E-Reimbursementment Training
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UWSA Travel Contact

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**E-Reimbursement basics**

- **E-Reimbursement resources** on UW TravelWIse
- 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

Travelers and alternates create and modify expense reports in the Expenses Tile

Approvers and Auditors review expense reports in the Expense WorkCenter
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 (wiscin.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 help document