WI Center for Education Research (WCER) e-Reimbursement Quick Start Guide

Welcome to the world of e-Reimbursement

New Features

- New expense types
- Expenses are entered by date/day expended funds
- One Travel Authorization/Expense Report per business purpose
- Meals are entered by day
- Receipts will be required for all expenses over $25
- Email notifications for every event
- View status of reimbursements online

New Expense Types

- Travel Agency Fee, change/cancels etc.
- Meals Hosted-When hosting a meal for another person(s)

e-Reimbursement is the PeopleSoft Expense Module part of the PeopleSoft Shared Financial System (SFS)

Getting Started:

Pop-ups: Some functions of e-Reimbursement require that pop-ups be enabled. If your web browser is blocking pop-ups, you may run into problems with the e-Reimbursement system.

Saving Your Work: You need to save your work every 20 minutes. e-Reimbursement times out after 10 minutes of inactivity. You will loose your work if not saved!

Logging On:

MY UW: www.my.wisc.edu/portal (e-Reimbursement links are listed under the Services tab in the Financial Information Resources heading)

UW System Authentication Hub: https://authhub.wisconsin.edu/?app=SFS

- Campus: Madison
- NetID
- Password

User Profile:

- My system profile – update email address
- Set personal entry preferences

Delegate Authority: You can delegate another employee to prepare expenses for you by navigating to Employee Self Service > Travel & Expense Center > Profile Preferences > Delegate Authority

- Click on + sign
- Click on magnifying glass
- Search for user by:
  - Employee ID
  - Description [employee name]
  - UserID
- Select user
- Save

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

Funding Your Travel Authorization or Expense Report: Each user has a default funding string which is automatically loaded by payroll. Funding must be changed to reflect the correct coding to fund each expense report. To verify or change the funding for the expense report click on the Accounting Detail link found in the summary page/section of the Travel Authorization or Expense Report.

To add multiple funding strings, click "Add Chartfield" button. Expenses must be split by percent across multiple funding sources.

If you want to charge an expense to different funding than the defaults, select the "Detail" link at the end of the expense string. On the bottom of the detail page, select the "Accounting Detail" link. Enter the funding information for the expense type.

Funding error problem: When using funding that is considered 'fixed price' but the ending date for the project has passed, you will receive the error message "WARNING – The status is ended – past official end date for Project". To override this error you will need to click 'OK' repeatedly for every expense line of your travel authorization or expense report.

Creating a Travel Authorization (TA) – You will need to complete a separate TA for each business purpose.

Employee Self Service > Travel & Expense Center > Create TA (If you are an alternate, enter the appropriate employee ID or click on the magnifying glass and select from list).

- Open blank TA
- Enter:
  - Business Purpose
  - Comment – a detailed description of the business purpose (no acronyms) and enter 'Fleet' if a Fleet vehicle was used
  - Default Location (Location you will be traveling to)
  - Dates of trip (from – to)
- Accounting detail – verify funding for expense report
- Enter expense:
  - Expense type
  - Date you paid or anticipated date of expense
  - Amount (enter in US $ only)
  - Payment type
    - UW prepaid (PCard etc.)
    - Personal
    - Corporate Card
  - Billing type
    - In-state
    - Out-of-state
    - Foreign
- Select expense line detail link for entering:
  - Required data – required fields are marked by an *
  - Required expense descriptions
  - Charging expense line to a different funding source
  - Splitting receipts
- Check for errors
- Save for Later/Submit
- Print printable view page
- Obtain PI signature
- Submit to approver/WCER Business Office

NOTE: The WCER Business Office requires a copy of the travel authorization signed by the PI before the expense report will be approved.

If you are preparing a Travel Authorization (TA) or Expense Report (ER) as an Alternate:
Employee Self Service > Travel & Expense Center

- Create
- Select Add a New Value tab
- Click on the magnifying glass to search for traveler – You can search by name or employee ID
- Select traveler
- Click add
- Follow the steps for creating a travel authorization or expense report.

Creating an Expense Report using a TA:

Employee Self Service > Travel & Expense Center > Create ER (If you are an alternate, enter the appropriate employee ID or click on the magnifying glass and select from list). Using the Quick Start option click on the drop down arrow and select 'A Travel Authorization'.

NOTE: You may be prompted to start your ER using an approved TA. Select the appropriate TA. Expenses from the TA will be populated into the ER. See creating an Expense Report for instructions.

Creating an ER – Employee Self Service > Travel & Expense Center > Create ER (If you are an alternate, enter the appropriate employee ID or click on the magnifying glass and select from list).

- Open blank ER
- Enter:
  - Business Purpose
  - Comment – a detailed description of the business purpose (NO acronyms) and enter 'Fleet' if a Fleet vehicle was used
  - Default Location (location you will be traveling to)
  - Reference Field: enter dates of trip (from – to)
- Accounting Detail – verify funding for expense report
- Enter expense – if importing expenses for corporate card transactions, see Importing My Wallet transactions:
  - Expense type
  - Date you paid for expense
  - Amount (enter in US $ only)
  - Payment type
    - UW prepaid (PCard etc.)
    - Personal
    - Corporate Card
  - Billing type
    - In-state
    - Out-of-state
    - Foreign
- Select expense line detail link for entering:
  - Required data – required fields are marked by an *
  - Providing required expense descriptions
  - Charging expense line to a different funding source – Select Accounting Detail at bottom of page
  - Splitting receipts – to split expense between reimbursable/non-reimbursable-personal or to charge part of the expense to a different funding source. See Splitting a Receipt.
  - Providing justification for expenses outside of policy – Use exception comments/location amount field
- Check for errors
- Save for Later/Submit
- Print expense report printable view page, attach receipts and supporting documentation.
- Submit to approver/WCER Business Office

NOTE: Expense reports will not be reviewed/approved until the receipt packet is received by approver in the WCER Business Office.

Copy Expense Lines in an ER:

- Select expense line to be copied
- Click on copy button
- Select
  - Copy to date
  - Copy to range of dates

NOTE: Holiday/Weekend dates are selected by default, deselect if you want to skip those dates

- Enter date(s)
- Click ok

TIP: If detail for line being copied is entered, the detail will also be applied to copied expense lines.

My Wallet – U.S. Bank Corporate Travel Card transactions

Importing My Wallet Transactions into an ER

- If importing many transactions – At the beginning of an ER select “Entries from My Wallet” from dropdown at Quick Start and Go
- Select expenses you want to import and Done

Or

- At middle of ER page, select “Expenses from My Wallet” at add new expense

Maintaining My Wallet Transactions – Employee Self Service > Travel & Expenses > My Wallet

- View all transaction activity – view by date range or click on any column to sort by column header
- Delete transactions that will not be reimbursed-select “Mark for delete” checkbox and Save
- Change incorrectly categorized expenses to appropriate expense type – Click on expense, pick appropriate expense type from drop down box and Save

TIP: You may need to use the Hotel Wizard and Splitting Receipts feature for breaking down receipts.

Hotel Wizard – Lodging Itemization

e-Reimbursement allows you to enter the entire amount of a lodging receipt/folio and itemize the bill into smaller expenses, reconciling the receipt while dividing the expenses between reimbursable and personal expenses:

- enter expense type lodging
- date of expense (usually check out date)
- enter entire amount of lodging receipt
- click detail link
- enter number of nights
- Merchant
- Location
- Select itemized hotel bill link
- At itemization screen:
  - Check box if date on receipt is check-out date
  - Select all applicable boxes under “Charges incurred on this bill”
  - Click Continue
  - Enter the total amount for each night of lodging, including taxes, etc.
  - Click continue
  - Enter information for each additional expense (parking, phone, etc.) – must be by day
  - If non-reimbursable/personal, select the non-reimbursable box for each entry
  - For miscellaneous expenses, select the appropriate expense type using the drop down menu
  - If reconciled, you will be allowed to click done, if not, hit the expense link on the reconciliation tape or the previous button to correct any errors.

Splitting a Receipt: Splitting enables you to divide a receipt into multiple expense lines. To split a receipt with another expense:

- Go to the detail of an expense line
- Enter all required information
- Click on Receipt split link
- Select an expense type using the drop down menu to split the expense with
- Click on split
- Update description field for new expense
- Click in the amount spent field
- Click update

NOTE: Enter note about the total balance

Modify an ER – Employee Self Service > Travel & Expense Center > Modify ER

- Use modify to make changes to a report that you have saved but not yet submitted
- Use modify to make corrections to a report that has been returned to you

View an ER – Employee Self Service > Travel & Expense Center > ER view

- Search
- Select the report you want to view
- Header of expense report shows expense report status
- Scroll to bottom of page to see action history and pending actions

Travel Expense Types & Expense detail required to be enter into the e-Reimbursement application

Expense type	Required detail
Airfare-Cancel/Change fee – Additional fees for optional services charged by an airline	Description - Justification for change, type of fee incurred, e.g. baggage fee; change/rebooking fee; window/aisle seating fee
Airfare-Coach only – Limited to coach class airfare only	Ticket number Merchant Description - itinerary (from – to), dates of departure & return
Airfare-Travel Agency Service Fee	Description – describe fee being charged
Business Communications Internet Fax charges Duplication/copy charges Telephone calls Postage	Location Description – type of expense or purchase NOTE: Duplication/copy charges only if less than $50.
Car Rental	Merchant Location – where expense occurred
Gas	Location – where expense occurred
Local Transportation/ Shuttle: Subway City bus Airport/hotel shuttle	Location of expense Description – mode and purpose, itinerary (e.g. airport to hotel)
Lodging	Number of nights Merchant Location Description – cost/night
Long Distance Train/Bus	Location Description – itinerary, travel mode, dates of departure & return
Meals **Meal** – total dollar amount spent per day **Taxable** – meal costs in connection with same day travel and no business conducted during meal and no overnight lodging	Location Description – meals included: breakfast, lunch, dinner. Business purpose must be provided when meal is claimed and no overnight lodging occurred.
Mileage **↓ 300 miles use auto hi** **↑ 301 miles use auto lo**	Transportation type Miles driven Origination location Destination location Description – itinerary, dates/times of departure & return
Other Non-Travel – incidental supplies and low dollar purchases	Merchant/Vendor Location Description - identify expense and explanation for the expense
Other Travel Tolls Laundry Bottled water Passport/visa fees Hotel gratuities Porterage Other misc. travel expenses	Location Description - incidental travel expense purchased *Group like expenses, using one expense type per line (e.g. all tolls will be on one line).
Parking – charges incurred at locations other than the employee's permanent work site while on UW business	Location – where expense occurred Description – what and where parking expense was for
Registration – Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting	Location of event Description – name of conference, training, workshop (NO Acronyms)
Taxi	Destination location Description – itinerary, e.g. airport – hotel
Telephone Calls-Personal	Location – where expense occurred. one call per night lodging

Meeting/Conference Events – Group receptions, breaks, meals, meetings and conferences	
Expense type - Event	**Required detail**
Event **Reception** **Refreshment**	Location Description – name of event and how relates to UW Business Number of people
Meal – Hosted Meals purchased on behalf of other(s), including the person requesting reimbursement	Location Description – name of event, business purpose Attendees – name, affiliation & title Number of people

NOTE: Include required supporting documentation for event/hosted meal with receipt packet (per UW Madison policy). See Reimbursement Resources on WCER Business Office website.

For application assistance please contact DoIt Help desk at:

Phone: 608-264-HELP (4357) (option2)
Email: help@doit.wisc.edu
On the web: www.helpdesk.wisc.edu
(search for e-reimbursement)