E-Reimbursement Training

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UWSA Travel Contact

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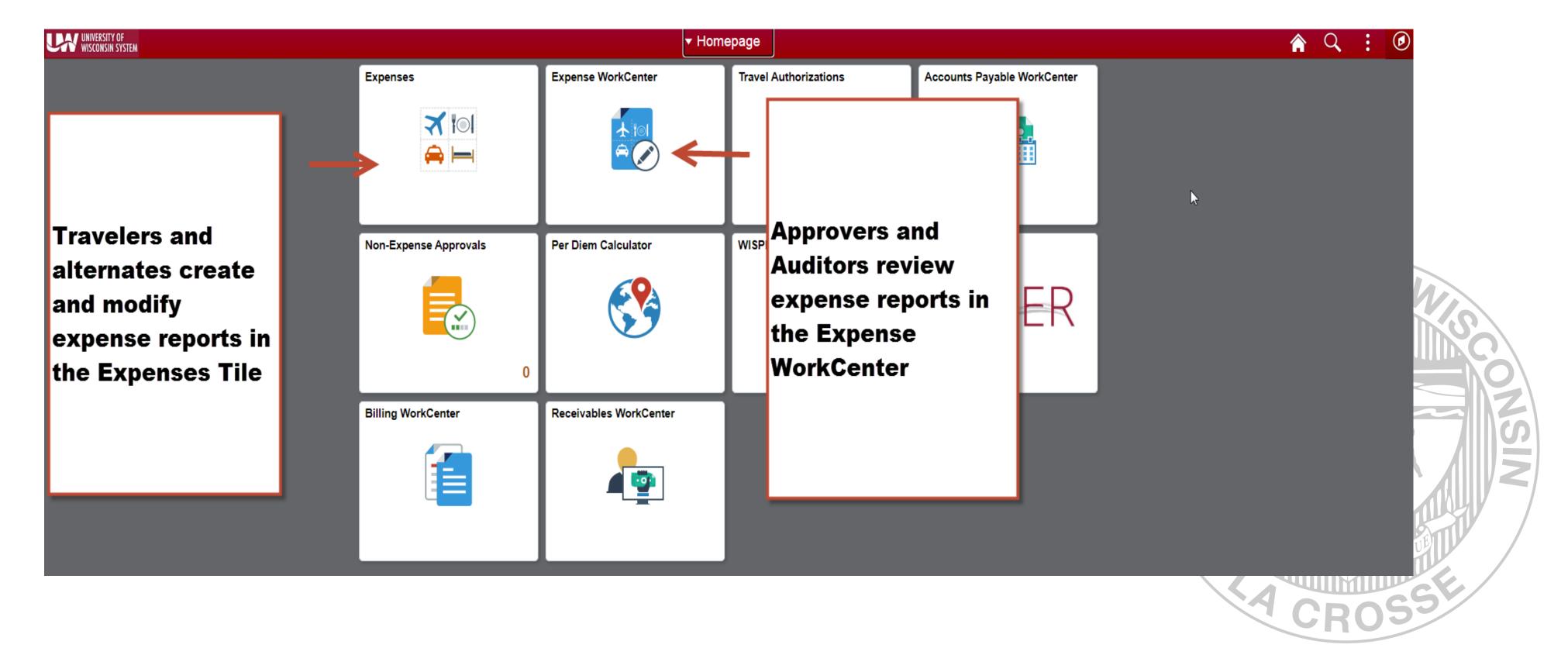
E-Reimbursement basics

- <u>E-Reimbursement resources</u> on UW TravelWlse
- Expenses are submitted in a Shared Financial System (SFS), powered by PeopleSoft
- All travel related expenses must be submitted by the traveler within 90 days after the trip completion date
- If expense report is returned for any reason, it must be resubmitted within 90 days
- First/Last Day of Trip is 75% of the daily allowance
- Provided meals are deducted from the per diem
- Receipt Requirements





E-Reimbursement





Creating Expense Reports

Walkthrough (this links back to UW Madison but it is a GREAT resource):

How to Create, Modify and Resubmit an Expense Reimbursement in e-

Reimbursement – Division of Business Services – UW–Madison (wisc.edu)

Video tutorial and other reference documents:

Reimbursement | Travel (wisconsin.edu)





General (Header) Information

Business Purpose: choose the best one that fits (Relocation must be correct)

Default Location = primary destination

Reference: where the destination is in relation to traveler's headquarter

city

Dates: do not include personal days

Attachments: all required receipts must be attached

Accounting Defaults: funding applied to entire report

Justification: traveler must enter at least one note explaining trip;

additional notes can be added by traveler/alternate/approver/auditor.





Expense Entry

Date: as shown on receipt

Expense Type: see "help" link for additional information

Description: required for some expense types

Reimbursement Method: see next slide.

Additional Information: varies based on expense type





Payment Types

Payment Types:

Personal Funds – out of pocket expenses which will be reimbursed.

Prepaid Purchasing Card

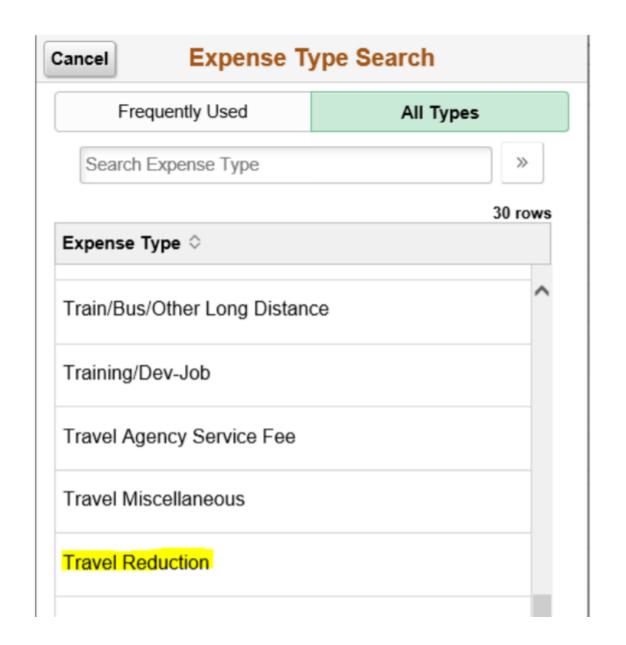
Required to create an expense line item for P-Card purchases





Travel Reductions

- Common reasons to do travel reductions
 - ✓ Reduce to actual cost of meals rather than per diem
 - ✓ Grant or approval for only a specific amount of airfare.
 Traveler covers any overage.
 - ✓ Traveler to cover amount over hotel max rate
 - ✓ Reduce mileage reimbursement





Travel Reductions

• The screen/image shown below will be displayed when a negative amount is entered for an expense line. The message is to notify and confirm that the traveler acknowledges that their reimbursement

will be reduced.

Travel Reduction <u>help</u> document

Cancel	Exception Comment Dor	1e
Dat	e 05/01/2018	
Expense Typ	e Travel Reduction	
Expense Amour	nt -60.00 USD	
Credit Reference Com	ment	
Expense amount is negative. Provide credit reference information.		

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