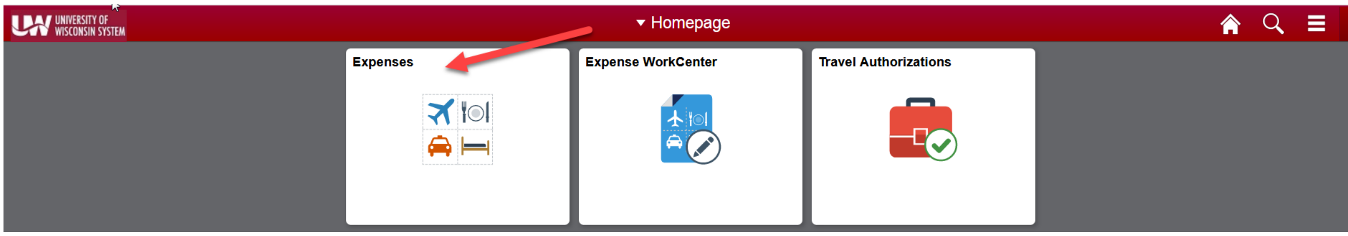
How to Create Expense Reports in the Expense Module

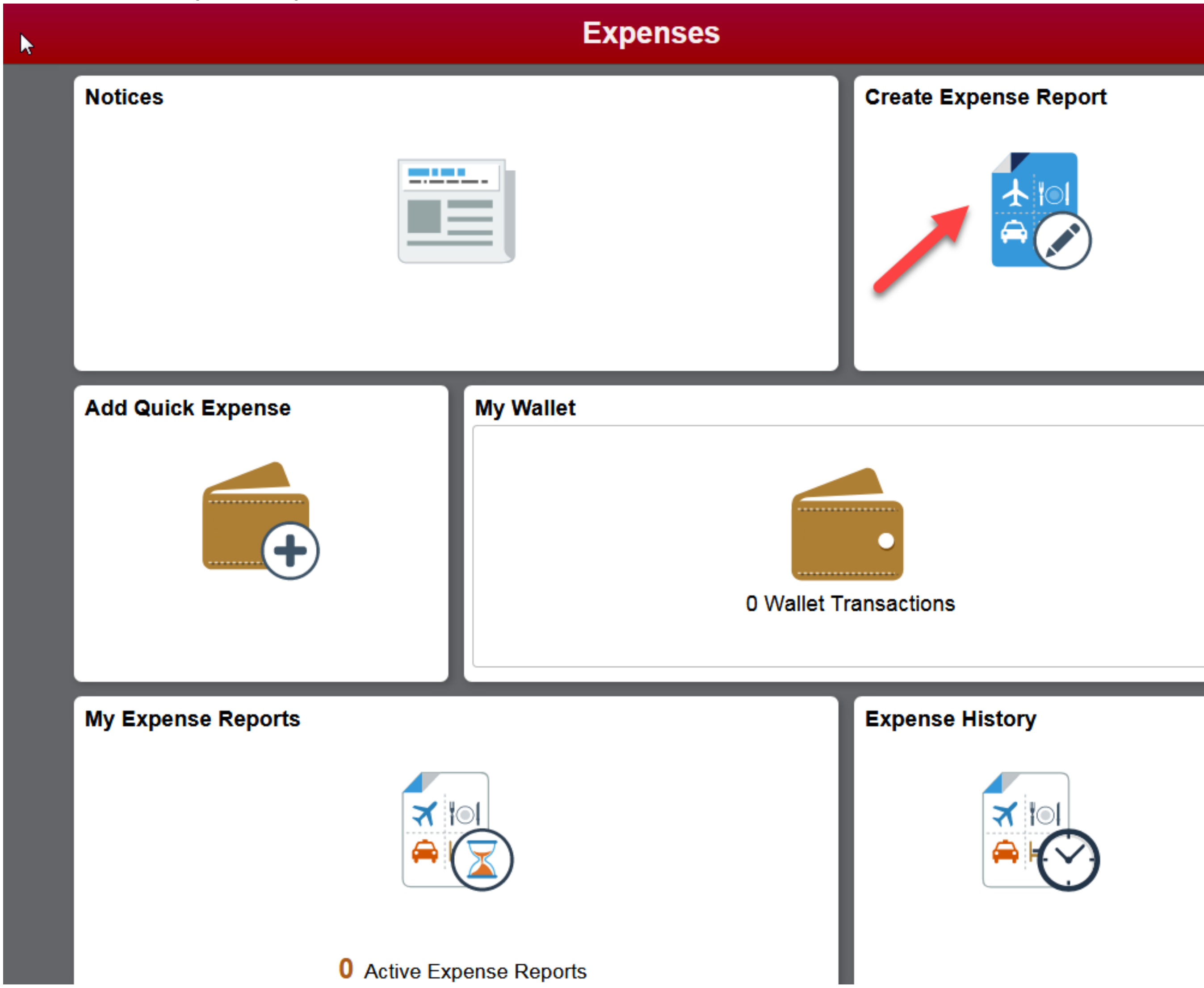
Expense reports are used to reimburse University of Wisconsin employees and non-employees for expenses incurred while traveling or conducting business for the University.

1) Sign into Expense Module (See How to Sign into the Expense Module).

   Click on the **Expenses** tile from the Homepage



2) Click on **Create Expense Report**



3) Complete the *General Information* panel with the following information:

   a. **Business Purpose:** Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. See [Business Purpose for the Expense Module.]()

   b. **Description:** In thirty characters or less, enter a brief description that will be used to identify the expense report.

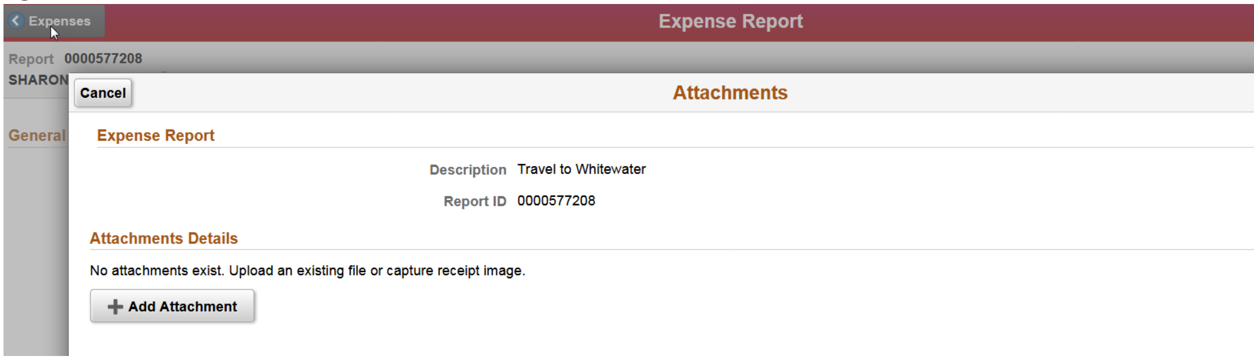
   c. **Default Location:** Enter the city and state where the majority of the expenses were incurred. To search for a location, enter the first three characters of the city name and click the magnifying glass icon next to the Destination field. Select the desired city from the list that appears. If you cannot find the location, enter the county in which the location is located.

   d. **Reference:** Select FOREIGN, INSTATE, NONTRV or OUTSTATE

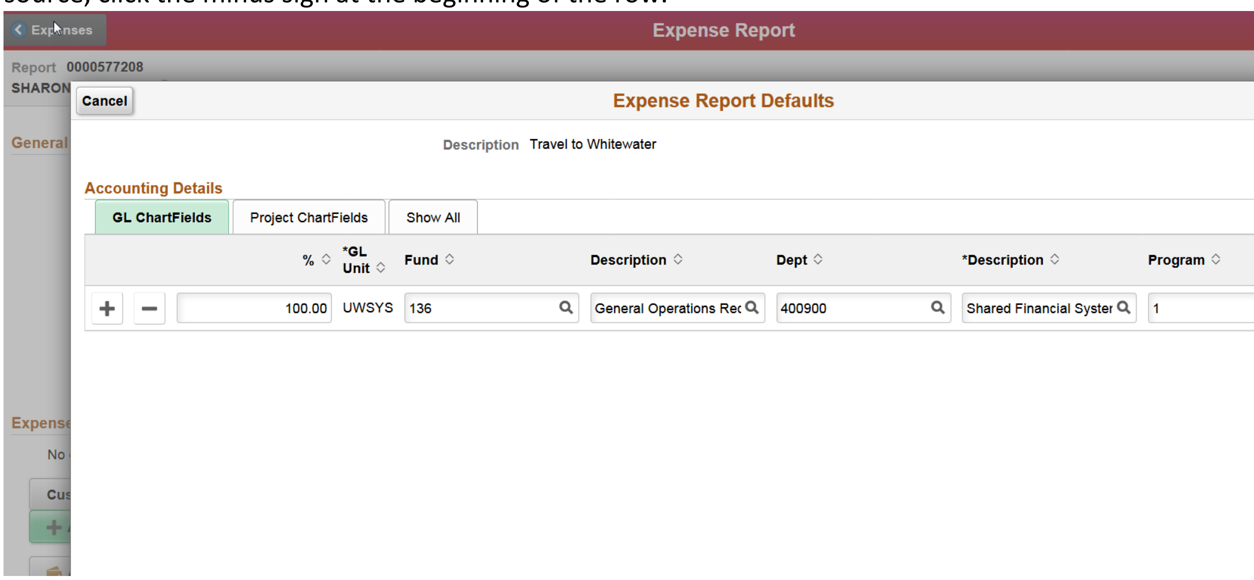
   e. If the expense report is travel-related, complete the following:

      - **Date of departure:** Enter the date of departure.
      - **Date of return:** Enter the date of return.

f. **Attach Receipt:** You may attach receipts/documentation to the expense report by clicking the *Attachment* link and then the **Add Attachment** button. Click the **My Device** button, locate the desired file and click the **Upload** button and then **Done** and **Done** again.



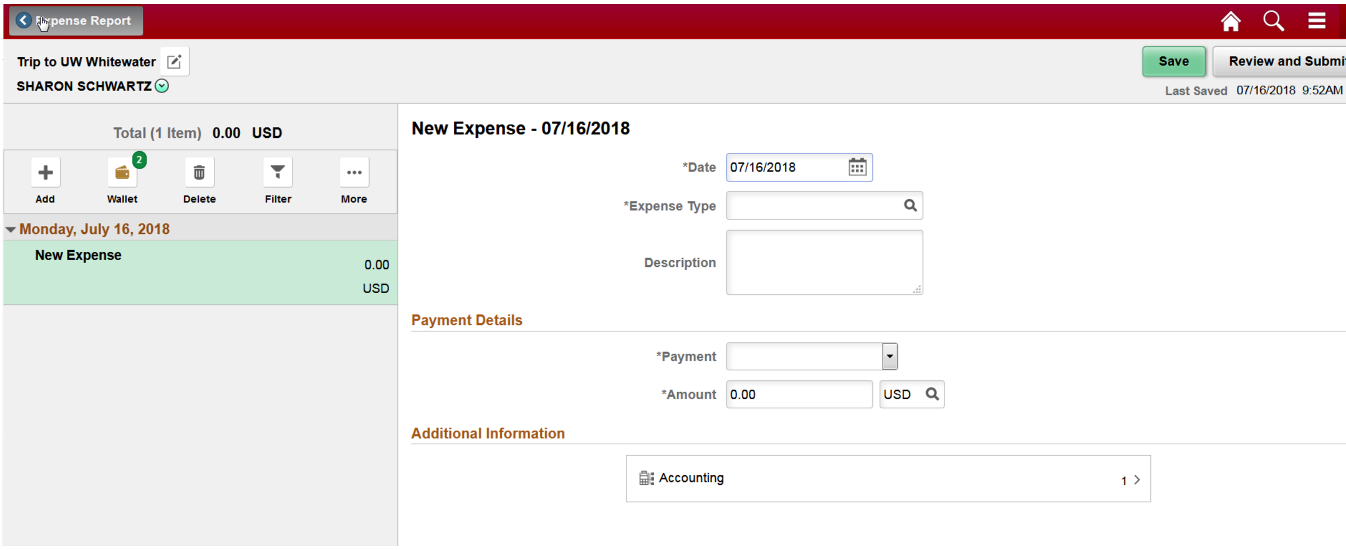
g. Review the Expense Report funding source by clicking on **Accounting Defaults.** The funding string displayed is applied to the entire expense report. The Dept identified will determine who the Expense Report is routed to for approval and who pays for the trip. To ensure proper routing, the Traveler/Alternate should change the funding source prior to submission. To use multiple funding sources, click the **plus sign**, adjust the percentage fields, enter the additional funding information and click **Done.** To delete a funding source, click the minus sign at the beginning of the row.



h. **Justification:** Click **Add Notes.** Enter the business justification for the expense report. This field allows an unlimited number of characters. Click **Done** twice

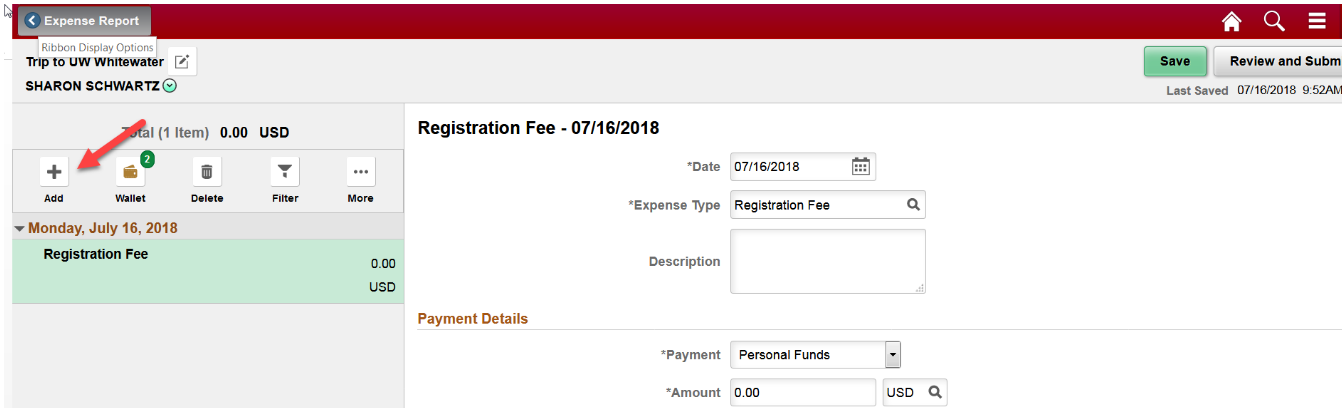
Note: *All acronyms must be spelled out.*

4) Choose the **Custom Funding link** to change the funding or to charge another Business Unit
5) Click **Add Expense or Add from My Wallet** if you have corporate card charges to pull into this TER.



6) For each expense line, Travelers/Alternates need to enter the following information:
   a. **Expense Date:** Enter the date that the expense was incurred as indicated on the invoice/receipt.
   b. **Expense Type:** Select the appropriate Expense Type from the drop-down menu. If multiple charges are included on one invoice/receipt, split them into separate expense lines/types (e.g. internet fee on lodging folio) by selecting each expense type manually or using the Receipt Split function (See How to Use the Receipt Split Function in the Expense Module). For Meals and Incidentals you will need to go into the details link and click the Per Diem Deduction link to deduct First/Last of travel or any Provided Meals.
   c. **Payment Type:** Select the appropriate Payment Type from the drop down menu:
      - **Personal Funds:** Reimbursable expenses are paid directly to the claimant.
      - **Prepaid Purchasing Card:** Expenses have already been paid by the University with another payment method (e.g. Purchasing Card) and will not be included in the amount reimbursable to the claimant.
      - **US Bank Corporate Card:** Reimbursable expenses are paid directly to US Bank, by the University, on behalf of the cardholder.
   d. **Amount Spent:** Enter the amount spent in US dollars. Currency conversion must be done outside of Expense Module (See the currency converter).
   e. **Currency:** If not USD choose appropriate Currency Code and fill the Exchange Rate for the day of the expense.
   f. **Detail:** Expense Types may require additional information (required fields will be denoted with an asterisk). See Expense Types and Billing Types for the Expense Module.

Note: To add additional lines click the Add (+).



7) When entry is complete, proceed as follows:
   a. If entering for yourself or on behalf of a non-employee, click **Review and Submit.** Verify the totals then **Submit.** Review the *Acknowledgement and Statement of Accountability*, click **Submit**.
   b. If entering on behalf of another employee, click **Notify Traveler**. The traveler must sign into Expense Module, choose the **Expenses tile**, **My Expense Reports**, **Not Submitted**. Find the expense report, click **Review and Submit**, verify the totals then **Submit**. Review the *Acknowledgement and Statement of Accountability*, click OK, verify the totals on the screen that follows and click **OK**.

Note: *If further entry is required, click* ***Save****.*

After submission, the Expense Report is routed to the appropriate departmental approver and auditor. Travelers/Alternates will receive e-mail notification of expense report approval or denial.

- If approved, the traveler will receive reimbursement for the allowable expenses claimed. Receipt of monies typically takes 4-6 business days.
- If sent back for revision, the traveler/alternate will receive an e-mail notification. Use the link in the e-mail to open the expense report that was returned. View the reason listed in Red for why it was returned. Make the necessary changes and hit **Submit**.
- If denied, expense reports cannot be modified or resubmitted.