

How to Create/Submit e-Reimbursement for 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 “e-Reimbursement login” option.

You will be asked to login with your Net ID credentials.

2. Once logged in, you will see this screen:

| | | |
|--|--|--|
|  Create 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 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. |

Click on “Create”.

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

Create Expense Report

Expense Report Entry

CYNTHIA HERMAN [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

General Information ?

*Report Name:

*Business Purpose:

Destination:

Travel related expense report

Date depart: Date return:

*Expense/travel justification and supporting details:
(Spell out acronyms)

[Attachments \(0\)](#)

[Accounting Defaults](#) More Options:

Details ? Personalize | Find | View All | | First 1-4 of 4 Last

*Overview

| Select | *Expense Type | *Expense Date | *Amount Spent | *Currency | *Payment Type | *Billing Type | |
|--------|----------------------|---------------|---------------|-----------|---------------|---------------|----------------------------------|
| | <input type="text"/> | | | | | | <input type="button" value="+"/> |
| | <input type="text"/> | | | | | | <input type="button" value="+"/> |
| | <input type="text"/> | | | | | | <input type="button" value="+"/> |
| | <input type="text"/> | | | | | | <input type="button" value="+"/> |

Copy Selected Delete Selected Check For Errors

Totals

| | | | |
|----------------------------|----------|---------------|----------|
| Employee Expenses: | 0.00 USD | Due Employee: | 0.00 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](#)

[Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expense Shortcuts](#)

- Report Name: "Lunch with *"name of candidate"*.
- Expense Justification: "Took interview candidate to *"lunch"*. Candidate is for position xxxx."

Note: *Employee paying for lunch can include more than one candidate on an expense report by noting each name in the "Expense/travel justification and supporting details" section.*
- Business Purpose: Click on the drop-down menu arrow ▼ and select **"Recruiting."**
- Destination: Start typing **"La Cr"** and click on the drop-down menu arrow ▼ and select La Crosse, WI. This will auto-complete the text field.
- Click on the [Attachments](#) link to upload supporting documentation.

- a. You will need a copy of the candidate’s interview schedule and itemized receipt from the meal, meaning the receipt details purchases made (meals and drinks).
9. Uncheck the “Travel related expense report” box. Travel related boxes (e.g., “Date Depart”) will disappear.

Travel related expense report

10. Click on [Accounting Defaults](#) and a pop-up menu will appear:

Create Expense Report

Accounting Defaults

CYNTHIA HERMAN Report ID: NEXT

| Accounting Summary ? | | | | | | | | | | Set Personalizations Find First 1 of 1 Last |
|----------------------|----------|------|--------|---------|-------|-------------|---------|----------|-----------|---|
| % | *GL Unit | Fund | Dept | Program | Class | PC Bus Unit | Project | Activity | Affiliate | |
| 100.00 | UWLAC | 102 | 072400 | 1 | | UWLAC | | | | |

[User Defaults](#)

11. 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.
12. Click “OK” to return back to the Expense Report.
13. Under the “Expense Type” click on the drop-down arrow ▼ and select “Meals Hosted” from the menu options; the screen will refresh.
14. Select the “Date” of the meal.
15. Enter the “Amount” of the meal expense (presumably the currency is U.S. dollars).
16. Under “Payment Type” select “Personal Funds”.
17. Billing Type: select “In State” (unless it isn’t – for example, if you ate in La Crescent).

18. Click on “**Detail**” to open a new window and fill in the details:

About This Expense ?

*Expense Date: 02/01/2017 

*Payment Type: Personal Funds 

*Billing Type: In-State  Non-Reimbursable

Number of People:

*Location: 

Description: 

*Amount Spent:

*Currency: USD 

*Exchange Rate:  

Default Rate

Reimbursement Amt: 0.00 USD

Exception Comments ?

Location Amount:

[Accounting Detail](#)

[Add Additional Attendees](#)

[Receipt Split](#)

[Return to Expense Report](#)

Click on the [Return to Expense Report](#) link when you are finished.

19. Click on the box labeled “**Check for Errors**”.

20. Click on “**Save for Later**” if you want to modify the report later, or click “**Submit**” if you want to submit the reimbursement request.

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

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.