

# E-Reimbursement 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

The screenshot shows the E-Reimbursement system interface. The top navigation bar is red with the University of Wisconsin logo, a 'Homepage' dropdown, and navigation icons. The main area contains several white tiles with icons and titles. Two callout boxes with red borders and arrows highlight specific tiles: one for the 'Expenses' tile and another for the 'Expense WorkCenter' tile.

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

**Approvers and Auditors review expense reports in the Expense WorkCenter**

The interface tiles include:

- Expenses (icon: airplane, fork/knife, car, bed)
- Expense WorkCenter (icon: document with airplane, car, and pencil)
- Travel Authorizations
- Accounts Payable WorkCenter
- Non-Expense Approvals (icon: document with checkmark)
- Per Diem Calculator (icon: globe with location pin)
- WISP
- Billing WorkCenter (icon: document)
- Receivables WorkCenter (icon: person at computer)

# 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

Cancel

### Expense Type Search

Frequently Used

All Types

>>

30 rows

Expense Type

Train/Bus/Other Long Distance

Training/Dev-Job

Travel Agency Service Fee

Travel Miscellaneous

Travel Reduction

# 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

CancelException CommentDone

Date 05/01/2018

Expense Type Travel Reduction

Expense Amount -60.00 USD

**Credit Reference Comment**

Expense amount is negative. Provide credit reference information.

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