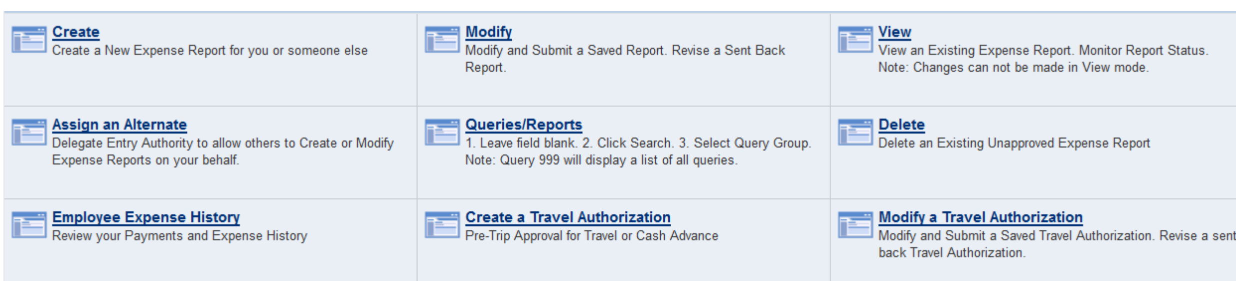
How to Create/Submit e-Reimbursement for Meals with Interview Candidates

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.

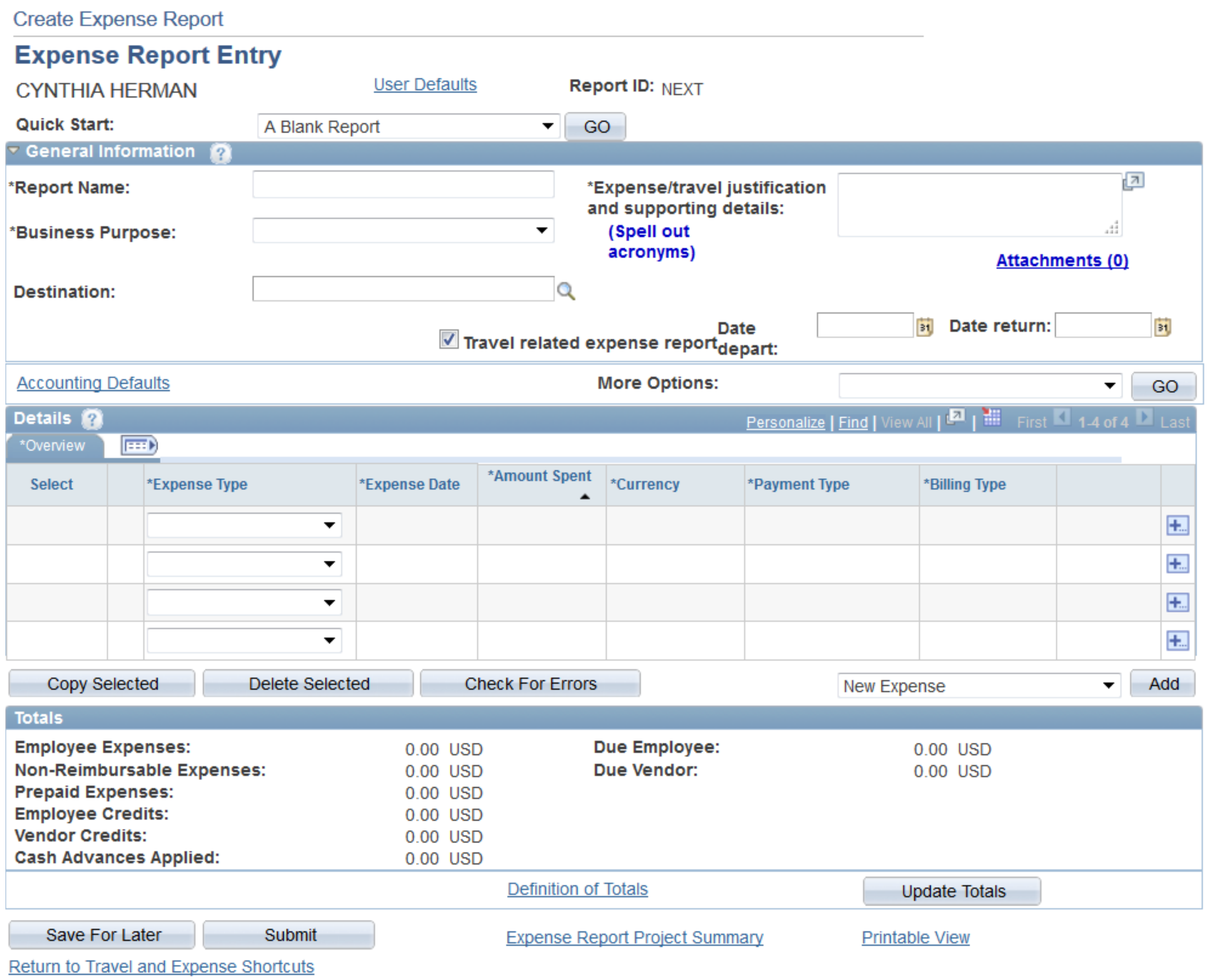
You will be asked to login with your Net ID credentials.

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



Click on “Create”.

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



4. Report Name: “Lunch with “*name of candidate*”.

5. 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.*

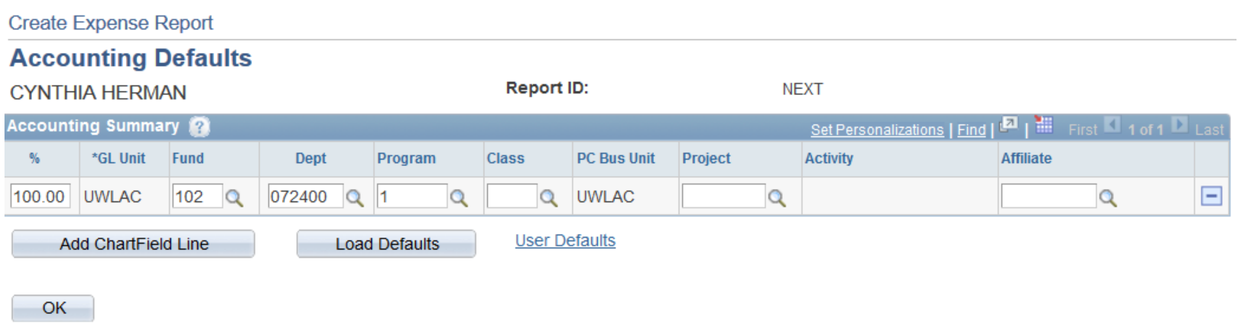
6. Business Purpose: Click on the drop-down menu arrow ▼ and select **“Recruiting.”**

7. 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.
8. Click on the Attachments link to upload supporting documentation.

a. You will need a copy of the following:
   i. Candidate's interview schedule
   ii. Itemized receipt from the meal, meaning the receipt details purchases made (meals and drinks).
   iii. Approved Food Expense Approval Form

9. Uncheck the "Travel related expense report" box. Travel related boxes (e.g., "Date Depart") will disappear.

10. Click on Accounting Defaults and a pop-up menu will appear:



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.

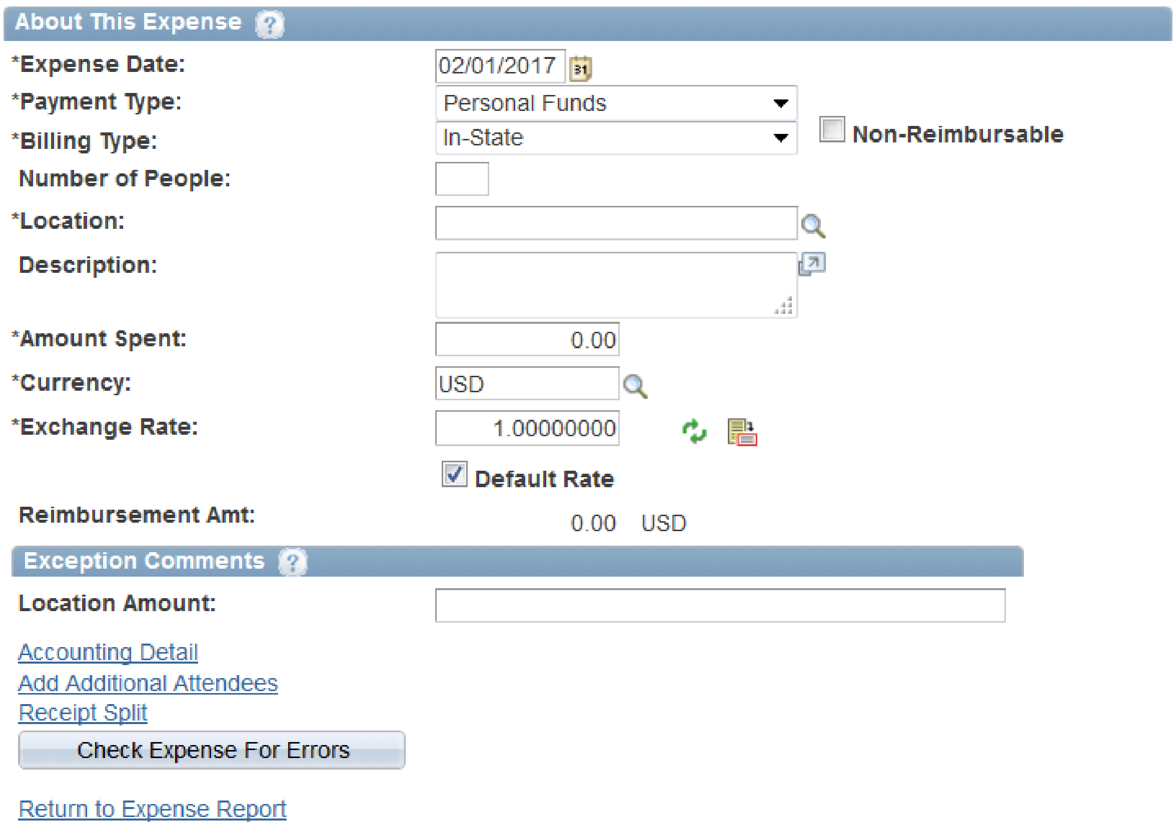
14. Select the "Date" of the meal.

15. Enter the "Amount" of the meal expense (presumably the currency is U.S. dollars).

16. Under "Payment Type" select "Personal Funds".

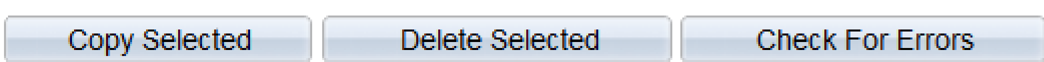
17. Billing Type: select "In State" (unless it isn't – for example, if you ate in La Crescent).

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



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.