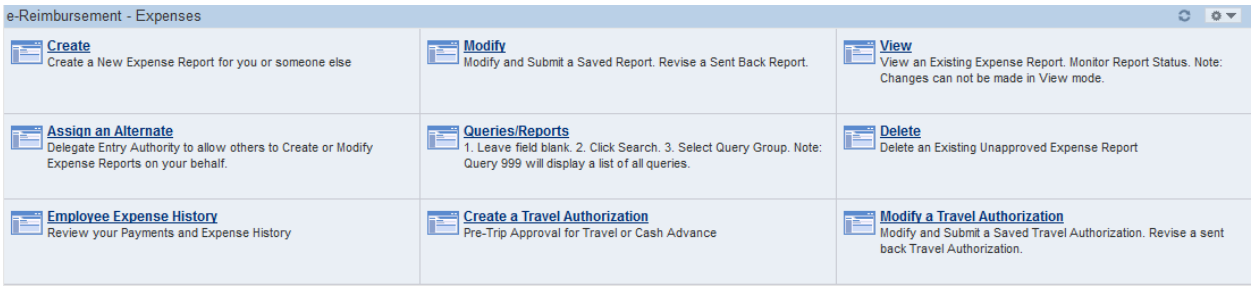
How to get Reimbursed for Meals with Interview Candidates

1. Go to the UWL "Accounts Payable" website: http://www.uwlax.edu/Accounts-Payable/
   Once there, you will see the following menu items (boxes):

   Click on the "**Sign into e-Reimbursement**" option.

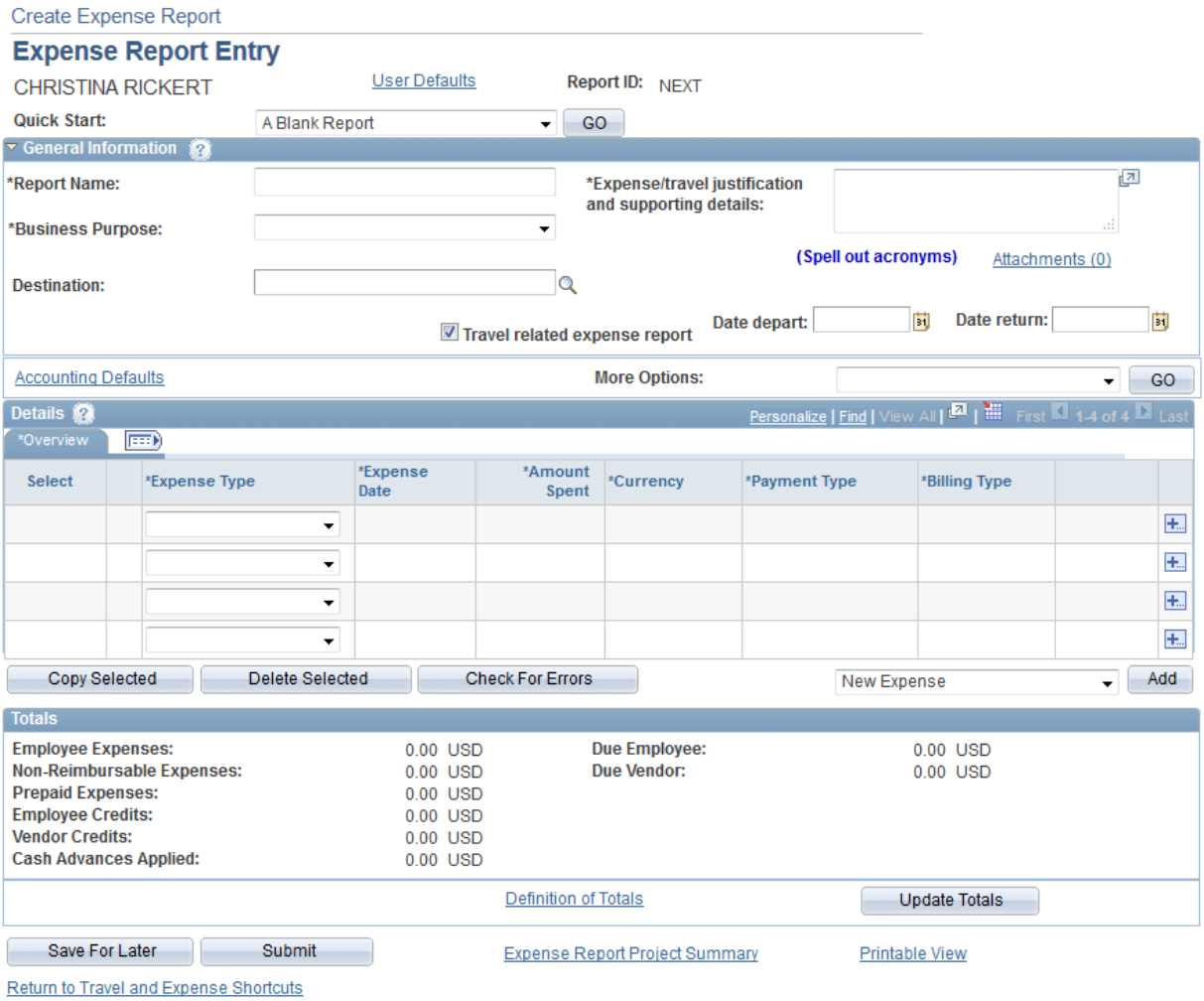
   You will be asked to log in with your Net ID credentials.

2. Once you are signed in, you will see a screen that looks like this:



   Select "**Create**"

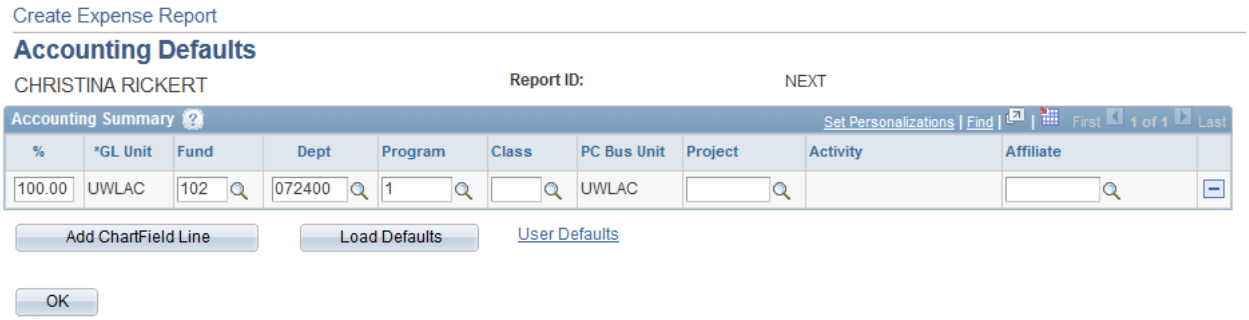
3. You will see a screen that looks similar to the old paper Travel Expense Report (TER):



Assuming you took an interview candidate to lunch:

1. Report Name: type something along the lines of "Lunch with *name of candidate"*
2. Expense Justification: type something along the lines of the following…
   "Took interview candidate to *lunch*. Candidate is for position xxxx."
   ***NOTE**: Employee may include more than one candidate on an expense report by noting the name in the detail section.*
3. Business Purpose: Click the drop-down menu arrow ▼. Select "**Recruiting**"
4. Destination: Start typing in "La Cr" and then click the drop down menu arrow ▼ and select La Crosse, WI. This will complete the text field.
5. If you have already scanned in your receipts and you have an electronic copy of the candidate's interview schedule, then click on the Attachments link and upload those documents. If **not**, minimize this e-Reimbursement activity and scan in those documents.
   a. As a reminder, meal receipts must be itemized, meaning the receipt details the purchases made (meals and drinks).

6. Un-check the “Travel Expense Report” box. Travel-related boxes (e.g., “Date Depart”) will disappear.
7. Click on Accounting Defaults and a new pop-up menu will appear.



The account number automatically defaults to your home department. Be sure to check number with your Supervisor. Often this account number is different and may need to be changed.

8. Click “**OK**” to return back to the Expense Report.
9. Under the “**Details**” and “*Expense Type” click on the drop-down menu arrow ▼. Select “**Meals-Hosted**” from the menu options. The screen will refresh.
10. Select the date of the meal.
11. Type the amount of the expense. (Presumably the currency is U.S. dollars.)
12. Under “**Payment Type**” select “**Personal Funds**.”
13. Billing Type: Select “**In-State**” (unless it isn’t – for example, if you ate in La Crescent).
14. Click on “**Detail**” to open a new window to fill in the details:

    Number of people in the Party: [_____]
    Description: [_____]
    Amount Spent: [_____]

    Click on the **Return to Expense Report** link when you are finished.

15. Click the box labeled: “**Check for Errors**”
16. Click “**Save for Later**” if you want to modify the report later. Click “**Submit**” if you want to submit the reimbursement request.
17. 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 e-mail notification of expense report approval, return, or denial.