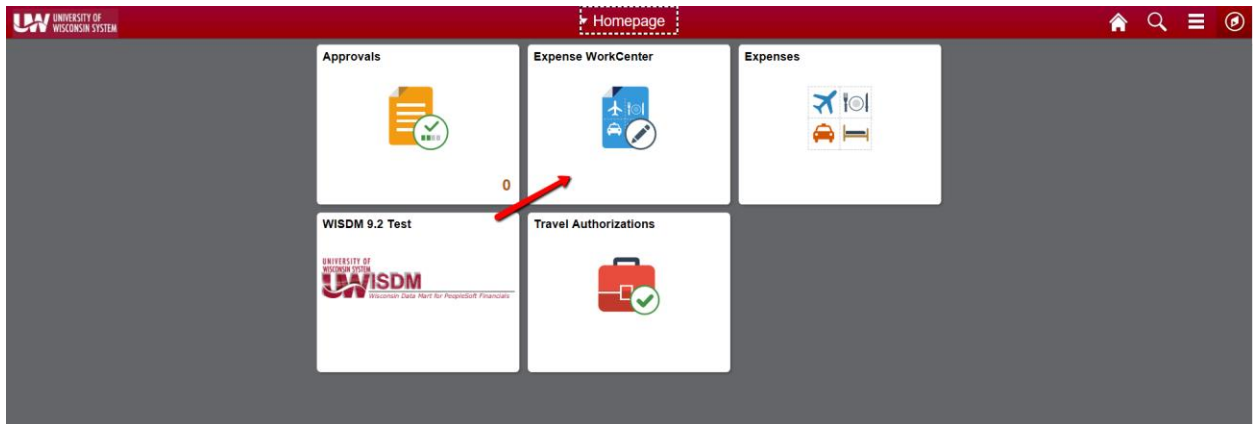


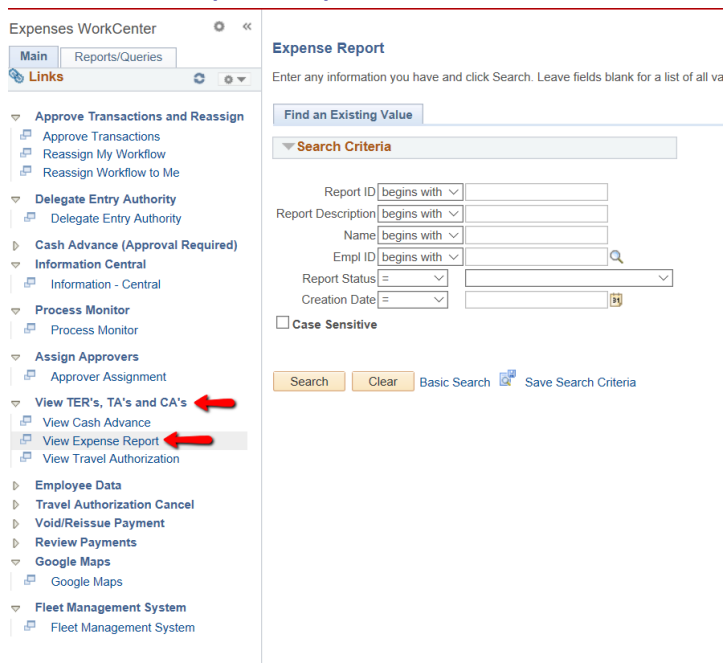
Finding a Specific TER, TA or CA for Someone Else

Viewing Expense Reports

1. Click the **Expense WorkCenter**



2. Scroll down and expand **View TER's, TA's, and CA's**
3. Click the **View Expense Report** menu.



4. Enter the desired information into the **Report ID** field
5. Click the **Search** button.

University of Wisconsin System
SFS Business Process
EX – Finding a Specific TER/TA for Someone Else

Expenses WorkCenter

Main Reports/Queries

Links

Approve Transactions and Reassign

- Approve Transactions
- Reassign My Workflow
- Reassign Workflow to Me

Delegate Entry Authority

- Delegate Entry Authority

Cash Advance (Approval Required)

Information Central

- Information - Central

Process Monitor

- Process Monitor

Assign Approvers

- Approver Assignment

View TER's, TA's and CA's

- View Cash Advance
- View Expense Report
- View Travel Authorization

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Report ID begins with []

Report Description begins with []

Name begins with []

Empl ID begins with []

Report Status = []

Creation Date = []

Case Sensitive

Search Clear Basic Search Save Search Criteria

6. Under the Search Results Click the link of the expense report

Expenses WorkCenter

Main Reports/Queries

Links

Approve Transactions and Reassign

- Approve Transactions
- Reassign My Workflow
- Reassign Workflow to Me

Delegate Entry Authority

- Delegate Entry Authority

Cash Advance (Approval Required)

Information Central

- Information - Central

Process Monitor

- Process Monitor

Assign Approvers

- Approver Assignment

View TER's, TA's and CA's

- View Cash Advance
- View Expense Report
- View Travel Authorization

Employee Data

- Travel Authorization Cancel
- Void/Reissue Payment
- Review Payments

Google Maps

- Google Maps

Fleet Management System

- Fleet Management System

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Report ID begins with %537644

Report Description begins with []

Name begins with []

Empl ID begins with []

Report Status = []

Creation Date = []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Report ID	Report Description Name	Empl ID	Report Status	Creation Date
0000537644 1	SCHWARTZ, SHARON A	00798767	Pending	06/06/2018

7. Use the **View Expense Report** page to view an expense report in read-only mode.

University of Wisconsin System SFS Business Process EX – Finding a Specific TER/TA for Someone Else

View Expense Report

SHARON SCHWARTZ

Business Purpose: Business Report: 0000537644 Pending
 Description: 1 Created: 06/06/2018 SHARON SCHWARTZ
 Reference: INSTATE Last Updated: 06/06/2018 SHARON SCHWARTZ
 Post State: Not Applied

Totals: View Printable Version View Analytics Justification and Supporting Details

Employee Expenses (1 Line)	500.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 500.00 USD Amount Due to Supplier 0.00 USD

I am accountable for the claim(s) being submitted and accept responsibility to justify any costs or claims subject to review or scrutiny by:
 --Federal, State or University officials and auditors.
 --State taxpayers, interested public and media outlets.
 --Sponsors of funds.

I certify claim(s) being submitted are:
 --Actual costs personally incurred net of any expenses provided or covered by other sources.
 --Submitted by myself and not by a proxy (alternate) on my behalf.
 --Business related and support missions of my unit, UW or the State.
 --Allowable and in compliance with all policies, procedures, and limits.
 --Supported by required receipts or other documentations and additional justifications when required.
 --Allowable and appropriate for funding source(s) indicated.

I am aware of consequences for fraudulent unethical claims, including:
 --Intentionally falsifying or filing a fraudulent claim is considered to be a class C felony in WI Statutes 939.50(7), for which penalty is a fine not to exceed \$10,000 or imprisonment not to exceed two years or both.
 --Reimbursement of travel expenses not authorized by UWSA Travel policies, created under Board of Regents Authority per Wis. Stat. s. 36.11(56), is prohibited and any unauthorized reimbursement or payment shall be recoverable as debt to the University from the person whom the payment was made.
 --In accordance with UW System Administrative Code 8.01(1), every employee at the time of appointment makes a personal commitment to professional honesty and integrity. Falsifying or filing a fraudulent claim is a violation of this code which may result in discipline, termination from the UW or both.

[Submit Expense Report](#)

[Return to Search](#) [Notify](#)

8. Next to the **Report**, the system displays the status of the expense report.
9. Use the **Expense Details** hyperlink to view the individual expense lines.

View Expense Report [Expense Details](#)

SHARON SCHWARTZ Actions: Choose an Action GO

Business Purpose: Business Report: 0000537644 Pending
 Description: 1 Created: 06/06/2018 SHARON SCHWARTZ
 Reference: INSTATE Last Updated: 06/06/2018 SHARON SCHWARTZ
 Post State: Not Applied

Totals: View Printable Version View Analytics Justification and Supporting Details

Employee Expenses (1 Line)	500.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 500.00 USD Amount Due to Supplier 0.00 USD

I am accountable for the claim(s) being submitted and accept responsibility to justify any costs or claims subject to review or scrutiny by:
 Federal, State or University officials and auditors

10. Expand the expense line to view the line details.

View Expense Report [Summary and Submit](#)

SHARON SCHWARTZ Actions: Choose an Action GO

Business Purpose: Business Report: 0000537644 Pending
 Report Description: 1
 Reference: INSTATE
 Date of departure: 06/06/2018
 Date of return: 06/06/2018

Expenses Total: 500.00 USD
 Expand All | Collapse All

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
05/02/2018	Registration Fee	254 characters remaining	Personal Funds	500.00	USD

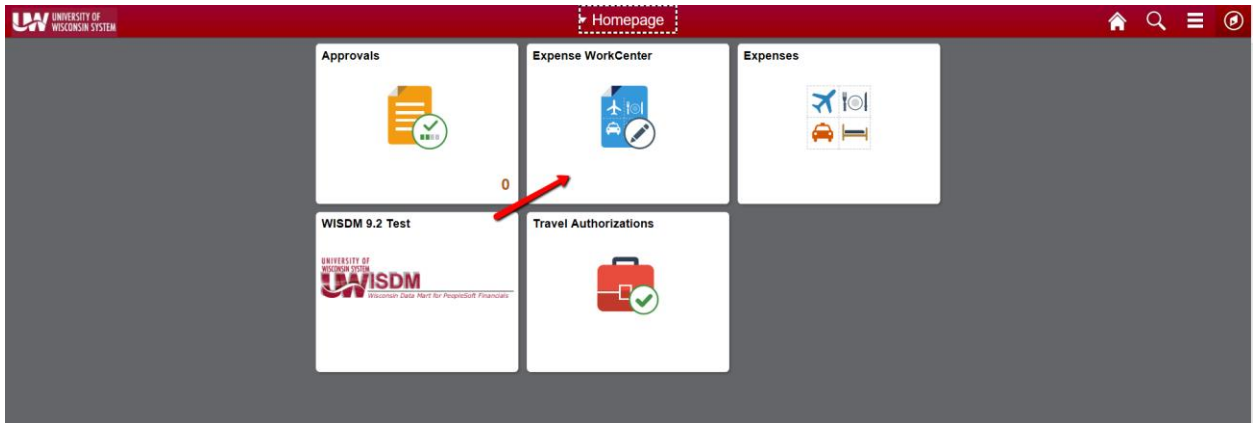
Expand All | Collapse All Total: 500.00 USD

[Return to Search](#) [Notify](#)

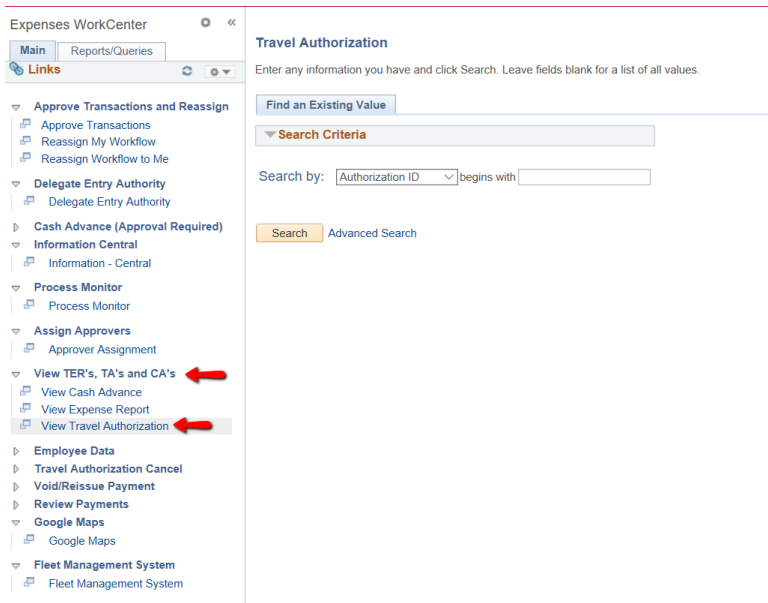
11. You have successfully viewed an expense report.

Viewing Travel Authorization

1. Click the **Expense WorkCenter**



2. Scroll down and expand **View TER's, TA's, and CA's**
3. Click the **View Travel Authorization** menu



4. Enter the desired information into the **Authorization ID** field
 - a. Other Options are as follows:
 - i. Authorization ID
 - ii. Authorization Name
 - iii. Creation Date
 - iv. Empl ID
 - v. Name
 - vi. Status
 - vii.

