How to Create an Expense Report for Relocation Reimbursement

1) Sign into the Expense Module via the Business Services web page using your netID and password.
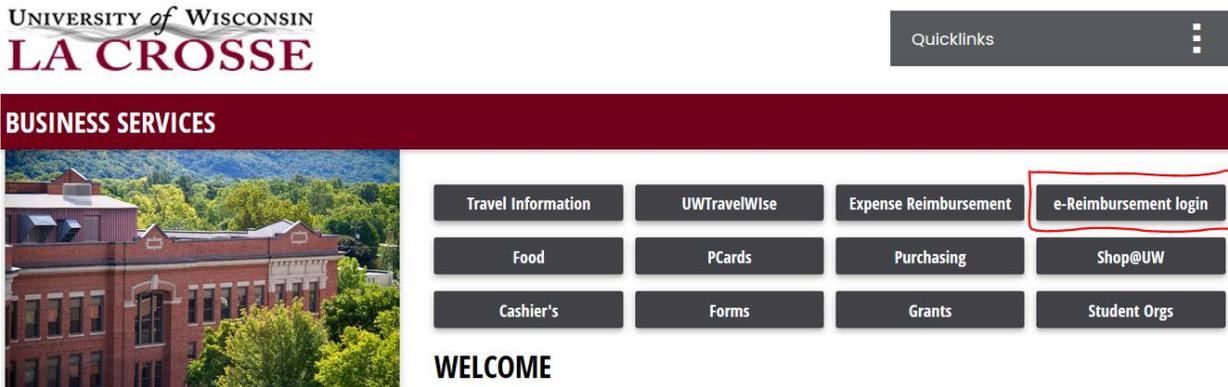
2) Click on **Create**.
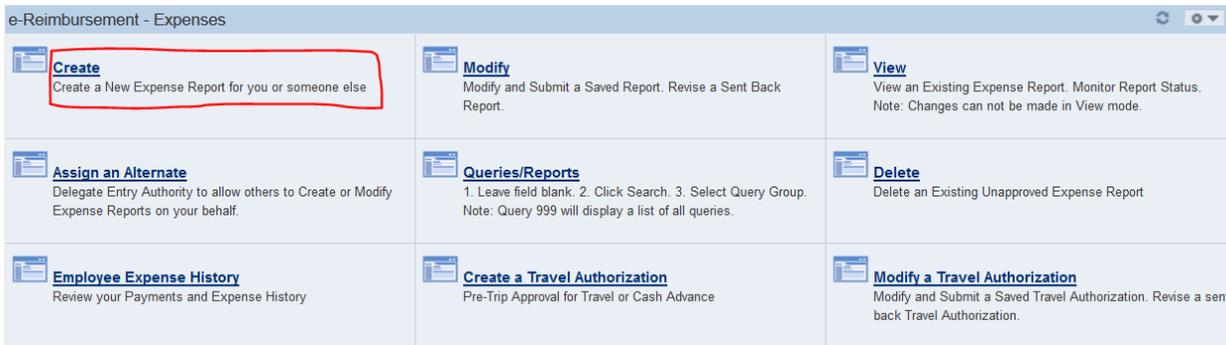
3) The first screen is Select Funding. This screen allows you to change your Business Unit (Campus) and Funding String if outside of your regular campus or department.
   a. Click on OK to keep information as listed, or
   b. Click on Use Custom Values if you wish to make a change.
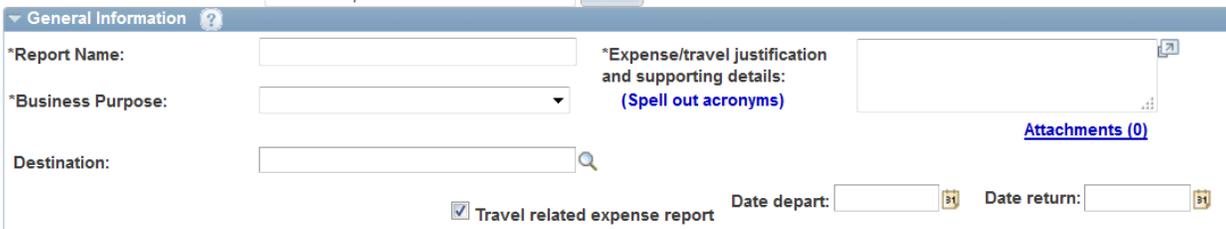
4) Complete the *General Information* panel with the following information:
   a. **Report Name**: In thirty characters or less, enter a brief description that will be used to identify the expense report, such as Relocation Reimbursement.
   b. **Business Purpose**: Click on the drop-down arrow and select the category of Relocation.

c. **Destination**: The destination city and state will be La Crosse, WI. To search for a location, enter the first three characters of the city name and click the magnifying glass icon next to the Destination field. Select the desired city from the list that appears. If you cannot find the location, enter the state or county, click the magnifying glass and the "Other" option (e.g. South Carolina, Other).

d. **Expense/travel justification and supporting details**: Enter the business justification for the expense report. This field allows for an unlimited number of characters. Example: Relocation from Charleston, South Carolina to La Crosse, Wisconsin.

     i. **Note**: All acronyms must be spelled out.

e. **Attachments**: You may attach documentation to this expense report by clicking on the *Attachments* link and then the **Add Attachment** button. Click the **Browse** button, locate the desired file and click the **Upload** button.

     i. Attach a copy of your appointment letter – this outlines the relocation reimbursement amounts. You may redact salary or other sensitive information prior to attaching.

     ii. Attach copies of all receipts to support reimbursement amount.

f. **Date depart**: Enter the date of departure from originating location.

g. **Date return**: Enter the date of arrival in La Crosse.

Details							
*Overview							
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
	▼						+
	▼						+
	▼						+
	▼						+

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

5) Complete the *Details* section of the Expense Report using the following method:

    a. **Single Expense Line Entry:** Select the appropriate **Expense Type** form the drop-down menu. **To** add rows, select **New Expense** from the drop-down menu below the existing expense lines and click the **Add** button.

6) For each expense line, enter the following information:

    a. **Expense Type**: Your options for relocation are as follows:

      i. Relocation-Direct Moving Costs (taxable starting January 1, 2018, added to gross wages on W-2) – *only if specified in the contract letter and include supporting documentation and receipts as attachments*

      ii. Relocation-Stipend (taxable starting January 1, 2018, added to gross wages on W-2) – *only if specified in the contract letter – no receipts needed*

      iii. Mileage (taxable mileage: total miles x $0.545 = amount added to gross wages on W-2) - *only if specified in the contract letter*

    b. **Expense Date**: Enter move date or dates.

      i. **Note**: All relocation reimbursements must be submitted within 90 days of expense date.

    c. **Amount Spent**: Enter amount spent based on actual costs incurred

    d. **Currency**: Enter all expenses in U.S. dollars.

e. **Payment Type**: Select **Personal Funds** – reimbursable expenses are paid directly to the claimant.
   If anything is paid by the University, select **University Prepaid** and attach supporting receipts.
f. **Billing Type**: Select **Out-of-state**, as most expenses will be incurred outside the claimant's headquarter state (Wisconsin).
g. **Detail**: Follow the instructions that coincide with your move date:
   i. **For moves that occurred after December 31, 2017**:
      1. For **Mileage** entry, click on *Detail* link. Next to *Transportation ID*, select **Standard Rate**. Enter number of miles, origination location, and click on **Calculate Mileage**. Click on *Return to Expense Report* Link.

7) When entry is complete, proceed as follows:
   a. Click on **Submit**, review the *Acknowledgement and Statement of Accountability*, click **OK**, verify the totals on the screen that follows and click **OK**.

8) After submission, the expense report is routed to the appropriate departmental approver (HR Supervisor), WISDM manager and auditor (Accounts Payable).
   a. If approved, the claimant will receive reimbursement for the allowable expenses claimed within 7-10 business days.
   b. If sent back for revision, the claimant will receive a system generated e-mail notification. Select **Modify** from the *Expense Module – Expenses* box to review the approver/auditors comments (located in red near the top of the report) and complete the required modifications. See number 7 above for submission instructions.
   c. If denied, expense reports cannot be modified or resubmitted.