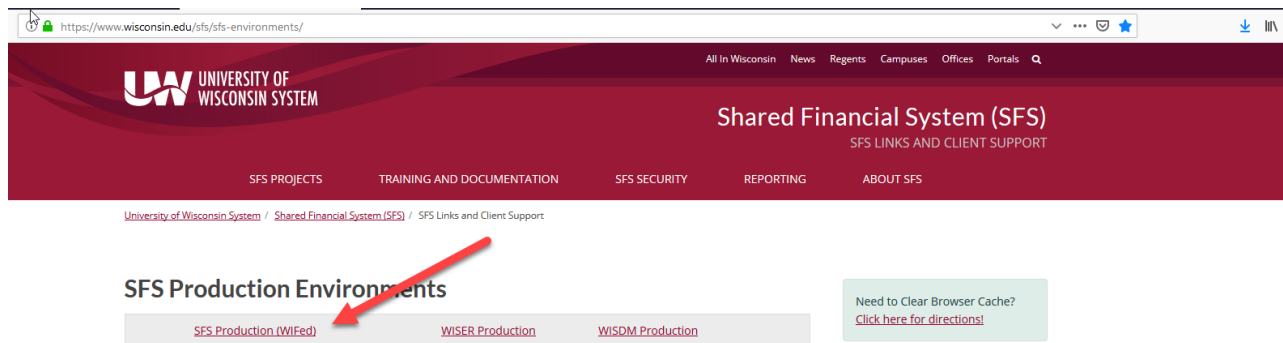


How to Sign in to the Expense Module

The Expense Module is a web-based system used to reimburse University of Wisconsin employees and non-employees for expenses incurred while traveling or conducting business for the university. To access the Expense Module, users must have a NetID and Password and be setup in HRS.

- 1) Log into <https://www.wisconsin.edu/sfs/sfs-environments/>



Production Support Environments

- 2) Click on the SFS Production (WIFed) link
- 3) Enter your User ID and Password.