

# Alternate - How to review reports for travelers if you are set up as the alternate.

1. Go to the Business Services web page: <https://www.uwlax.edu/business-services/>.

Once there you will see the following menu items (boxes):



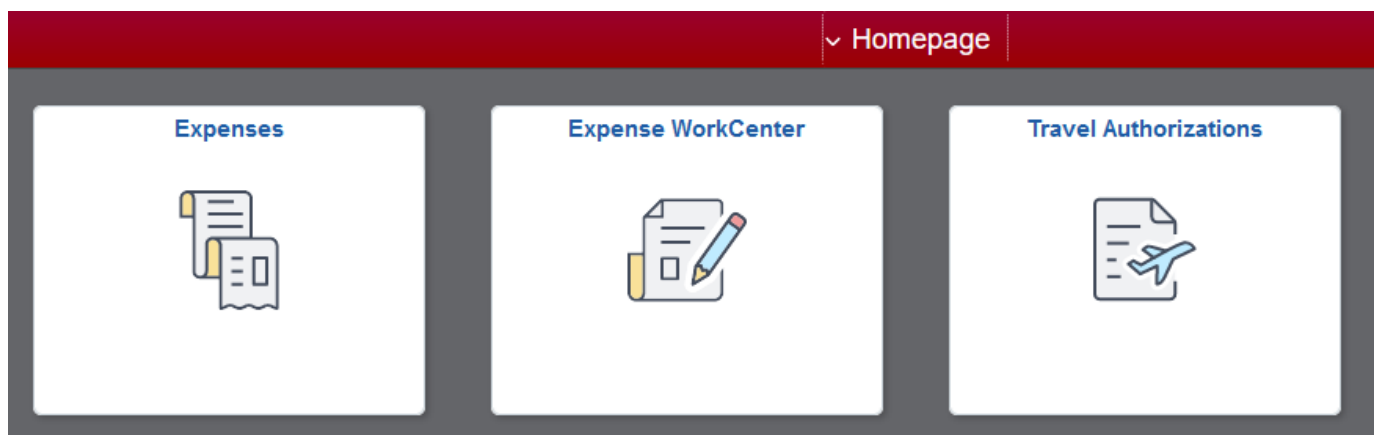
Click on the Expense Reimbursement tab

Click on the the e-Reimbursment hyperlink or click [here](#)

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

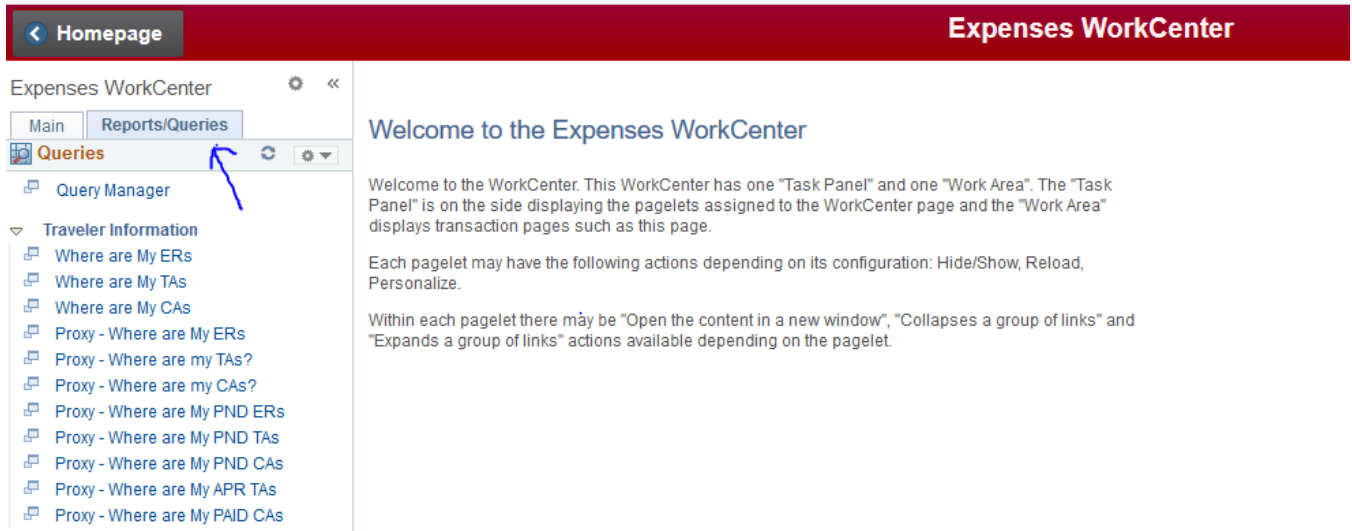
You will be asked to login with your Net ID credentials.

2. Once logged in, you see the Homepage:



Click on "Expense WorkCenter".

3. This will bring you to the Expenses page:



Click on the “Reports/Queries” tab

4. The queries list under “Traveler Information” can be run and they provide the following reports and information:

**Report Types:**

ERs = Expense Reports

TAs = Travel Authorizations

CAs = Cash Advances

**Query Types:**

1) Where are My “ ”: provides a list of reports that have been submitted for approval for:

a. You as the traveler.

2) Proxy – Where are My “ “: provides a list of reports that have been submitted for approval for:

a. You as the traveler.

b. As an alternate, you created the report for the traveler.

c. The traveler or another alternate created the report. (These reports show on query if you are set up as alternate for this traveler)

- 3) Proxy – Where are My PND “ “ – provides a list of reports that have **not** been submitted for approval or reports that have been returned for:
- a. You as the traveler.
  - b. As an alternate, you created the report.
  - c. The traveler or another alternate created the report. (These reports show on query if you are set up as alternate for this traveler)

***Reasons these reports are pending:***

- a) As the alternate, you have not moved the report forward in the workflow by clicking on :
    - i. “Notify Traveler” for an Employee Report  
OR
    - ii. “Review and Submit” for a Non-Employee Report
  - b) The employee for whom you created the report has not clicked on “Review and Submit” to move the report forward in the workflow.  
If this is the case, please contact the employee and request that they take this action.
- 4) Proxy – Where are APR TAs – provides a list of approved travel authorizations for:
- a. You as the traveler.
  - b. As an alternate, you created the report.
  - c. The traveler or another alternate created the report. (These reports show on query if you are set up as alternate for this traveler)
- 5) Proxy – Where are APR CAs – provides a list of approved cash advances for:
- a. You as the traveler.
  - b. As an alternate, you created the report.
  - c. The traveler or another alternate created the report. (These reports show on query if you are set up as alternate for this traveler)