Travel Expense Report Instructions

1. Log on to www.uwlax.edu
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**".

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**.

You should now see a screen similar to this:

Create Expense Report

Copy From an Existing Expense Report
RYAN PREUSS   Report ID: NEXT

From Date: 07/28/2014 [📅] **To:** 10/28/2015 [📅]   [Search]

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000307484	Mileage	Fieldwork	Pending	10/28/2015

Return to Expense Report Entry

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 Entry
RYAN PREUSS   User Defaults   Report ID: NEXT

▼ General Information [?]

*Report Name: Mileage for October   *Expense/travel justification   October Mileage - Student Teacher
                                                          and supporting details: Observation

*Business Purpose: Fieldwork   ▼

                                                                (Spell out acronyms)   Attachments (0)

Destination: WISCONSIN, OTHER   🔍

                         ☑ Travel related expense report   Date depart: 10/01/2015 [📅]   Date return: 103115 [📅]
                                                            Time depart: 6:00AM   Time return: 6:00PM

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**

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. <u>**IMPORTANT: DO NOT USE BACK ARROW BUTTON IN INTERNET BROWSER**</u>

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:

Details								
*Overview								
Select	***Expense Type**	***Expense Date**	***Amount Spent**	***Currency**	***Payment Type**	***Billing Type**		
☐	Mileage	10/31/2015	71.88	USD	Personal Funds	In-State	*Detail	➕
☐	Mileage	09/17/2015	40.29	USD	Personal Funds	Out-of-State	*Detail	
								➕

Personalize | Find | View All | First 1-3 of 3 Last

Copy Selected	Delete Selected	Check For Errors		New Expense	Add

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
*Destination Location:	WISCONSIN, OTHER
Description:	
*Amount Spent:	0.00
*Currency:	USD
*Exchange Rate:	1.00000000
	☑ **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**
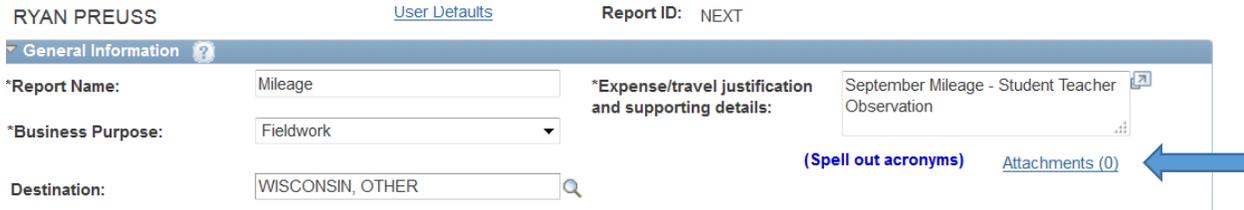
RYAN PREUSS   User Defaults   Report ID: NEXT

General Information ❓

*Report Name: Mileage   *Expense/travel justification   September Mileage - Student Teacher
                                                    and supporting details: Observation

*Business Purpose: Fieldwork   ▼

                                                                                    (Spell out acronyms)   Attachments (0) ⬅
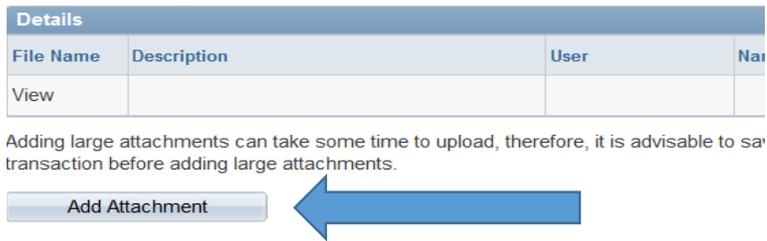Destination: WISCONSIN, OTHER   🔍

2. Click on **Add Attachment**

Details

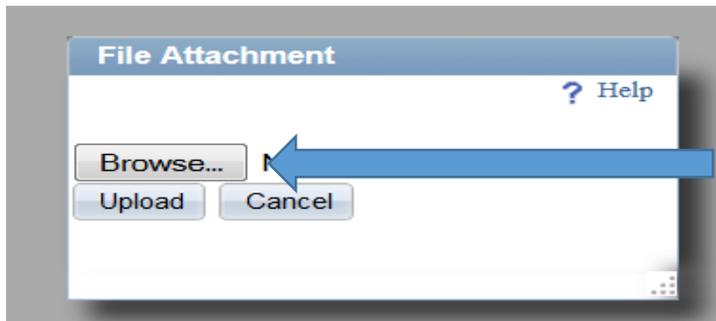| File Name	Description	User	Nar
View			

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

[Add Attachment] ⬅

File Attachment

                                      ❓ Help

[Browse...] ⬅

[Upload] [Cancel]

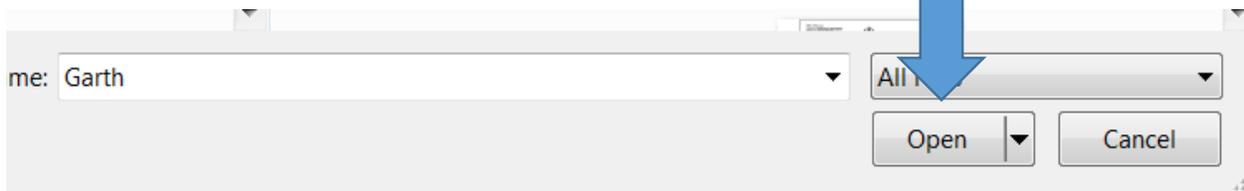3. Look for your attachment and click **Open**

me: Garth   ▼   All ▼
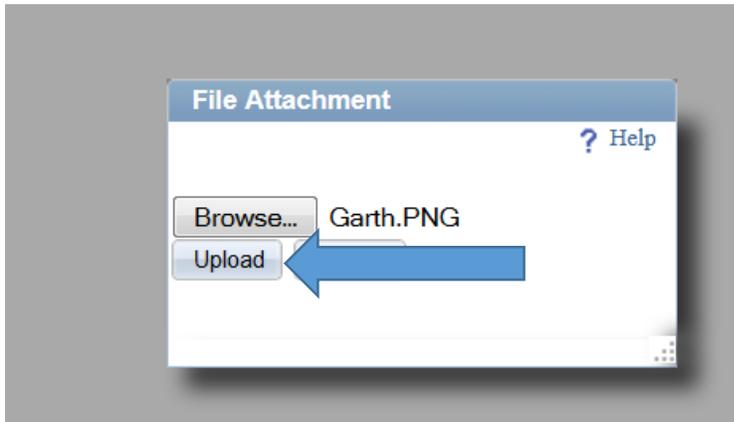
                                          [Open ▼] [Cancel]
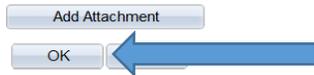
4. Then **Upload**

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.

Add Attachment

OK

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 Expense Report

Expense Report Entry

RYAN PREUSS   User Defaults   Report ID: NEXT

General Information ❓

*Report Name:	Mileage	*Expense/travel justification and supporting details:	September Mileage - Student Teacher Observation
*Business Purpose:	Fieldwork ▼		

(Spell out acronyms)   Attachments (1)

Destination: WISCONSIN, OTHER 🔍

☑ Travel related expense report   Date depart: [____] 📅   Date return: [____] 📅

Accounting Defaults   More Options: [_____ ▼] GO

Details ❓   Personalize | Find | View All | 🔲 | 🎬   First ◄ 1-2 of 2 ► Last

*Overview [⊞]

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
☐	Mileage ▼	09/01/2015 📅	38.25	USD	Personal Funds ▼	In-State ▼	*Detail	➕
☐	Mileage ▼	09/17/2015 📅	40.29	USD	Personal Funds ▼	Out-of-State ▼	*Detail	➕

[Copy Selected] [Delete Selected] [Check For Errors]   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
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals   [Update Totals]

[Save For Later] [Submit]   ...oject Summary   Printable View

Return to Travel and Expense Shortcuts