

E-Reimbursement Training

December 2022

Agenda

- E-Reimbursement: Things to know
- Creating Expense Report
- General Information
- Expense Entry
- Payment Types
- Travel Reductions
- Demo



E-Reimbursement – Things to Know

- [E-Reimbursement resources](#) on UW TravelWise
- 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 University of Wisconsin System E-Reimbursement portal homepage. The header includes the UW logo and navigation icons. The main content area features a grid of tiles: Expenses, Expense WorkCenter, Travel Authorizations, Accounts Payable WorkCenter, Non-Expense Approvals, Per Diem Calculator, Billing WorkCenter, and Receivables WorkCenter. Two callout boxes are overlaid on the interface. The first callout box, on the left, points to the Expenses tile and contains the text: "Travelers and alternates create and modify expense reports in the Expenses Tile". The second callout box, on the right, points to the Expense WorkCenter tile and contains the text: "Approvers and Auditors review expense reports in the Expense WorkCenter".

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

Approvers and Auditors review expense reports in the Expense WorkCenter

[Click here to log into the Expense portal](#)

Creating Expense Reports

- Walkthrough (this links back to UW Madison but it is a GREAT resource):
<https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/how-to-create-modify-and-resubmit-an-expense-reimbursement-in-e-reimbursement/>
- Video tutorial and other reference documents:
<https://www.wisconsin.edu/travel/reimbursement/>



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
- **Non-Reimbursable** button: expense will not be reimbursed (typically not required to include these items)



Payment Types

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

Ghost card (Central bill card for air only)

Prepaid Purchasing Card

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

UATP (UW Prepaid Air Card)

- Left over funds from COVID cancelled flights. Funds have been depleted and no new airfare will be purchased using these funds.
- Only use when following specific instructions



Ghost Card

- Direct Charge Airfare form MUST be completed
 - <https://dashboard.uwplatt.edu/ecm/forms/direct-charge-airfare>

The screenshot shows the 'Direct Charge Airfare' form in the 'ECM Forms' system. The form is titled 'Direct Charge Airfare' and includes a 'Basic Info' section with the following fields:

- What type of airfare? ***: A dropdown menu with 'Individual' selected.
- Trip Name ***: An empty text input field.
- Primary Traveler Name ***: A text input field containing 'Jesse R Funk'.
- Email ***: A text input field containing 'funkje@uwplatt.edu'.
- Phone ***: A text input field containing '608.262.2734'.
- Department ***: A dropdown menu with '- Select -' selected.

Below the 'Basic Info' section is the 'Funding Info' section, which includes a note: 'For purchase requests that span multiple departments, click on the + button and add the information for that department. There is no limit to the number of accounts. ****An approval email from each additional account approver needs to be uploaded when submitting this purchase request.'

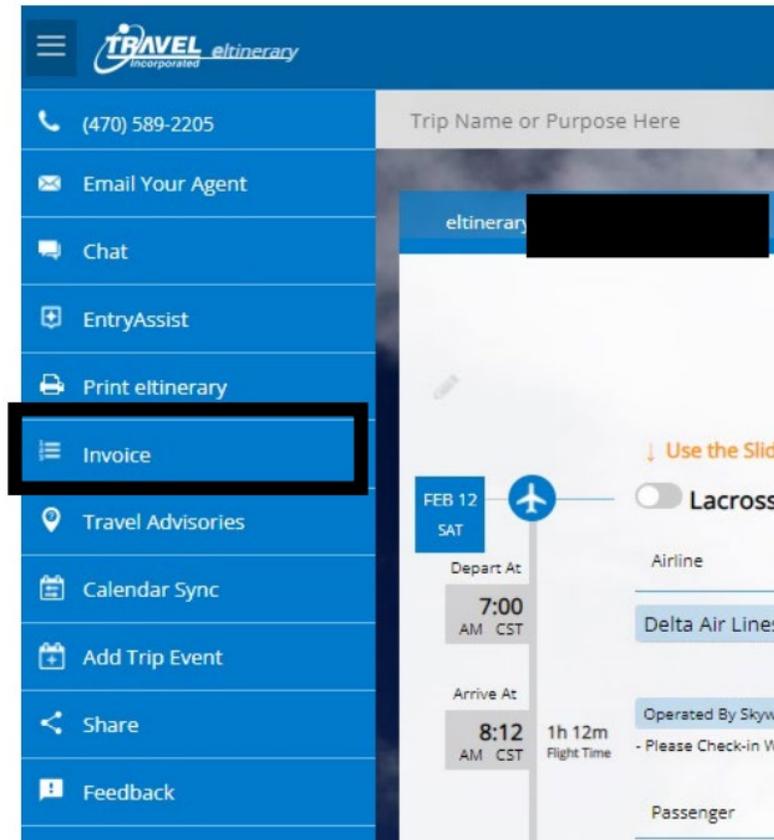
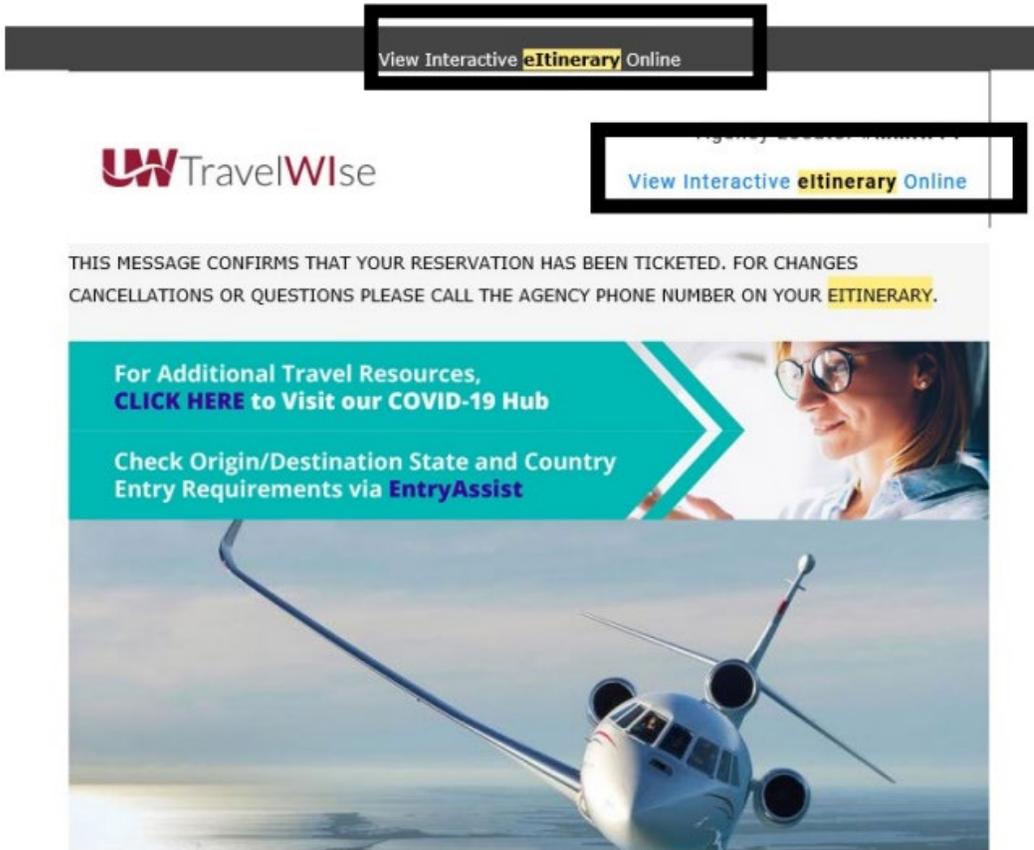
The 'Funding Info' section contains the following fields:

- Fund ***: A dropdown menu with '- Select -' selected.
- Department Code ***: An empty text input field.
- Program ***: A dropdown menu with '- Select -' selected.
- Project Lite Number**: An empty text input field.
- Sub-Class**: An empty text input field.
- Amount ***: A text input field with a '\$' symbol and '\$ 0.00' entered.
- Authorized Signer**: An empty text input field.

An orange '+' button is located to the right of the 'Fund', 'Department Code', and 'Program' fields, and another orange '-' button is located to the right of the 'Project Lite Number' field.

Invoice Retrieval from Travel, Inc

- View Interactive eItinerary Online > Invoice



Business Combined with Leisure

- Must provide a cost comparison for your TER

Please note: Rates displayed reflect the contractual discount pricing of 2-25% off the fare.
Beginning May 3, 2023, every air traveler 18 years of age and older will be asked by a TSA agent at the airport to produce a "REAL ID"-compliant driver's license or another acceptable form of ID to fly within the United States. For questions regarding the "REAL ID" Act please [CLICK HERE](#).

APPLETON, WI TO SAN ANTONIO, TX
MON, JUN 6 - THU, JUN 9

Show as USD

All 18 results	American Airlines	United	Delta	Multiple
	Preferred	Preferred	Preferred	
1 stop 18 results	925.21 1 results	1,048.15 2 results	1,125.60 8 results	1,067.19 7 results

Shop by Fares | Shop by Schedule

Please note: the order and content of the search results reflect your company policies.

Restricted Basic Economy Airfares - The airlines are now offering Basic Economy tickets which are not shown in Concur. Travelers who book these tickets should be aware that these fares are very restrictive and must call an agent to book.

Need technical assistance?
Call TI Online Technical Support - 866-738-6444

Flight Number Search Sorted By: Policy - Most Compliant Displaying: 1 out of 18 results. ?

American Airlines	06:33a ATW → 12:40p SAT	1 stop ORD	6h 07m	\$925.21 <input type="button" value="View Fares"/>
	01:25p SAT → 09:45p ATW	1 stop ORD	8h 20m	

Preferred Airline for Wisconsin Universities / Least Cost Logical Fare

Displaying: 1 out of 18 results. ?

4:02 PM
5/9/2022

Please note: Rates displayed reflect the contractual discount pricing of 2-25% off the fare.
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APPLETON, WI TO SAN ANTONIO, TX
MON, JUN 6 - SAT, JUN 11

Show as USD

All 22 results	United	American Airlines	Delta	Multiple
	Preferred	Preferred	Preferred	
1 stop 22 results	832.92 4 results	930.21 1 results	1,029.45 8 results	988.20 9 results

Shop by Fares | Shop by Schedule

Please note: the order and content of the search results reflect your company policies.

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Flight Number Search Sorted By: Policy - Most Compliant Displaying: 22 out of 22 results. Previous 1 2 3 Next | All

United	08:51a ATW → 04:40p SAT	1 stop DEN	7h 49m	\$832.92 <input type="button" value="View Fares"/>
	01:15p SAT → 07:40p ATW	1 stop ORD	6h 25m	

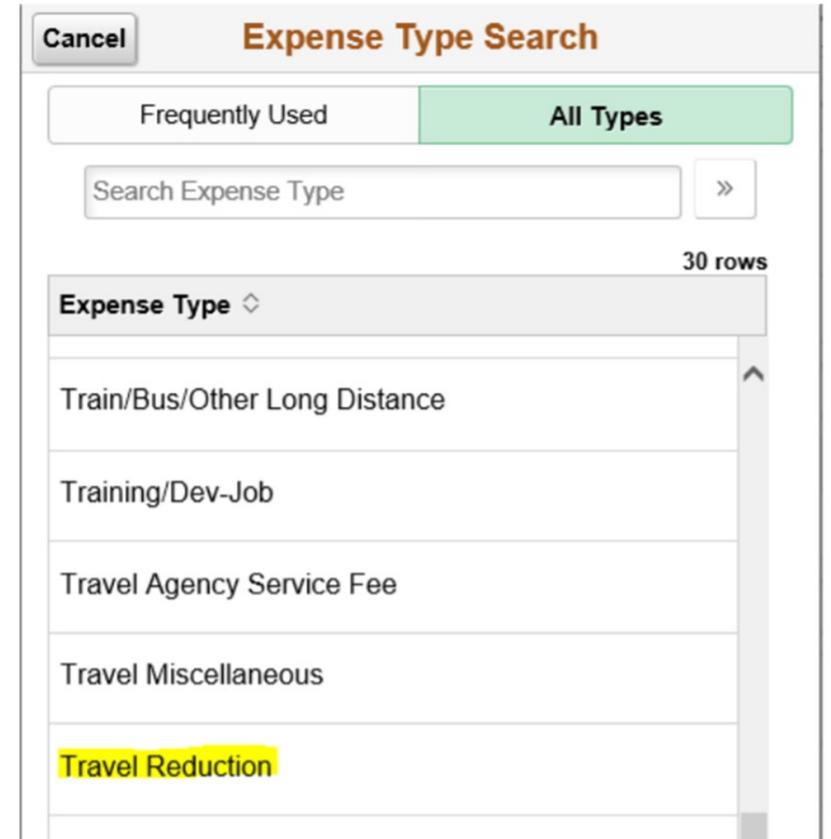
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare

4:05 PM
5/9/2022



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
 - ✓ Reduce overall reimbursement of entire expense
- Include reasoning in justification



The image shows a screenshot of a web application interface titled "Expense Type Search". At the top left is a "Cancel" button. The title "Expense Type Search" is in orange. Below the title are two tabs: "Frequently Used" and "All Types", with "All Types" being the active tab. There is a search input field labeled "Search Expense Type" with a search icon (») to its right. Below the search field, it indicates "30 rows". A dropdown menu labeled "Expense Type" is open, showing a list of expense categories: "Train/Bus/Other Long Distance", "Training/Dev-Job", "Travel Agency Service Fee", "Travel Miscellaneous", and "Travel Reduction". The "Travel Reduction" item is highlighted in yellow. A vertical scrollbar is visible on the right side of the list.

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

Cancel **Exception Comment** Done

Date 05/01/2018

Expense Type Travel Reduction

Expense Amount -60.00 USD

Credit Reference Comment

Expense amount is negative. Provide credit reference information.

Thank you!

