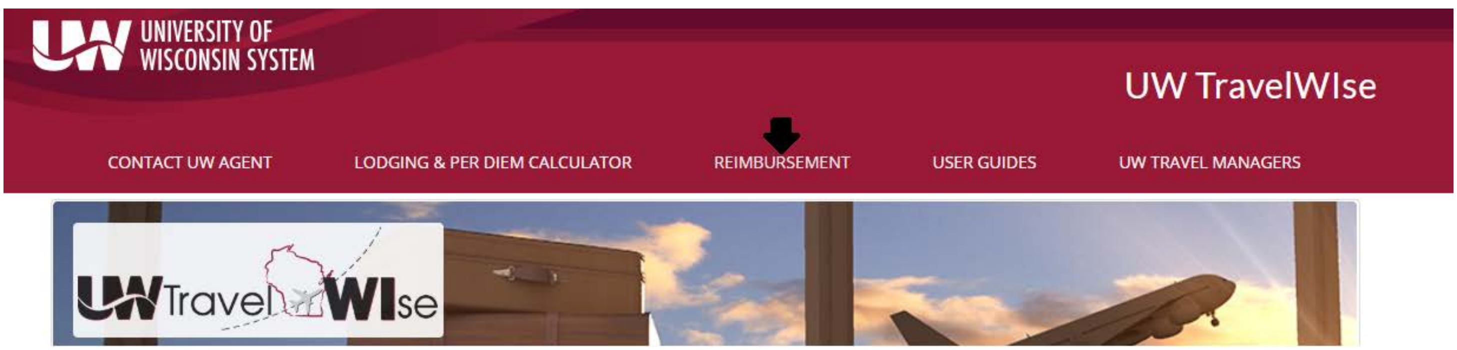
E-Reimbursement Manual

Logging into E-Reimbursement

To log into E-Reimbursement:

1. Go to UW Travel Wise [https://uw.foxworldtravel.com/].

2. Hover over Reimbursement at the top.

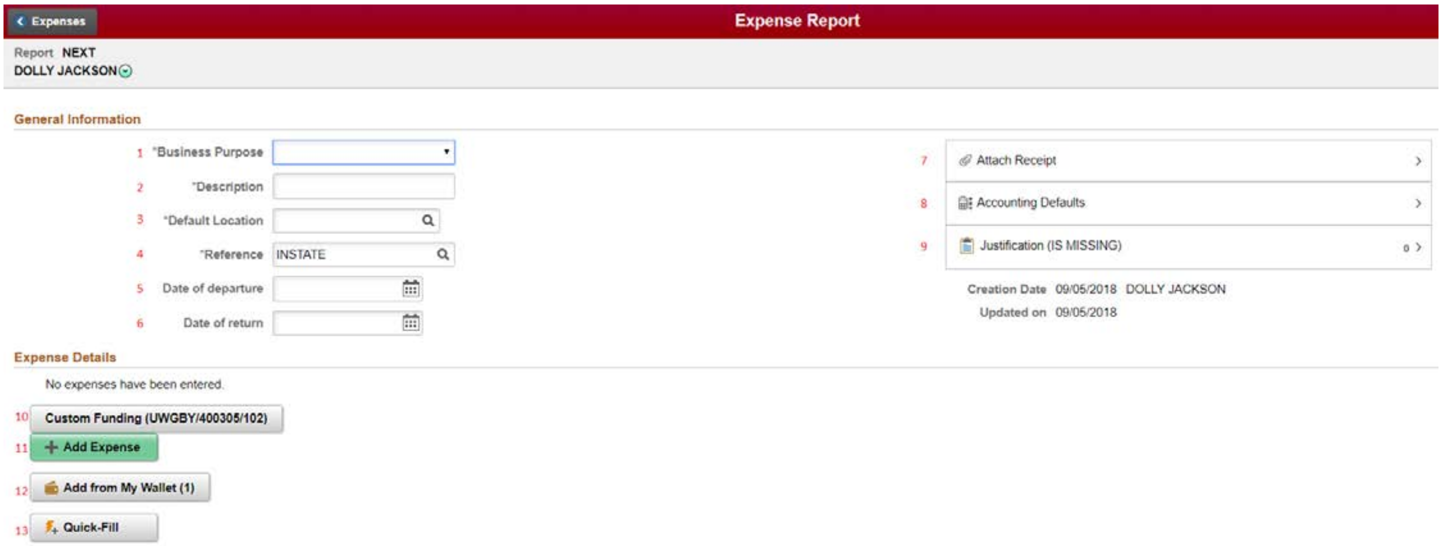


3. Click on E-Reimbursement Log In

4. Log in with your campus credentials.

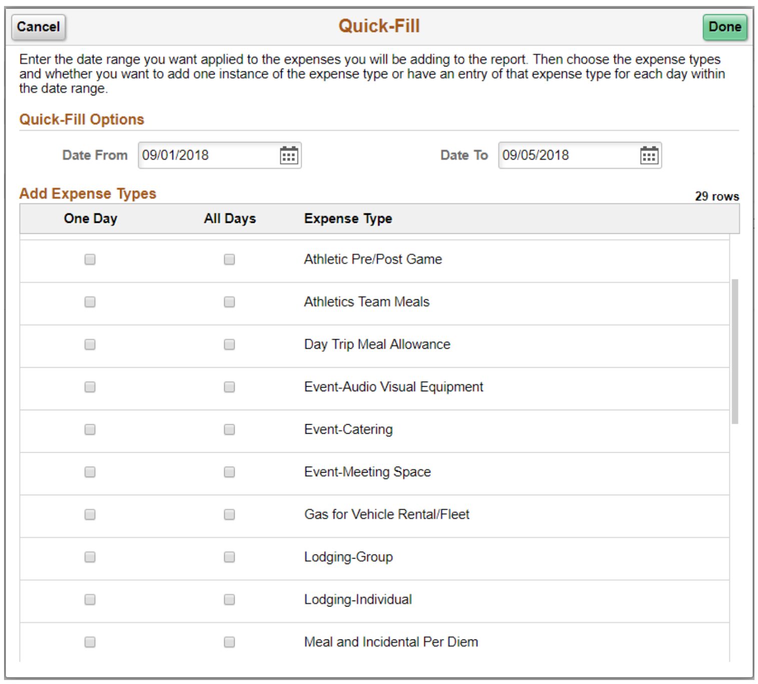
Creating an Expense Report

From the Home Page, click on the Expenses Tile. Then click Create Expense Report Tile.

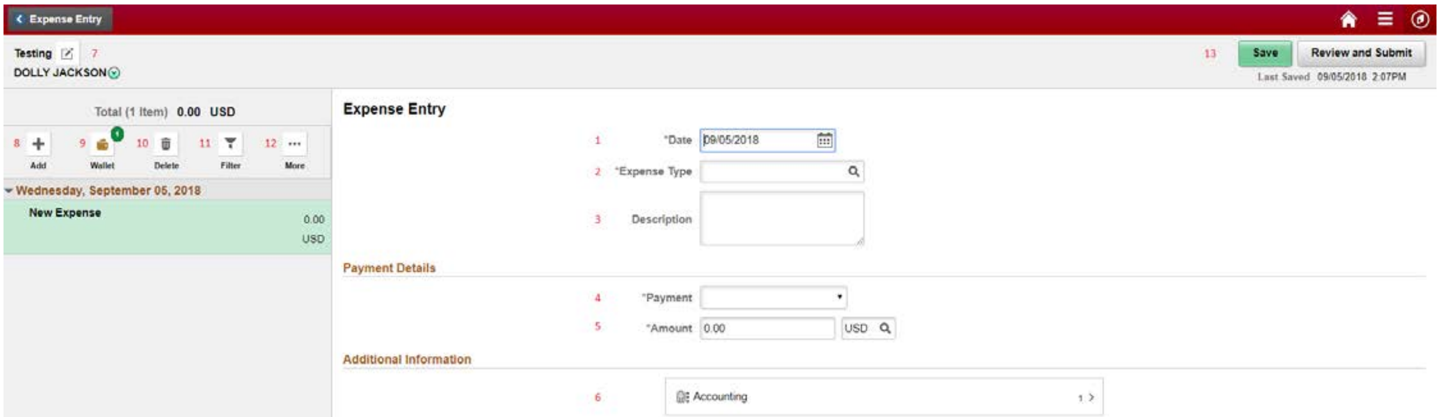


1. Business Purpose: Select the business purpose the best matches your reason for travel. Here is where you can also indicate if it is non-travel related expense.
2. Description: A short title for your reimbursement. Usually the name of the conference or travel. Helps to distinguish between reports.
3. Default Location: destination of the trip, or where most expenses occurred. Type in the city name and state before hitting the magnifying glass to narrow results. If city is unavailable, use the county instead.
4. Reference: Select from In-State, Out of State, Foreign Travel, or Non Travel.
5. Date of departure: Date travel started.
6. Date of return: Date travel ended.
7. Attach Receipts: Click to attach receipts, agenda, and any back up documentation. Agenda is required for all travel related reimbursements.
8. Accounting Defaults: One place to change funding codes. Can split funding by percentage. See Split Funding Expense Reports.
9. Justification: Click to add notes to your reimbursement. Make sure to include the business purpose for travel. If the trip was overnight, but no lodging is being claimed (i.e. paid for by someone else or stayed with family) make sure to note that here. List the name of the place you stayed and how it was paid for. If airfare was paid for on the UWGB airfare card, or reimbursed on a previous expense report, list that here as well. If the traveler carpooled, list whom they travelled with. Note anything here that would help an outside person, like an auditor, understand the expenses. Must fill out in order to submit the reimbursement.
10. Custom Funding: This allows you to change your funding code for your report. This is the only place to adjust the campus paying for the reimbursement and must be done prior to adding expenses. See Custom Funding Screen for E-Reimbursement System for instructions.

11. Add Expense: Click here to add expenses after items 1-10 are complete.
12. Add from My Wallet: Click here to add expenses from your wallet. These are automatically loaded after a few days for any transactions where the US Bank Corporate Card are used. You can also add transactions to My Wallet manually for expenses paid for with other means while travelling. See Adding Transactions to My Wallet.
13. Quick-Fill: Here you can add multiple expense lines at once. Checking the One Day column will add one expense line for that type. Checking All Days will add an expense line for each day of the trip for that expense type.



Entering Expenses on an Expense Report



1. Date: Date paid for or charged to your card. Mileage and meals need one line per day.
2. Expense Type: Select the expense type to begin entering expense. The fields will change based on expense type. See instructions on individual expense types below. All entered expenses will appear on the left.
3. Description: Description of the expense.
4. Payment Type: Personal Funds sends the money to your personal account. US Bank Corporate Card sends the money to US Bank to pay off your balance. If you already paid the balance of you corporate card, choose Personal Funds instead. University Prepaid, this option is best not used. Instead make a note in the Justification box on the General Information page about what the expense was and how it was paid.
5. Amount: Amount requested for reimbursement for this line.
6. Accounting Detail: Allows you to change the funding for each individual line. If changing for the whole report, go to Accounting Default on the General Information page. See Split Funding Expense Reports for details.
7. This brings you back to the General Information page, the first page when starting the Expense Report.
8. Add a new expense line.
9. Add expenses from My Wallet. This includes all transactions on a US Bank Corporate Card and any that were manually entered.
10. Deletes the selected expense line.
11. Filters the expenses shown on the left. You can filter by date, type, description, or errors.
12. More option shows you Quick-Fill, which allows you to make multiple line and expense types (see previous page), and Copy, which allows you to copy selected expense lines.
13. Save before hitting Review and Submit when finished.

Expense Types

Air-Baggage Fee – Description required. One line per transaction, so usually two are required. Date is the date the luggage was paid for. If $25 and under per day, no receipt required.

Airfare – Date is the date the airfare was purchased. Do not enter if paid for with the UWGB airfare card. Make a note in the Justification instead. Merchant: Airline used. Ticket number is required. Can be reimbursed before travel. Required Attachments: Fox World Travel receipt.

Airfare Change/Cancel Penalty – Date is the date the airfare was purchased. Do not enter if paid for with the UWGB airfare card. Make a note in the Justification instead. Merchant: Airline used. Ticket number is required. Can be reimbursed before travel. Required Attachments: Fox World Travel receipt.

Athletic Pre/Post Game – Description required. One line per receipt. Must be below the state max per person (In state-$12 breakfast, $18 lunch, $30 dinner. Out of State-$15 breakfast, $23 lunch, $37 dinner). Required attachments: Itemized receipt and list of attendees.

Athletic Team Meals – Description required. One line per receipt. Must be below the state max per person (In state-$12 breakfast, $18 lunch, $30 dinner. Out of State-$15 breakfast, $23 lunch, $37 dinner). Required attachments: Itemized receipt and list of attendees.

Day Trip Meal Allowance – Date is the date of travel. Taxable to the traveler. Required attachments: Agenda.

Event Audio Visual Equipment – Should be paid for using a PCard. This should not be used.

Event-Catering – Use Meals-Hosted instead.

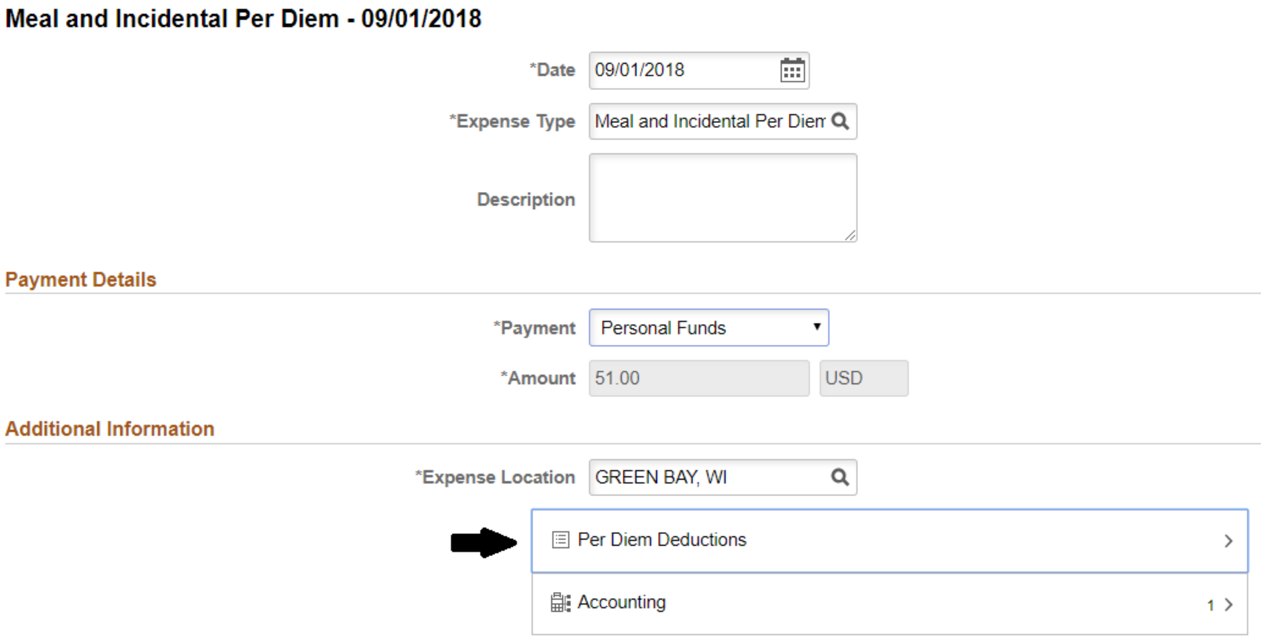
Event-Meeting Space – Should be paid for using a PCard. This should not be used.

Gas for Vehicle Rental/Fleet – Date is the date of purchase. Required attachments: receipt.

Lodging-Group – Date is the date of check out. Merchant: Name of Hotel. Amount is amount requested for reimbursement. Parking should entered on a separate line. Room Service is non reimbursable as it is covered with Meals and Incidentals. One night deposit is reimbursable before travel if required by the hotel. Required attachments: itemized receipt, list of attendees.

Lodging-Individual – Date is the date of check out. Merchant: Name of Hotel. Amount is amount requested for reimbursement. Parking should entered on a separate line. Room Service is non reimbursable as it is covered with Meals and Incidentals. One night deposit is reimbursable before travel if required by the hotel. Required attachments: itemized receipt.

Meal and Incidental Per Diem – One line per date of travel. Click on Per Diem Deductions on each line.


Meal and Incidental Per Diem - 09/01/2018

*Date 09/01/2018

*Expense Type Meal and Incidental Per Diem

Description

Payment Details

*Payment Personal Funds

*Amount 51.00 USD

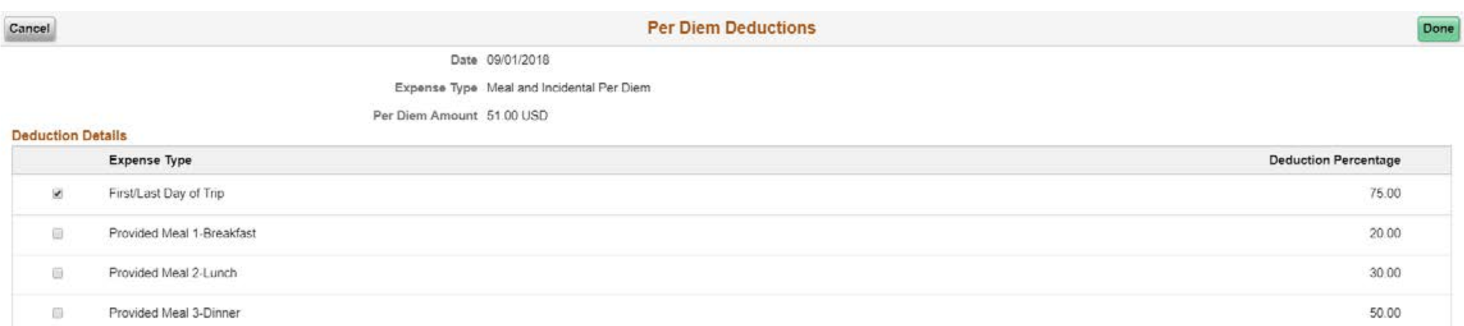
Additional Information

*Expense Location GREEN BAY, WI

Per Diem Deductions

Accounting 1

Check First/Last Day box, for both the first day of per diems and the last day of per diems. Check the box for provided meal if the meal was purchased by someone else (i.e. conference provided meals). The program will change the per diem amount automatically when you hit done. Required attachments: Agenda


Cancel Per Diem Deductions Done

Date 09/01/2018

Expense Type Meal and Incidental Per Diem

Per Diem Amount 51.00 USD

Deduction Details

	Expense Type	Deduction Percentage
☑	First/Last Day of Trip	75.00
☐	Provided Meal 1-Breakfast	20.00
☐	Provided Meal 2-Lunch	30.00
☐	Provided Meal 3-Dinner	50.00

Meals-Hosted – One line per receipt. Must be below the state max per person (In state-$12 breakfast, $18 lunch, $30 dinner. Out of State-$15 breakfast, $23 lunch, $37 dinner). Required attachments: Itemized receipt and list of attendees.

Mileage – One line per date. Enter starting and ending addresses or names of locations in the description box. All mileage is at the Standard Rate. Google maps is used to calculate mileage. Origination Location is the city where the trip began. If city is unavailable then use the county. Required attachments: agenda, preferably google maps printout.

Misc-Purchases/Supplies – Use for non-travel related expenses only. One line per receipt. Description required. Amount is amount requested for reimbursement. All purchases in Wisconsin must be tax exempt. Merchant is the name of the store where items were purchased. Expense Location is the city where the items where purchased. If online purchase, use Green Bay as expense location. If city is unavailable then use the county. Required attachments: itemized receipt.

Parking – Description required. One line per transaction. Hotel parking should be split from lodging lines. If $25 and under per day, no receipt is required.

Registration Fee – Should be purchased on a PCard if possible, but is allowed for reimbursement. Date is the date of purchase. Required attachments: itemized receipt.

Relocation – Direct Moving Costs – Description is required, list the type of expense. Date is the date of purchase. Merchant is the company where the supplies/services where purchased. Use other expense types when possible. Required attachments: itemized receipt and signed offer letter. Contact the Travel Coordinator for assistance with relocation reimbursements.

Relocation – Stipend – Description is required, list the type of expense. Date is the last date of the move. Use other expense types when possible. Required attachments: itemized receipt and signed offer letter. Contact the Travel Coordinator for assistance with relocation reimbursements.

Relocation – Temporary Lodging – Description is required, list the dates of stay. Date is the date of check out. Required attachments: itemized receipt and signed offer letter. Contact the Travel Coordinator for assistance with relocation reimbursements.

Taxi/Subway/City Bus – This covers all local transportation including Uber and Lyft. Description is required, list starting and ending addresses/places. One line per receipt. Required attachments: itemized receipt, if over $25 per day.

Train/Bus/Other Long Distance – This covers all long distance transportation excluding airfare, rental car, and mileage. Description is required, list starting and ending addresses/places. One line per receipt. Required attachments: itemized receipt, if over $25 per day.

Training/Dev-Job – Includes costs related job-related training not classified as tuition. Merchant is the name of the company training costs where paid to. Description is required, list course dates, name, and business purpose. One line per receipt. Required attachments: itemized receipt.

Travel Agency Service Fee – All service fees are paid centrally. Do not use.

Travel Miscellaneous – Use for travel related expenses that do not fall under another expense type. One line per receipt. Description required, list type of expense. Amount is amount requested for reimbursement. All purchases in Wisconsin must be tax exempt. Expense Location is the city where the items where purchased. If online purchase, use Green Bay as expense location. If city is unavailable then use the county. Required attachments: itemized receipt.

Travel Reduction – Use to reduce the amount of reimbursement. Useful when amount funded (i.e. by a grant) do not cover the full amount of expenses, or to voluntarily reduce the amount of reimbursement to save budget. Description required. No required attachments. Amount entered must be negative (enter a "-" before the amount).

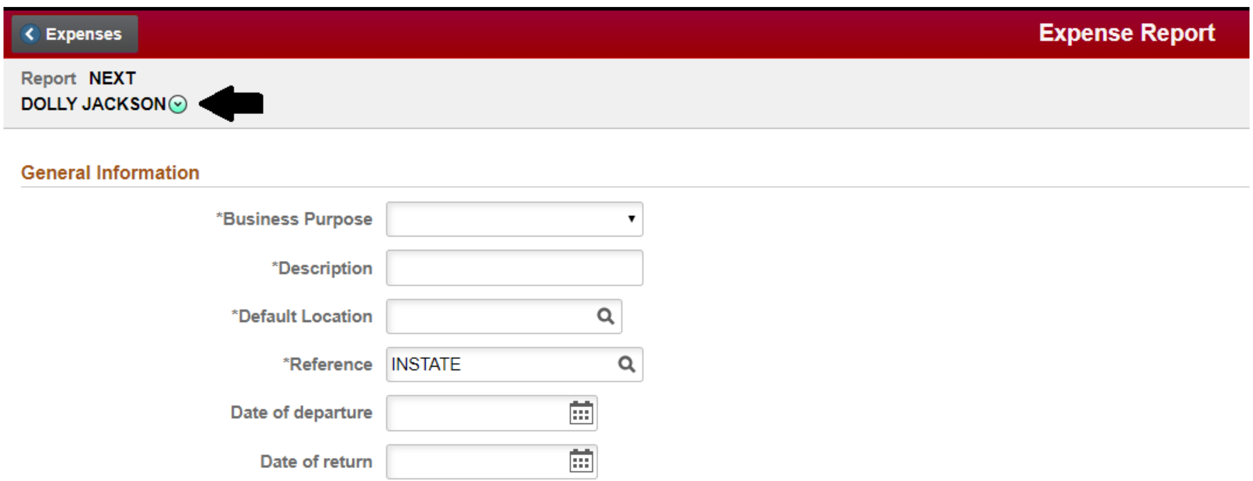
Tuition/Training-Career – For HR approved tuition assistance only. Report must be coded to 102-400560-6 for review by HR. HR will change funding as needed. Required Attachments: Approved Tuition Assistance Request, copy of grade report or notice of successful completion of course/training, itemized receipt.

Vehicle Rental – Merchant: Name of Rental Company. Amount is amount requested for reimbursement. All rentals picked up in Wisconsin must be tax exempt. Fuel service options, additional insurances, and roadside assistance are not reimbursable. Required Attachments: itemized receipt.

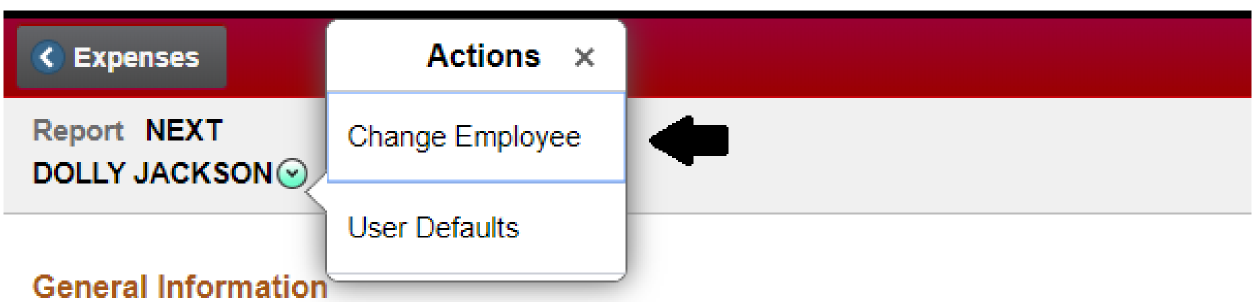
Creating an Expense Report as an Alternate

NOTE: Alternates can only prepare ERs, not approve or submit. The traveler will receive an email notification when their ER is ready for review, approval, and submission.

1. From the Home Page, click on the Expenses Tile.
2. Click Create Expense Report Tile.
3. The Expense Report entry page will appear with your name at the top. Click the drop down next to your name.



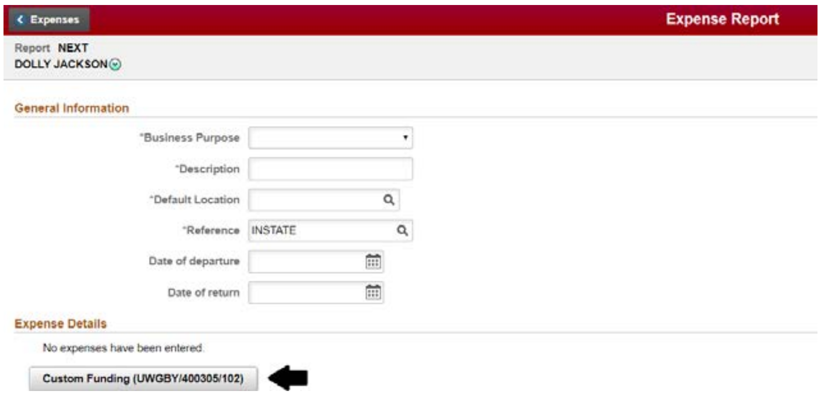
4. Click on Change Employee



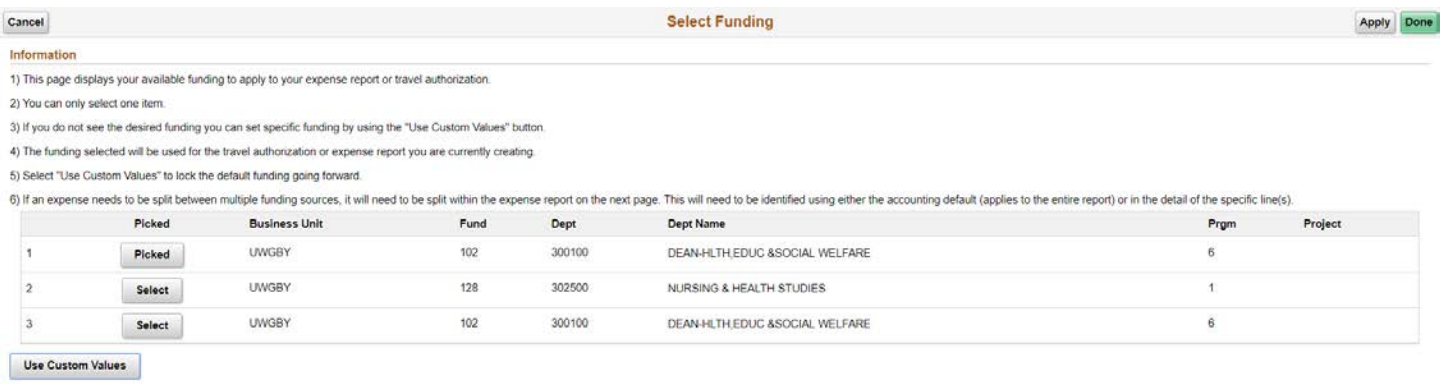
5. Click on the name of the travel for whom you are entering the expense.
6. Enter the reimbursement like normal. Click Notify Traveler once completed.

Custom Funding Screen for E-Reimbursement System

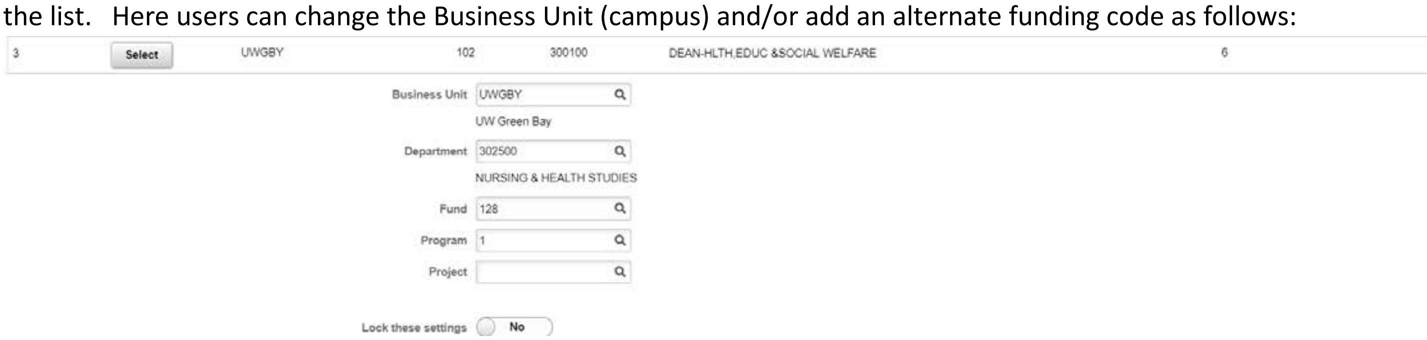
The Custom Funding Screen give users the option to review and if needed, change the funding codes, at the creation of a new expense report or travel authorization. This also allows users to change business units (i.e. UWOSH, UWMSN, etc). To get to the Custom Funding page, create a new expense report or travel authorization and click on Custom Funding:



Below is an image of the select funding screen:



This screen shows all funding codes available to an employee from HRS (payroll). Click on the Select button for the funding code you wish to use for your report then click “Apply”. If an employee has a default funding other than their current payroll funding, that funding will display as “Picked (locked)”. “Locked” refers to default only and these values can be changed.   The “Use Custom Values” button is available to allow entry of additional funding codes not included in the list.   Here users can change the Business Unit (campus) and/or add an alternate funding code as follows:



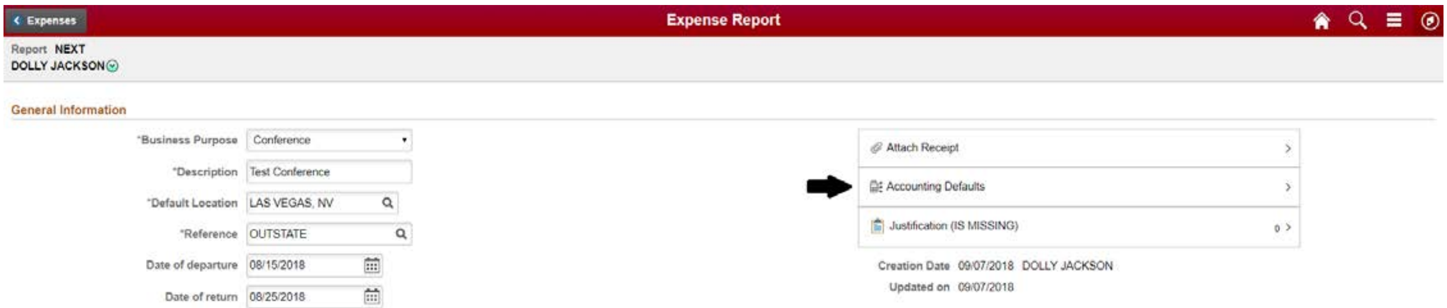
Use the “Lock these settings” button if you wish to set this funding code as your default for future expense reimbursement requests. Once you have entered your funding code click “Done” to continue with your reimbursement or travel authorization.

Split Funding Expense Reports

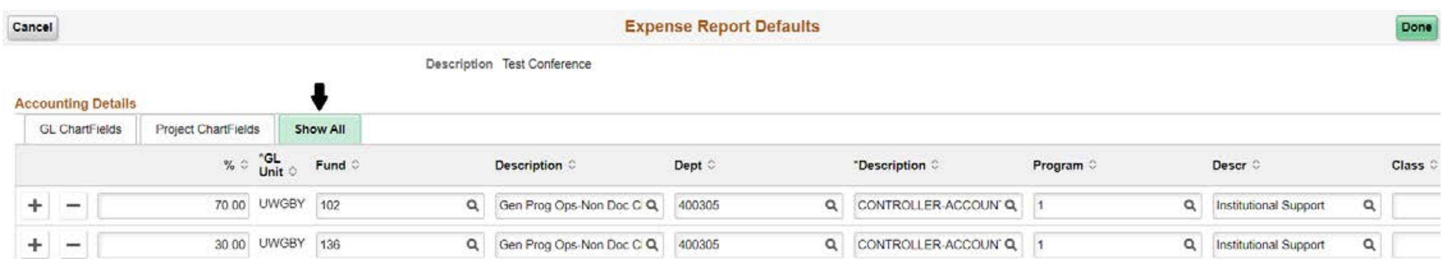
There are two ways to split funding in the E-Reimbursement System, by percentage and by dollar amount.

To Split Funding by Percentage:

Click on Accounting Defaults on the General Information page of the Expense Report:



Click on the Show All tab:



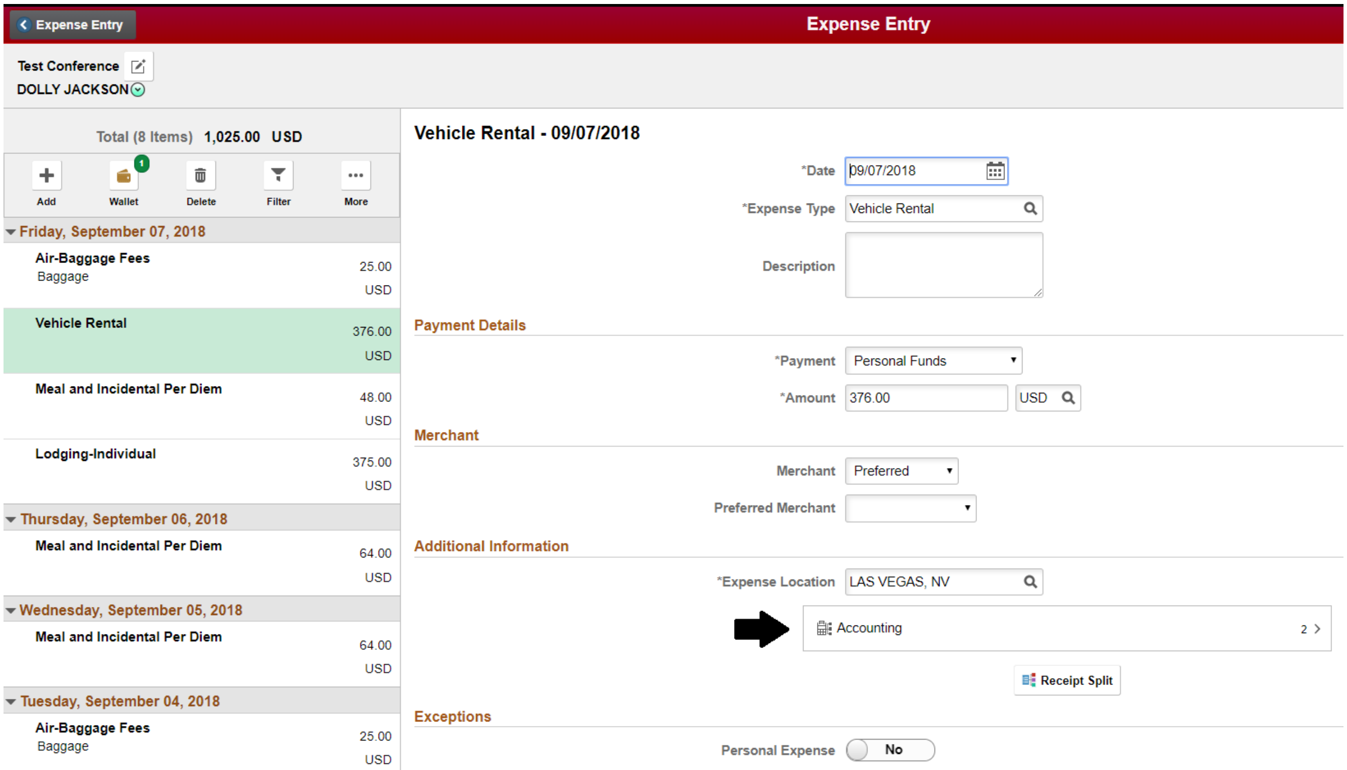
Click on the + button to add a line. Enter the Fund, Department, Program. If you have a Project code, scroll right to enter the Project number. In the % column, enter the percentage for each fund. The total of the columns must equal 100. Click Done and fill out the reimbursement like normal.

To Split Funding by Amount:

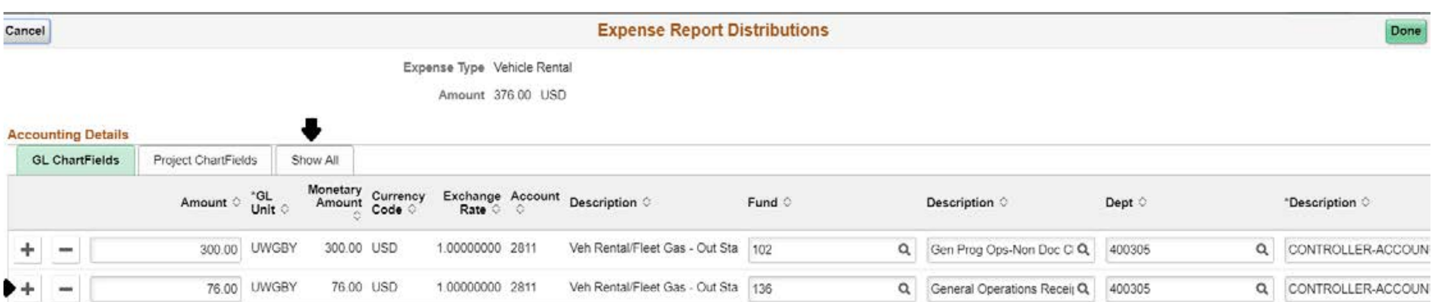
For example: If you receive a grant for $500, and the remainder is funded by your department.

1. Use the Accounting Defaults page to change the report to the funding code with the most funding. See above.
2. Fill out the reimbursement like normal.
3. Select the most expensive expense line by clicking on the expense on the left

4. Click on Accounting



5. Click on Show All



If the amount of the expense is more than the amount of the approved funding for the 2nd funding code:

Click the + button to add an additional line. Change the funding to the 2nd funding code. Change the amount on the second line to the amount of approved funding.

If the amount of the expense is less than the amount of approved funding for the 2nd funding code:

Change the funding line for the expense. Select the next expense and change the funding as well. Repeat until the expenses for the 2nd funding code equal the approved amount. You may need to split the funding for the last line item to get the amounts correct. See above.

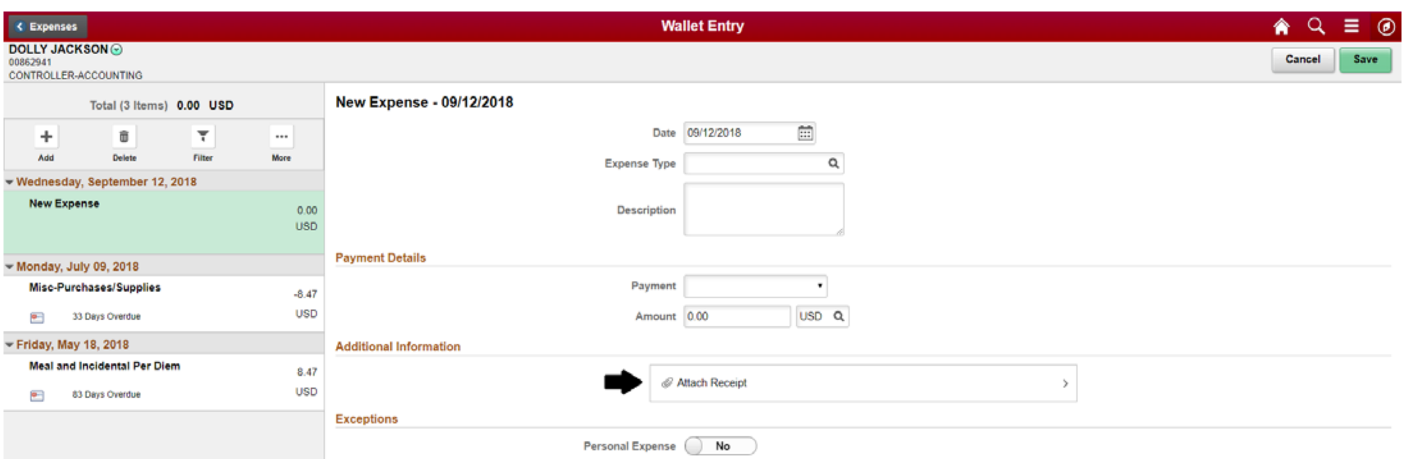
Adding Transactions to My Wallet

Expenses can be entered into My Wallet from any computer or mobile device, for easy import into reimbursements at a later date. Attachments can be added and will be imported to the reimbursement as well. Photos taken with your mobile device can be added as attachments.

1. From the Home Page, click on the Expenses Tile.
2. Click Add Quick Expense Tile.

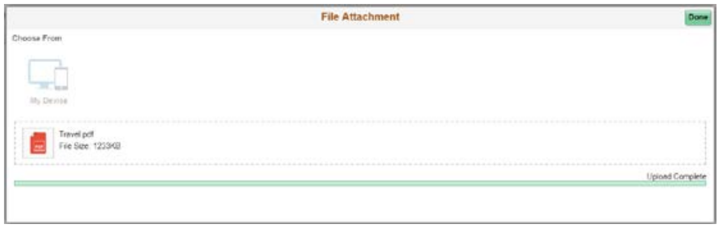
Add Quick Expense

3. Fill out the expense like normal
4. To add an attachment, click Attach Receipt



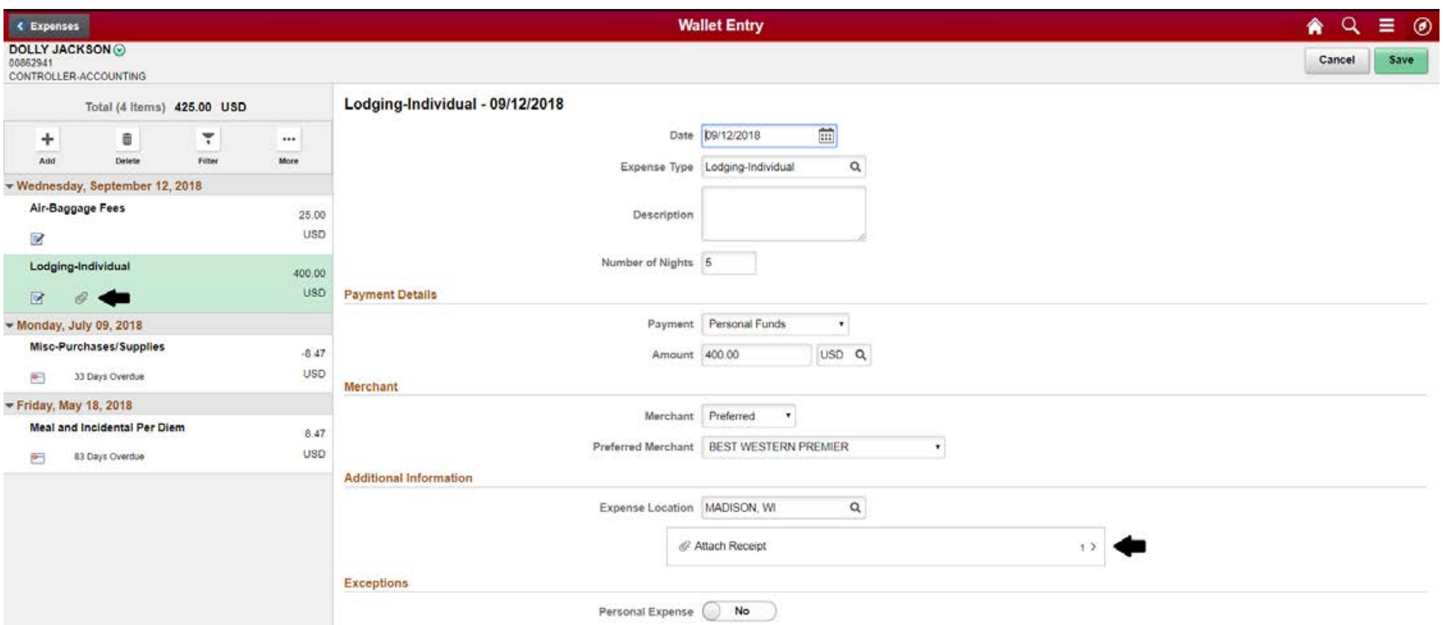
5. Click on Add Attachment
6. Click on My Device
7. Browse for the document on your device and once selected, click Open. Make sure the file name is under 30 characters and does not contain any special characters (@#$%, ect.)
8. Click Upload

9. Once upload is complete, click Done



10. Optional: Enter a Description of the file.

11. Click Add Attachment to add another attachment.
12. When finished, click Done.
13. The Attach Receipt button now shows the number of attachments.



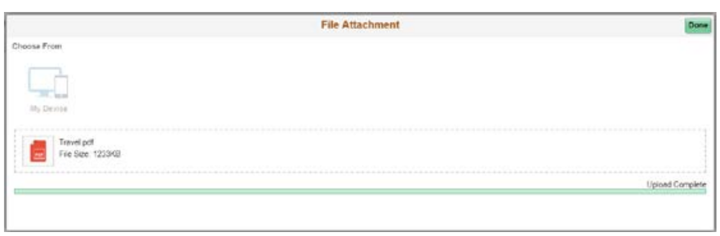
14. The symbol shows the expense has an attachment. The symbol shows expenses you created. The symbol shows expenses loaded in automatically from US Bank.
15. Click Save, then to return to the expenses home screen, click Expenses in the upper left.

Attaching Documents to an Expense Report

1. To add an attachment, click Attach Receipt

2. Click on Add Attachment
3. Click on My Device
4. Browse for the document on your device and once selected, click Open. Make sure the file name is under 30 characters and does not contain any special characters (@#$%, ect.). Only one file can be uploaded at a time.
5. Click Upload

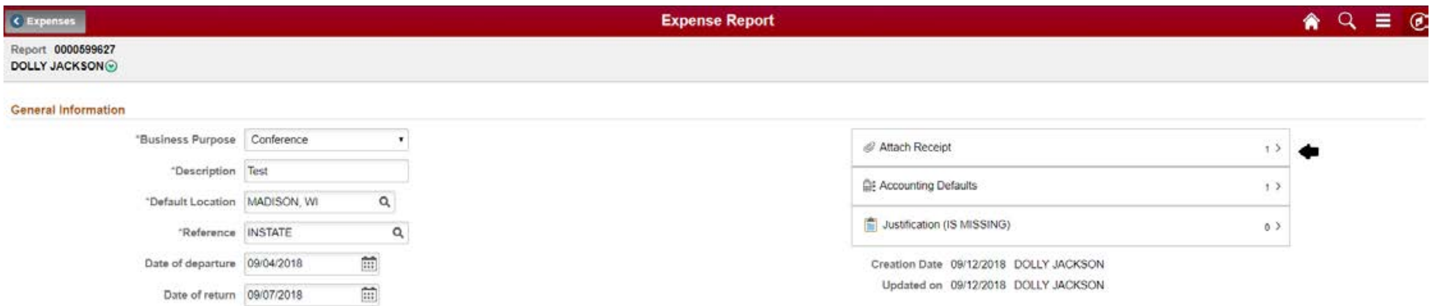
6. Once upload is complete, click Done



7. Optional: Enter a Description of the file.

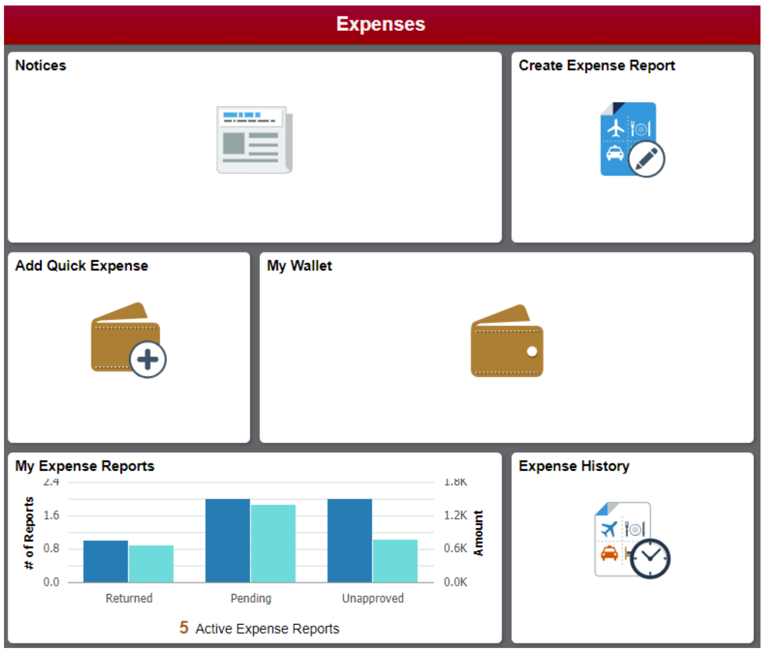
8. Click Add Attachment to add another attachment.

9. When finished, click Done.
10. The Attach Receipt button now shows the number of attachments.

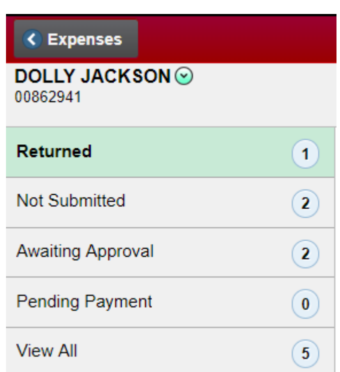


Where is My Reimbursement?

1. Log into E-Reimbursement
2. Click on Expenses Tile
3. Click on the My Expense Reports Tile

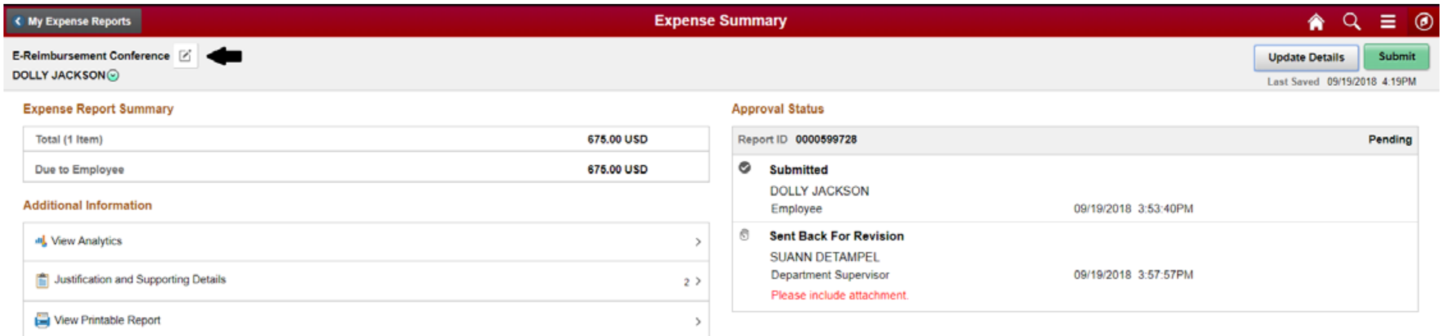


4. The click on the tabs on the left to see reports that have been Returned, Not Submitted (also known as Pending), Awaiting Approval, Pending Payment (it is fully approved and payment will be deposited in 4 to 6 days) or click View All to see all unpaid expense reports. The number indicates how many reimbursements for each type. Paid reimbursements are under the Expense History tile on the Expenses main screen.



Returned Reimbursements

Reimbursements that have been returned for revision are under the Returned tab. Click on the report to see the full comment and make adjustments.



The reason for sent back is listed in red. To add/adjust attachments, trip dates, funding or notes, click on the button to get to the General Information page of the reimbursement. Once the necessary adjustments are made to General Information page, click on the Update Details button to adjust the expense lines. Once all changes have been made, click Save, then Review and Submit.

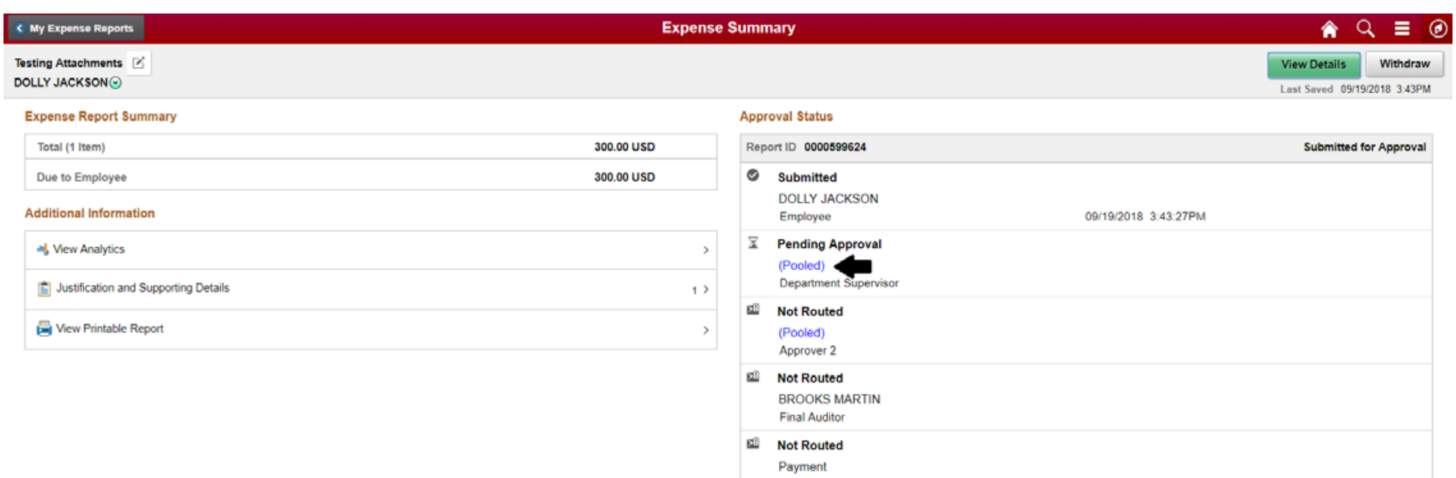
Not Submitted Reimbursements

Reimbursements that have been started but not yet submitted. Click on the report to finish. Save before submitting.

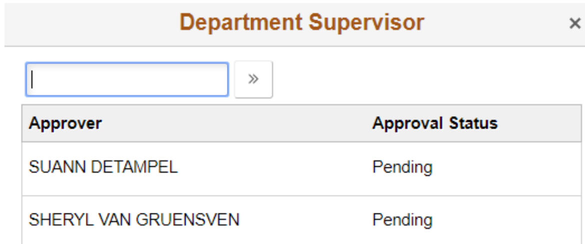
Awaiting Approval

Reimbursements that are pending approval. To see which approver the report is with:

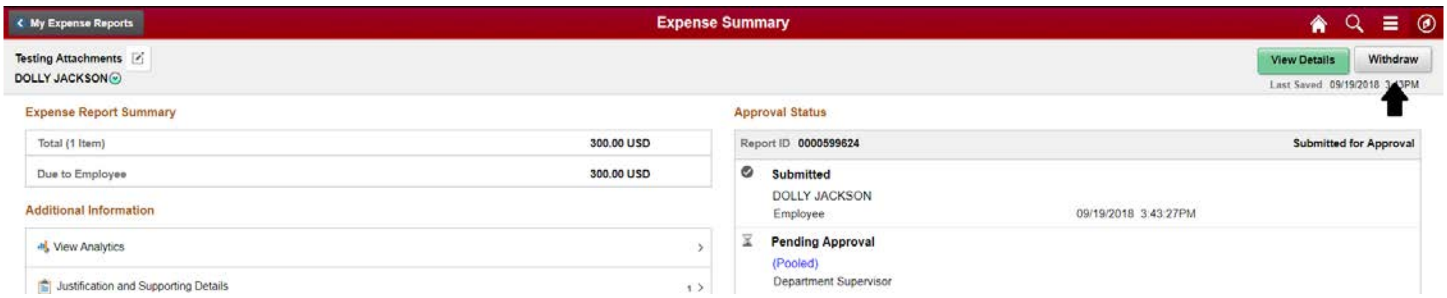
1. Click on the report
2. Click on (Pooled) under Pending Approval



3. The list of Approvers will appear



If the report has not yet been approved by the first approver, you have the option of withdrawing the report to make changes. Click the Withdraw button to send the report back to yourself for revision.



Pending Payment

Reimbursements that have been fully approved today. Funds will be direct deposited in your bank account within 4-6 days.

How to Start a Reimbursement from a Travel Authorization

1. From the Home Page, click on the Travel Authorizations tile.
2. Click on Approved.
3. Click the drop down arrow under Action

4. Select Copy to Expense Report
5. Complete Expense Report like normal. Check that all dates and amounts are correct. Attachments do not carry over.