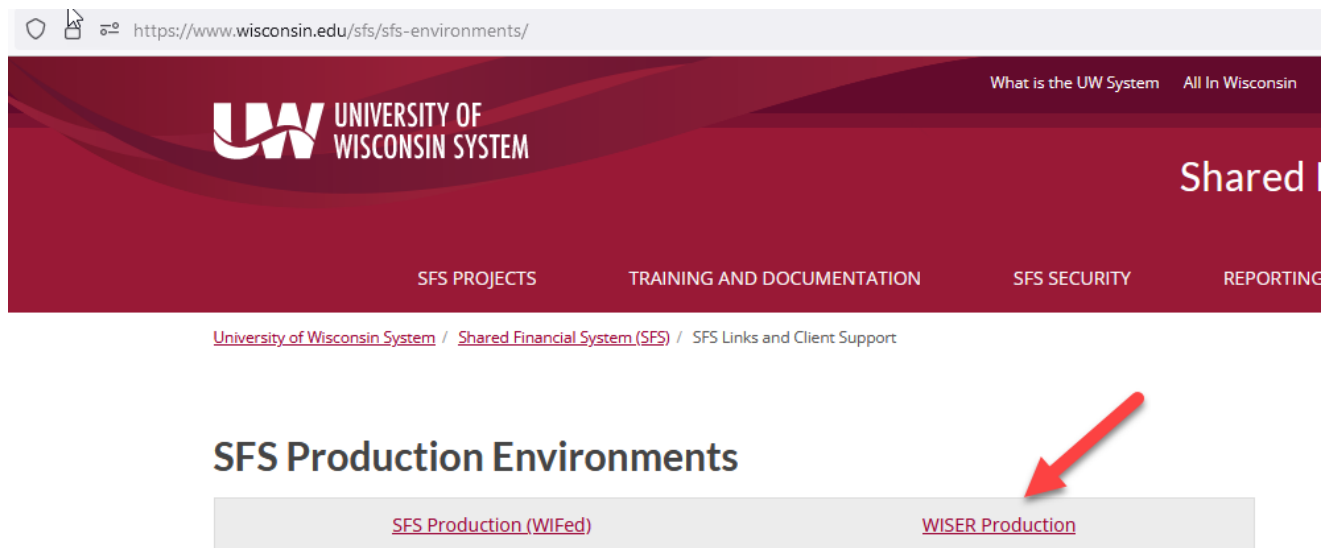# How To Look up Travel Expenses in WISER

WISER Expense Reporting
Phase 1

WISER is a reporting tool that is designed to modify and modernize your current data warehousing, retrieval and reporting requirements. In the future, you will see WISDM reporting options migrate over to the WISER application.

WISER displays only fully approved and paid expense reports submitted through e- Reimbursement and includes personal, My Corporate Card and University Prepaid payment types. Prepaid items will display in WISER only if the items were entered into the expense report.
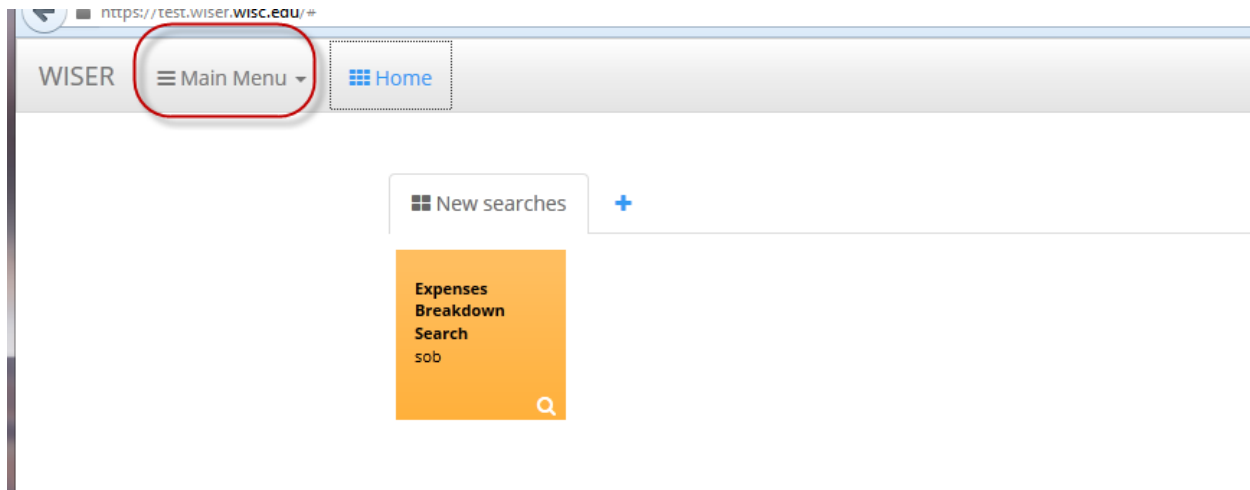
WISER Access Procedure

This action will bring you to the WISER application.

To start a new search – select Main Menu

Select – Find Expense Reports

There are 2 options in the Find Expense Reports Option - **Expenses Breakdown** or **Find a Report**

Expenses Breakdown brings you to a search page where you can select your criteria. Search by:

a) Employee – Retrieves all reports submitted by an individual.
b) Department – Ability to search on Business Unit, Division, Department or Sub-Department. An icon is available to help with this search.
c) Project – Retrieves all expenses relating to a particular project.
d) Dates – Defaults to current fiscal year, but provides the option to select any desired date range.

Data will be returned depending on your search criteria.

The data can be exported to Excel or pinned to your WISER homepage dashboard. If a search is pinned to your dashboard, the search will reside on your WISER 'Home' page. The pinned search results will be updated each time the search is opened in your WISER homepage. Pinning preferred searches is one of the advantages you will see in WISER. The Pin option enables you, the user, to easily pin your expense reimbursement searches to the WISER home page dashboard for easy access and up to date results.

WISER Scoping Technique

By using the 'Scoping" icon you can drill down into more detail.

Expenses Breakdown Search Results

⬇ Export to Excel   ⚲ Pin to Dashboard

Department	Total Reports	Total Amount
03 - BUSINESS SERVICES	73	$57,505.81

Departments
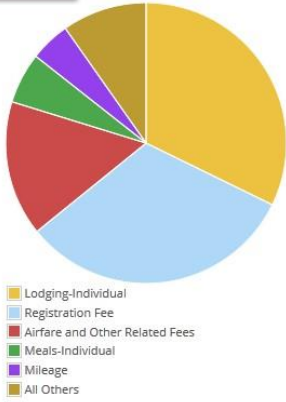
Department	Total Reports	Total Amount	%	
0301 ADMINISTRATION	1	$793.15	1.38%	✧
0305 ACCOUNTING SERVICES	24	$19,493.69	33.9%	✧
		$8,940.47	15.55%	✧
0335 INTERNAL AUDIT	6	$10,299.36	17.91%	✧

Use scoping to get to further detail

Under 'Expense Type' you can sort by Expense Type or Amount.

Sort by Expense Type

Expense Types

Expense Type	Amount	%
Air-Baggage Fees	$752.00	1.31%
Air-Travel Agency Service Fee	$43.50	0.08%
Airfare and Other Related Fees	$8,965.95	15.59%
Gasoline	$10.12	0.02%
Internet Fee	$10.95	0.02%
Lodging-Individual	$18,534.90	32.23%
Meals-Hosted	$85.37	0.15%
Meals-Individual	$3,370.03	5.86%
Meals-NoOvernight Stay	$24.00	0.04%
Mileage	$2,658.04	4.62%
Misc-Purchases/Supplies	$689.15	1.2%
Parking	$1,063.75	1.85%
Registration Fee	$18,364.00	31.93%
Relocation-Stipend	$1,000.00	1.74%
Taxi/Subway/City Bus, etc.	$961.18	1.67%
Train/Bus/Other Long Distance	$104.00	0.18%
Travel Incidentals	$226.90	0.39%
Vehicle Rental	$641.97	1.12%
Total	$57,505.81	

Legend:
- Lodging-Individual
- Registration Fee
- Airfare and Other Related Fees
- Meals-Individual
- Mileage
- All Others

Under 'Business Purposes' you can sort by Business Purpose or Amount.
By selecting a Report ID, you can drill into a particular report.

Business Purposes

Business Purpose	Amount	%
Business	$14,622.74	44.79%
Conference	$12,160.28	37.25%
Training & Educational Courses	$5,865.19	17.96%
Total	$32,648.21	

Sort by Business Purpose or Amount

- Business
- Conference
- Training & Educational Courses
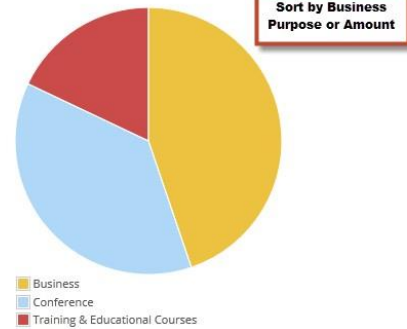
Reports 86 found.

Drill into an individual Expense Report

By selecting the check mark you can drill into additional detail for any expense line

Expense Lines

	Expense Type	Date	Amount	Billing Type	Payment Method	Description
✔	Airfare and Other Related Fees	01/31/2013	$474.80	Out-of-State	University Prepaid	Depart MSN on 2/23 @ 10:56 AM Return MSN on 3/1 @ 12:22 PM
✔	Registration Fee	12/11/2013	$1,000.00	Out-of-State	University Prepaid	1) NextLevel Conference Registration; $650.00 2) Course fee; $350.00
✔	Lodging-Individual	02/26/2014	$469.98	Out-of-State	University Prepaid	room = $209.00 each night tax = $27.17 each night
✔	Air-Baggage Fees	02/23/2014	$25.00	Out-of-State	Personal Funds	One bag to Orlando.
✔	Air-Baggage Fees	02/28/2014	$25.00	Out-of-State	Personal Funds	One bag on return trip.
✔	Meals-Individual	02/23/2014	$8.48	Out-of-State	Personal Funds	lunch
✔	Meals-Individual	02/24/2014	$25.00	Out-of-State	Personal Funds	Dinner; Receipt total went over allowed amount for reimbursement.
✔	Meals-Individual	02/25/2014	$25.00	Out-of-State	Personal Funds	Dinner; Receipt total went over allowed amount for reimbursement.
✔	Travel Incidentals	02/26/2014	$8.00	Out-of-State	Personal Funds	Hotel tips: 6 Porter tips: $1 per bag x 2 (departure and arrival days) = $2 $2 per day x 3 days = $
	Total		$2,061.26			
	To Employee		$116.48			

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Expense Line 1 Detail

Expense Type	Airfare and Other Related Fees
Date	01/31/2013
Amount	$474.80
Billing Type	Out-of-State
Payment Method	University Prepaid
Description	Depart MSN on 2/23 @ 10:56 AM Return MSN on 3/1 @ 12:22 PM
Non-reimbursable	No
Approved	Yes
Location	N/A
Merchant	DELTA
Airfare Receipt Nbr	0067343881507
Number of Nights	N/A
Number of Passengers	N/A
Travel From	N/A
Transport Type	N/A
Distance	N/A

Close

If attachments have been added to a report, you can drill in and view these attachments.

Attachments

	Name	Description

The Accounting Summary and Funding Strings used in each report are detailed.

Accounting Summary

Account	Department	Fund	Program	Project	Class	Amount
2860: Meals - In State	075291	136	5	-	-	$56.00
2870: Incidentals - In State	075291	136	5	-	-	$15.00

Funding Strings
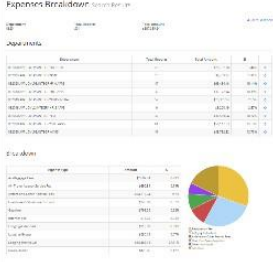
Department	Fund	Program	Project	Class	Amount
075291	136	5	-	-	$71.00

Returning to the Main Menu - Select "Find a Report" to search for an individual expense report.

If the expense report number is known, the report can be found without having to go through the search features.

7/22/2014