

E-Reimbursement Training

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On Campus

UWSA Travel Contacts

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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

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: [How to Create, Modify and Resubmit an Expense Reimbursement in e-Reimbursement | Travel \(wisconsin.edu\)](#)
- 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
- **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) **no longer!**~~

Prepaid Purchasing Card

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



Ghost Card (Central Air Billing) Deactivated 9-1-23

How is Airfare Now Paid?

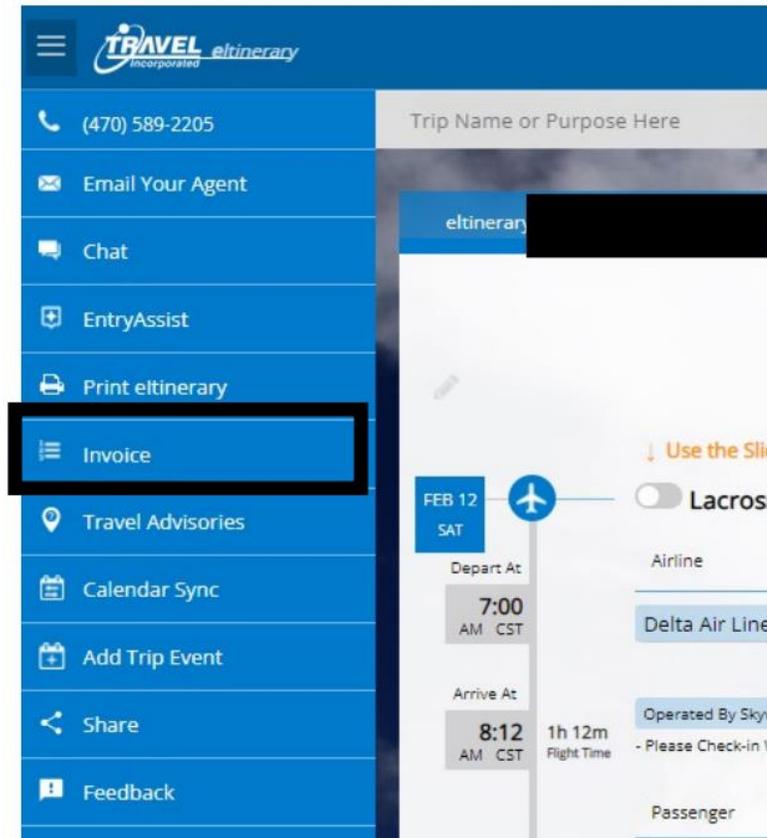
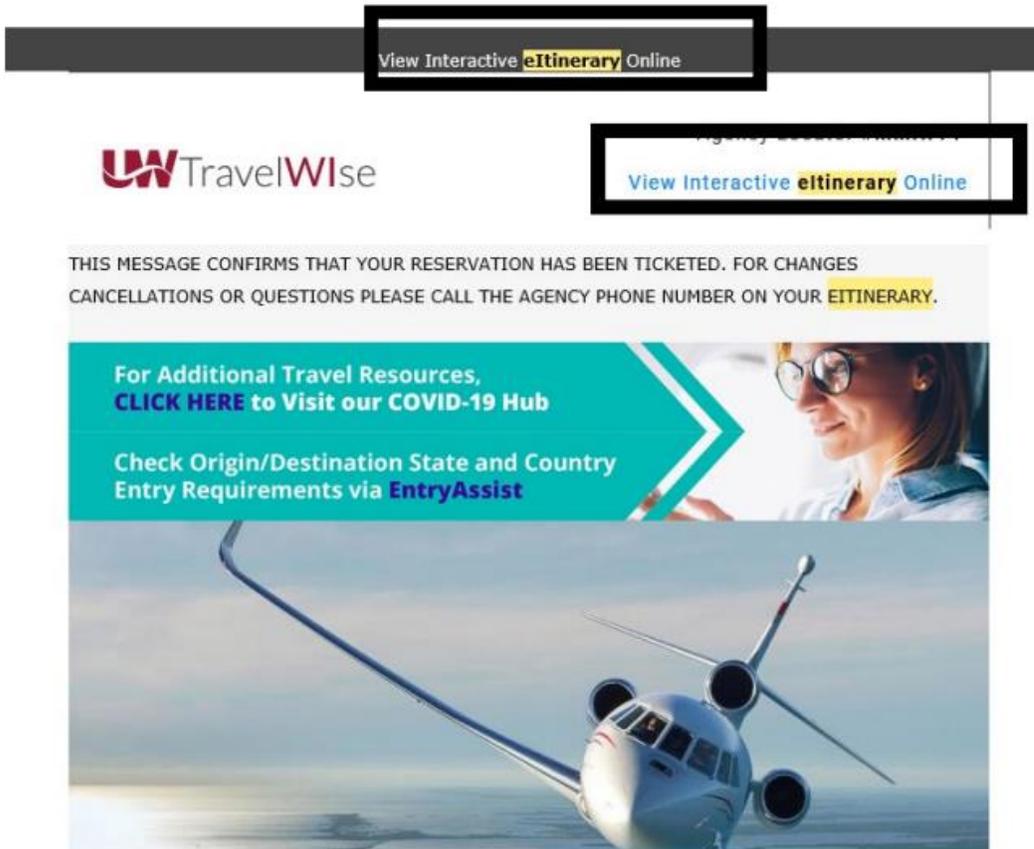
- P-card
 - ✓ May be used for individual bookings if traveler is a p-card holder
 - ✓ Arrangers may use their p-cards to book on behalf of employees, students or guests
 - P-card holder must be added as Arranger in Concur to use card for other employees
 - ✓ [Administrative Group](#)
 - ✓ For large transactions, request temporary limit increase (purchasing@uwplatt.edu)
- Personal credit card
 - ✓ May be used for individual bookings
 - ✓ Airfare expense reports can be submitted for reimbursement prior to travel
 - ✓ Should not be used when booking for guests or non-employees

Direct Charge of Airfare form no longer needed



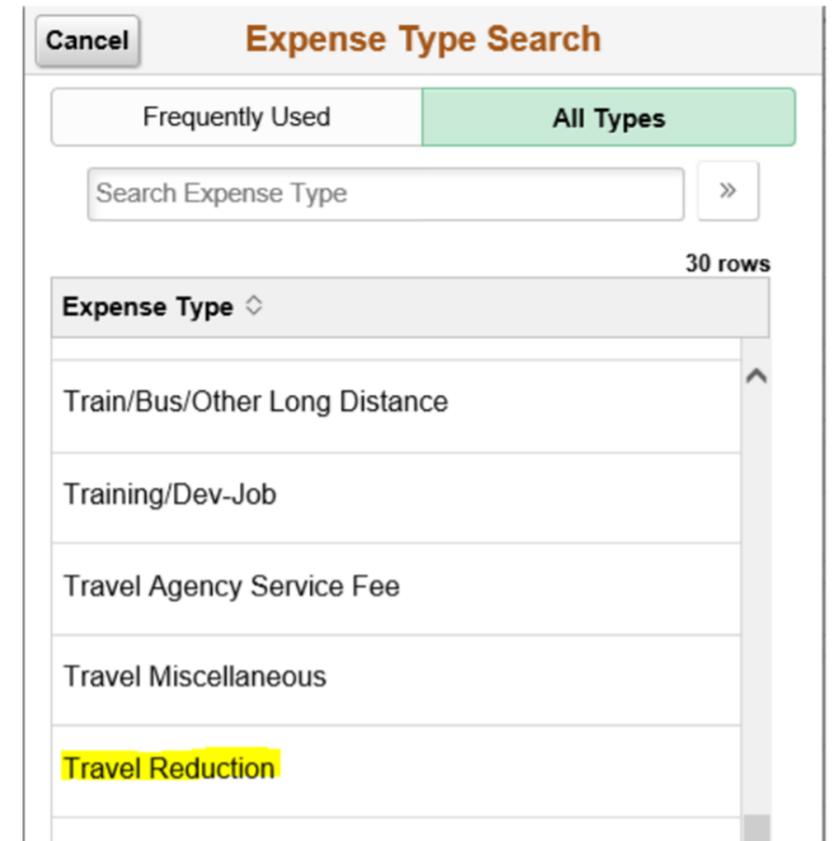
Invoice Retrieval from Travel, Inc

- View Interactive eItinerary Online > Invoice



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. A search input field labeled "Search Expense Type" with a right-pointing arrow button is located below the tabs. Below the search field, it says "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 dropdown menu.

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.

Resources

- [UW TravelWise Website](#)
- [E-Reimbursement Login](#)
- [Administrative Groups](#)
- [Travel Policies](#)
- [UW Platt travel website](#)
- [Concur Login](#)



Q&A

Thank you!

