

WCER Steps for Using e-Reimbursement

Travel Authorizations (TA):

WCER currently requires that a pre-travel authorization form be submitted prior to all travel. E-Reimbursement provides you the ability to submit these electronically. When using e-Reimbursement, all TAs must be submitted at least four (4) business days prior to the scheduled travel. The system will not allow the approval of TAs if submitted during or after the trip dates. After you have submitted the TA electronically, you will need to print the printable view page, obtain the PI signature and send to the WCER Business Office.

You will be required to complete all TAs electronically with the start of your participation. However, if you have already completed a WCER Pre-Travel Authorization form for an upcoming trip, you do not have to resubmit it as an e-Reimbursement TA; just be sure to include the Pre-Travel Authorization form with the e-Reimbursement receipt package for your electronic Expense Report (ER).

Expense Reports (ER):

When creating your ER using e-Reimbursement, you can import the electronically submitted TA to start the ER. After you have completed and submitted your ER, you will need to print the expense report printable view page to include with the receipt packet you send to the WCER Business Office. Remember to click on the submit button to send the ER on for approval. Please note that the approval process will not begin until both the receipt packet and the signed TA (or Travel Pre-Authorization form) are on file with the Business Office.

Updated e-Reimbursement entry information:

Accounting Defaults - Verify the funding that is to be applied to the entire TA or ER. If you are going to split certain expenses with multiple funding you need to change this in the detail of the expense line. Be especially diligent if you have funding from multiple sources, making sure the appropriate funding is used for each TA and ER.

Airfare Ticket Number – If you submitted an ER for airfare reimbursement prior to your trip, your airfare ticket number is in e-Reimbursement's "memory". When you prepare your ER for final expenses after the trip, to avoid an error message, enter the original ticket number with a hyphen + an alpha letter (e.g. -A). Indicate the method of prepayment.

Billing Type - This field describes the overall trip destination (in-state, out-of-state, or foreign) and applies to the entire expense report. There should only be one billing type per expense report.

Business Purpose – Enter the Business Purpose of the travel or expense. If you are unsure of what Business Purpose to use, reference the definitions for Business Purposes at the Accounting Services website for [e-Reimbursement](#).

Comment Field – A detailed description of the trip or expenses that include **what** you are doing, **why** you are doing it, and **when** you are doing it.

- Justifications – what and how it relates to UW business.
- Cost comparisons – when travel includes personal time, airfare exceeds \$1000, drive instead of flying, and when departure is other than Headquarters City.
- Dates/times – indicate the dates and times of departure and return
- Fleet – enter 'Fleet' if using a Fleet vehicle for transportation
- Acronyms – spell out all acronyms

Expense Location – In the detail of an expense line enter the location of where the expense occurred.

Fleet - When a fleet vehicle is used for travel you need to indicate this in the comment field by entering "Fleet".

Reference Field – Always complete using the identified format (yymmddmdd).

The following expenses should be entered and grouped with other like expenses instead of entering them by day:

- Tolls
- Mileage
- Hospitality tips
- Portage tips