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/](https://www.uwlax.edu/business-services/).
   Once there you will see the following menu items (boxes):

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

   Click on the “e-Reimbursement login” option.

   Select your organization: “UW-La Crosse” for the drop down

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

2. Once logged in, you see the Homepage:

   Click on “Expenses”.

   ![Homepage Image]
3. This will bring you to the Expenses page:

![Expenses page]

Click on “Create and Expense Report”

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

![Expense Report page]
5. Business Purpose: Click on the drop-down menu arrow ▼ and select “Recruiting.”

6. Report Name: “Meal with “name of candidate”.

7. Default Location: Start typing “La Cr” and click on the magnifying glass and select La Crosse, WI. This will auto-complete the text field.

8. Date of departure: Select date of meal

9. Date of return: Select date of meal

10. Click on the “Justification and Supporting Details” tile

   a. Click on Add Notes
   b. Enter: “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 “Justification and Supporting Details” section.

11. Click on the Attach Receipt 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 detail purchases made (meals and drinks).
      iii. Approved Food Expense Approval Form

12. Click on Accounting Defaults and a pop-up menu will appear:
13. 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.

14. Click “Done” to return back to the Expense Report.

15. Click on “Add Expense” to enter information regarding the expense.

16. Date: Select the “Date” of the meal.

17. Under the “Expense Type” click on the drop-down arrow ▼ and select “Meals-Hosted” from the menu options; the screen will refresh.

18. Enter a description: “Took interview candidate to “lunch”. Candidate is for position xxx.”

19. Under “Payment Type” select “Personal Funds”.

20. Enter the “Amount” of the meal expense (presumably the currency is U.S. dollars).

21. Enter the number of people at the meal.

22. Review the Expense Location.

23. Click on the “Add Additional Attendees” tile
   a. Click on the + sign
   b. Enter the name of the meal attendees
   c. Click “Done”

24. Click on “Review and Submit” to take you to the Expense Summary screen.

25. Click “Submit” on the link when you are finished reviewing the report.

26. Click on the box labeled “Check for Errors”.

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