E-Reimbursement Training

December 2022

UNIVERSITY OF WISCONSIN PLATTEVILLE

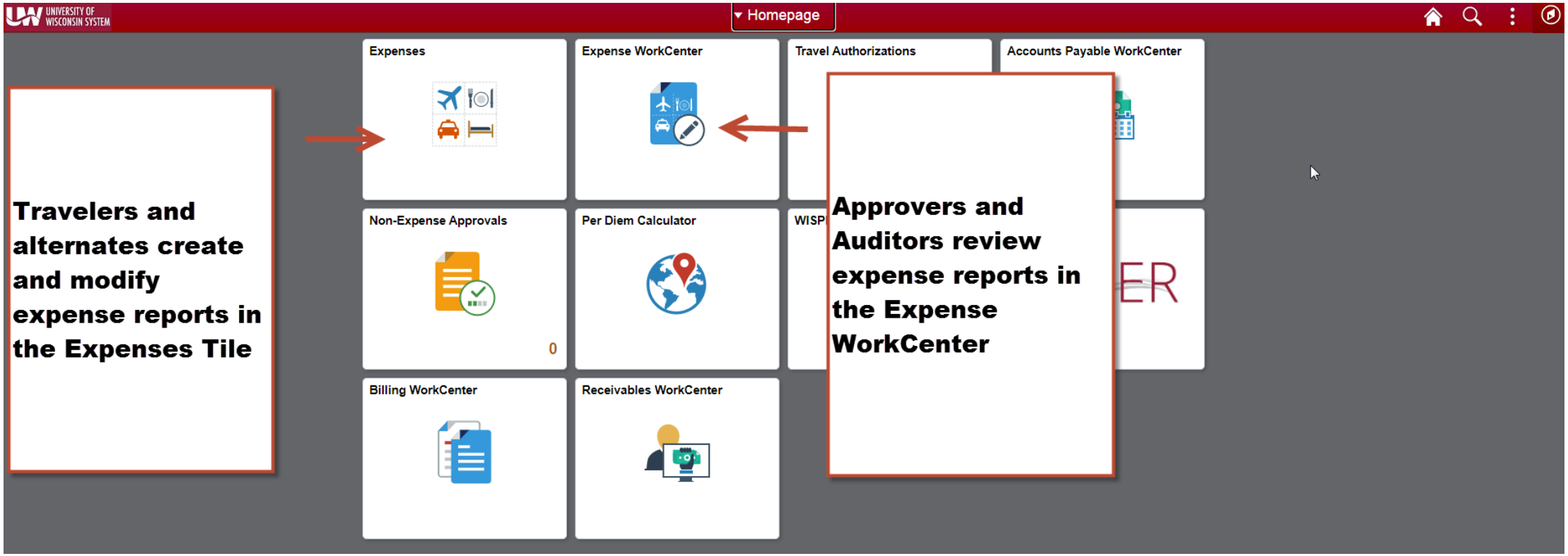
Agenda

- 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



[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

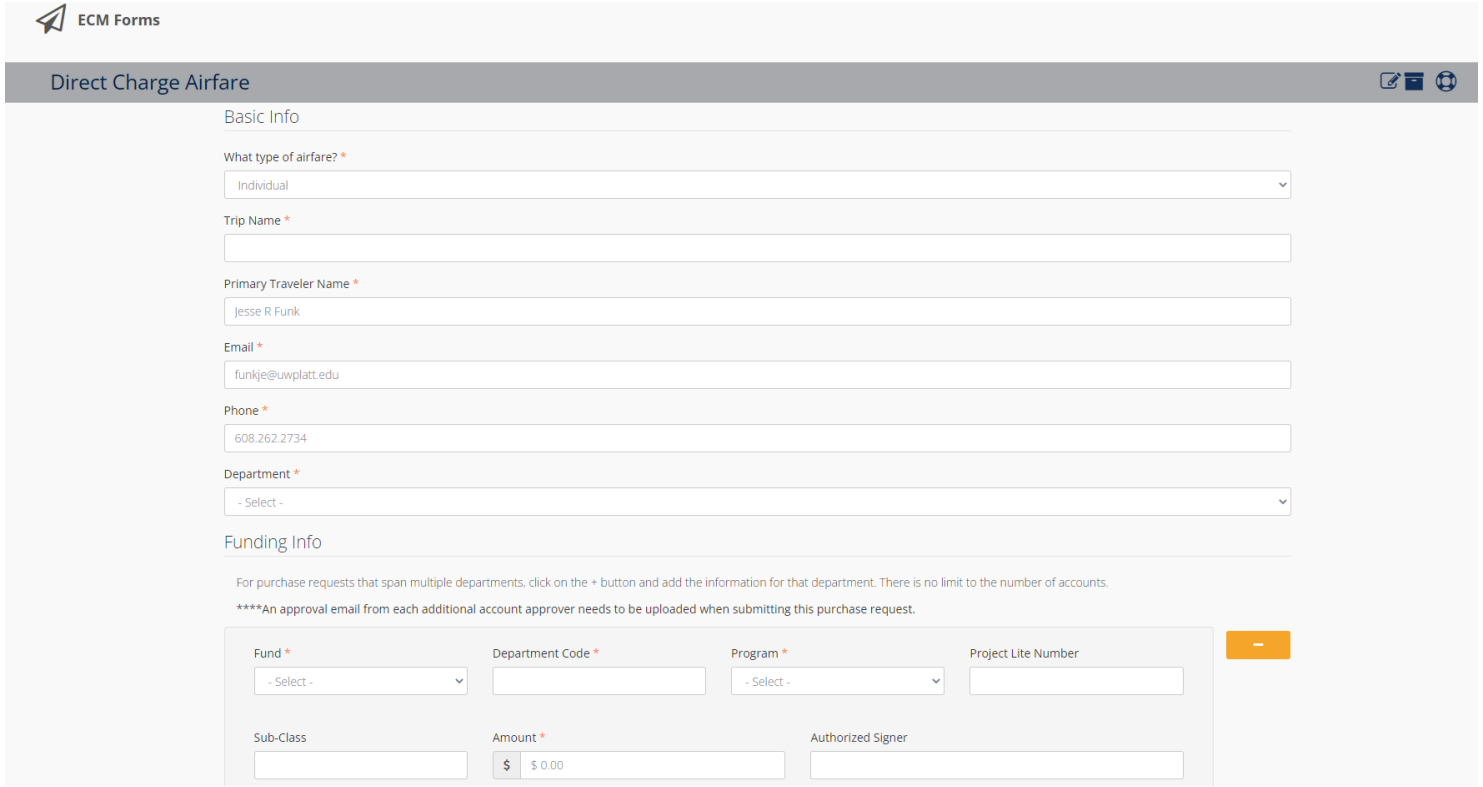
- Required to create an expense line item for P-Card purchases

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

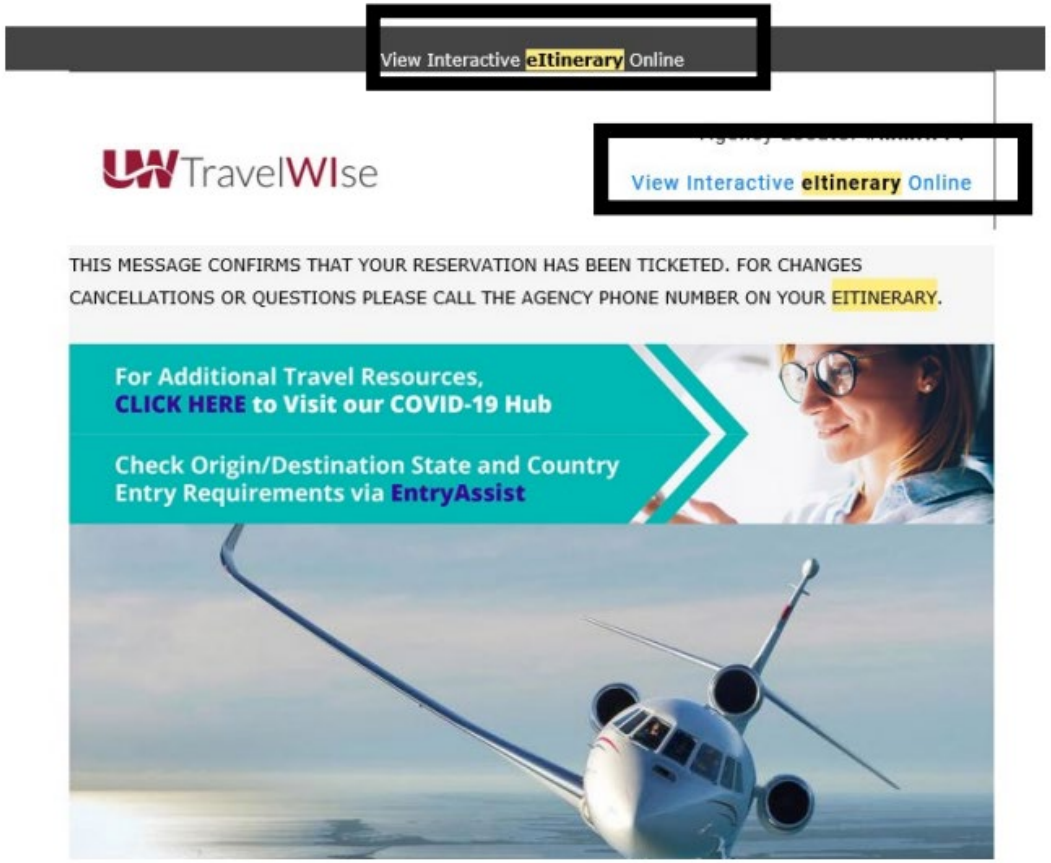
Ghost Card

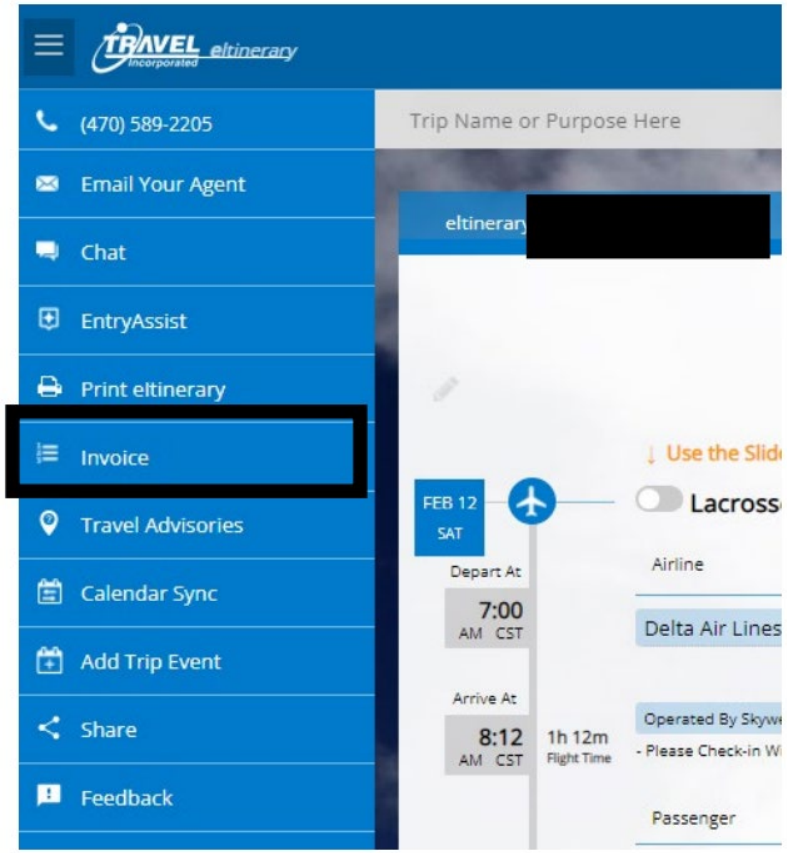
- Direct Charge Airfare form MUST be completed
  - https://dashboard.uwplatt.edu/ecm/forms/direct-charge-airfare



Invoice Retrieval from Travel, Inc

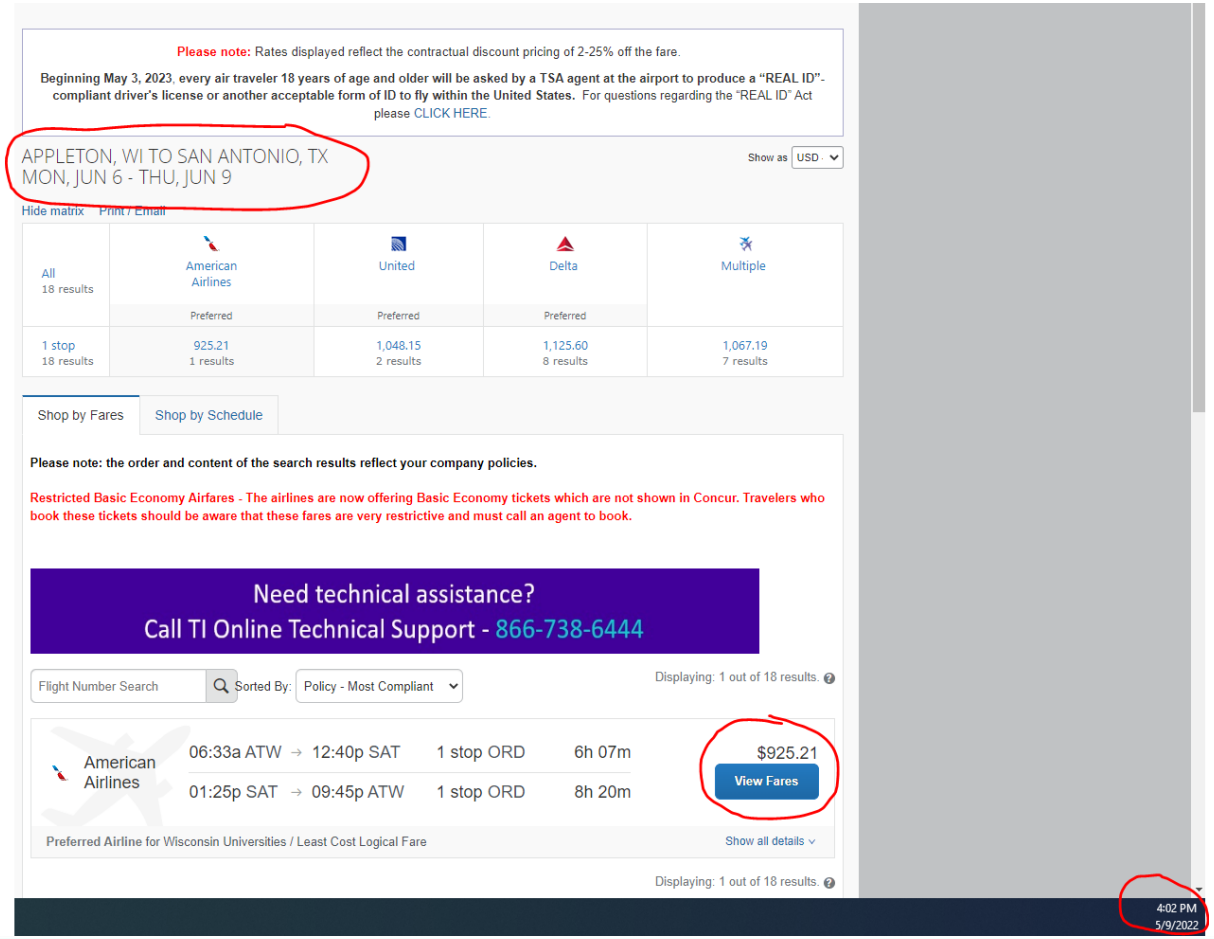
- View Interactive eItinerary Online > Invoice

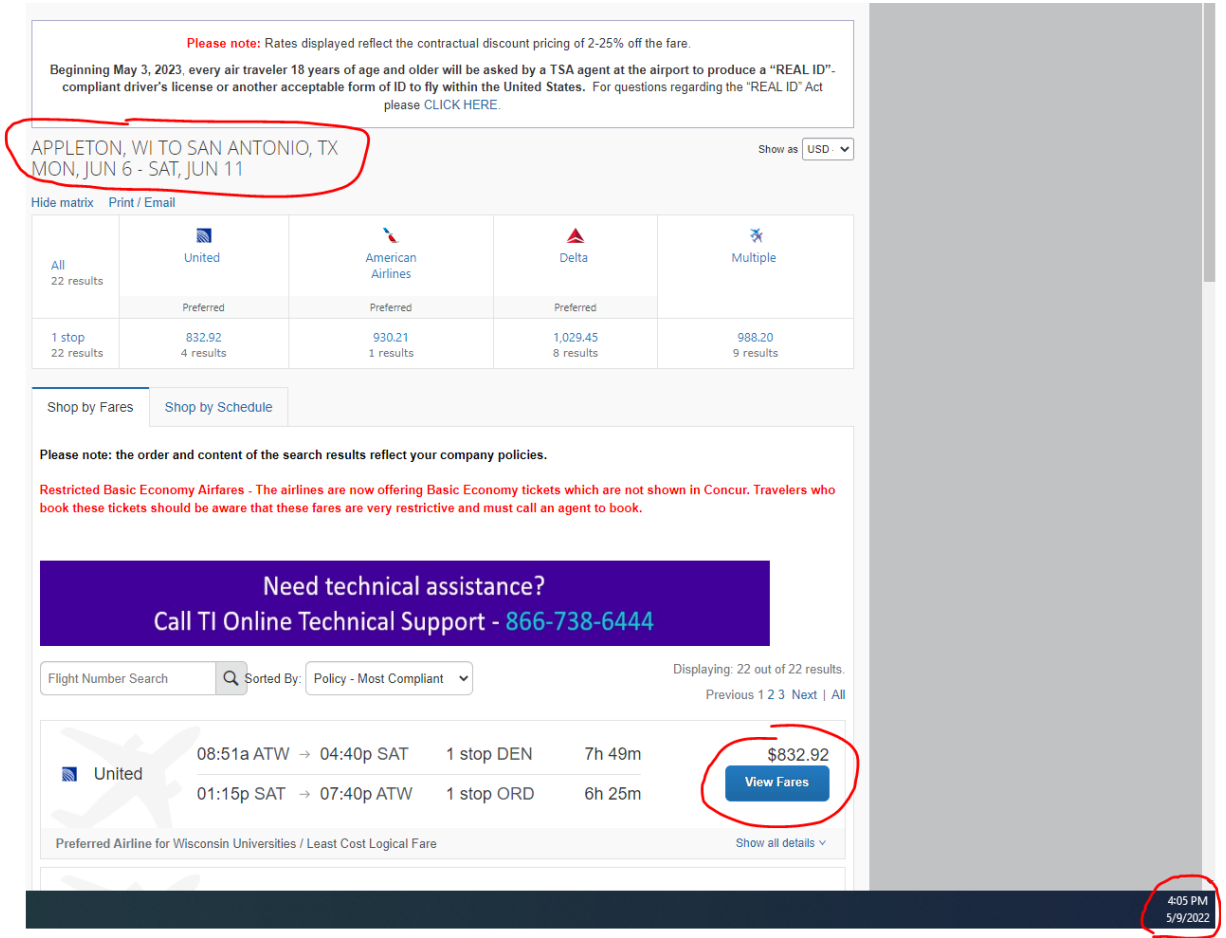




Business Combined with Leisure

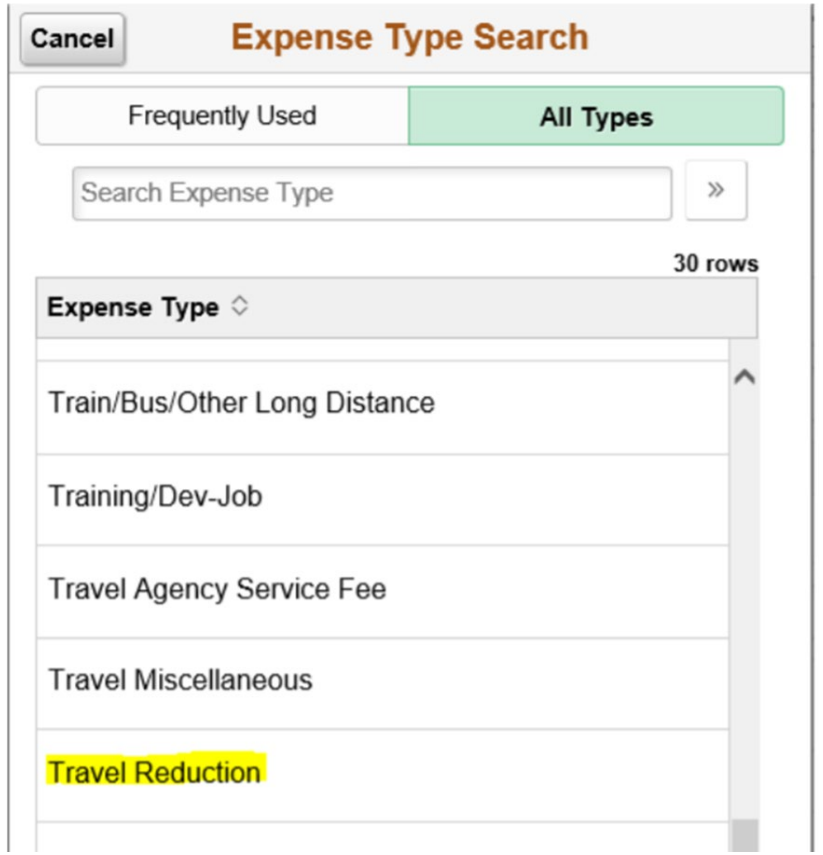
- Must provide a cost comparison for your TER





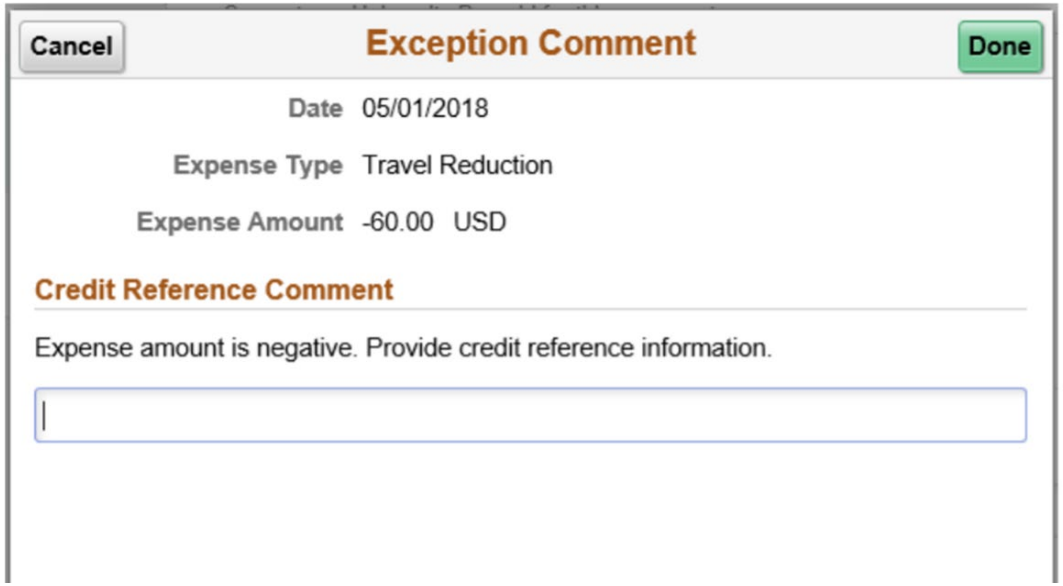
Travel Reductions

- 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



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



Thank you!