi	<u>nd</u> View All 🗖	📕 First 🗹 1-3 of 3 🛛	Last 2
*Overview FFFF								
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
	Mileage -	10/31/2015 🛐	71.88	USD	Personal Funds -	In-State 🔻	<u>*Detail</u>	+
	Mileage 🗸	09/17/2015 🛐	40.29	USD	Personal Funds	Out-of-State 🔻	*Detail	
								.
Copy Selected Check For Errors New Expense								

Create Expense Report

Expense Detail for Mileage (Line 2)					
RYAN PREUSS	Report ID:	NEXT			
About This Expense 😰					
*Expense Date:	10/31/2015 🛐				
*Payment Type:	Personal Funds	_			
*Billing Type:	Out-of-State 🗸	Non-Reimbursable			
*Transportation ID:	STANDARD RATE -	AUTHI			
*Miles:	> 25 x 0.0001 Calc	Mileage			
*Originating Location:	MINNESOTA, OTHER	Q			
*Destination Location:	WISCONSIN, OTHER	Q			
Description:		<u>_</u>			
*Amount Spent:	0.00				
*Currency:	USD				
*Exchange Rate:	1.0000000 🤣 📑				
	Default Rate				
Reimbursement Amt:	0.00 USD				
Exception Comments 😰					
Location Amount:					
Accounting Detail Check Expense For Errors Return to Expense Report	-				

Now we have to add your mileage log as an attachment.

1. Click on Attachments

RYAN PREUSS	User Defaults	Report ID: NEXT	
🔻 General Information 🛛 😰			
*Report Name:	Mileage	*Expense/travel justification and supporting details:	September Mileage - Student Teacher
*Business Purpose:	Fieldwork •	(Sp)	ell out acronyms) Attachments (0)
Destination:	WISCONSIN, OTHER	Q	

2. Click on Add Attachment

Details			
File Name	Description	User	Na
View			

Adding large attachments can take some time to upload, therefore, it is advisable to say transaction before adding large attachments.





	3. Look for your attachment and click Open		
	•	Elliner de	
me:	Garth		•
		Open	Cancel
			4

4. Then Upload



Then Click OK.

Expense Report Attachments

Report ID: NEXT

Details			Personalize Find View	All 🗖 🛗 🛛 First 🗹 1 of 1 🕨 Last
File Name	Description	User	Name	Date/Time Stamp
Garth.PNG				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



When you are done you will notice that it shows 1 attachment. You have now completed the travel report and you can click on **Submit**!

Create Ex	pense	е кероп											
Expens	e Re	eport En	itry										
RYAN PR	EUSS	6	User Defaults			Re	Report ID: NEXT						
7 General Ir	nformat	tion 👔											
Report Name:			Mileage			*Ex	*Expense/travel justification			September Mileage - Student Teacher			
Business P	urpose	e:	Fieldwork			and T	and supporting details:			Observation			
								(Spe	ell out acron	yms) Attachn	nents (1) 🖌		
Destination:			WISCONSIN, OTHER			Q							
			✓ Travel relat			vel related expe	Date depart:			Date return:			
Accounting I	Default	<u>s</u>				Mo	re Options:				•	GO	
Details 😰								F	Personalize Fi	ind View All 🗷	First K	1.2 of 2	
*Overview)							L				1-2 01 2 —	
Select	*E	Expense Type		*Expense Date		*Amount Spent	*Currency	*Payment	Туре	*Billing Type			
	Ī	Mileage	•	09/01/2015	31	38.25	USD	Personal	Funds 🔻	In-State 💌	*Detail		
	Ī	Mileage	T	09/17/2015	31	40.29	USD	Personal	Funds 🔻	Out-of-State 🔻	*Detail		
Copy S	Copy Selected		Delete Selected Ch		eck For Errors			New Exper	New Expense		Add		
Totals													
Employee Expenses:			78.54 USD			Due Employee:			78.54 USD				
Non-Reimbursable Expenses:			0.00 USD			Due Vendor:			0.00 USD				
repaid Exp	penses		0.00 USD										
Imployee C	redits:			0.00	USD								
endor Cre	dits:			0.00	USD								
Jash Advan	ices Ap	opilea:		0.00	USD								
						Definition of Tota	of Totals		Up				
Save E	or Late		Submit		/		ningt Summ		Drintehle	View			
Saver	or Later		Submit			p	Luoject Summ	diy	Printable	<u>s view</u>			

Return to Travel and Expense Shortcuts