UNIVERSITY OF WISCONSIN SYSTEM

UNIVERSITY TRAVEL AND REIMBURSEMENT

Contents

Welcome!

What is the UW Travel Program?

The University of Wisconsin System has a managed travel program with a variety of carefully selected contracted vendors; use of these vendors is required for reimbursement. All institutions must follow the UW Travel Policy, however departments or divisions may have additional policies that are not addressed in this guide.

There are required methods of booking your travel that must be used in order to be reimbursed. Contact your campus travel manager if you have further questions after viewing this information.

Campus Travel Contacts

Campus Travel Managers can assist with Travel Policy Questions, Booking Assistance, E-Reimbursement Assistance, and training opportunities.
https://www.wisconsin.edu/travel/support/

UW TravelWIse: Source for up-to-date information

UW TravelWIse

Wisconsin.edu/travel
UW TravelWIse is the website maintained by the UW Travel Services Department. Use this page to find the most up-to-date travel news and information.

Monthly Newsletter

Register for the monthly travel newsletter to stay in the loop on policy and procedure updates, webinar information, and tips and tricks for making the most out of your university travel.
Recommended: Travelling for Business Guide on LinkedIn Learning

Getting Started: UW System Traveler's Checklist

UW System Traveler's Checklist

The University of Wisconsin System operates a managed travel program with all University travel information and reservation options hosted in the UW TravelWIse Portal.

Planning Your Travel

- ❑ Bookmark UW TravelWIse Portal homepage
- ❑ Become an authorized driver through the Enterprise Fleet Management System (required when driving)
- ❑ Register for the Concur Travel Self Booking Tool – New User Registration (required for all employees)
- ❑ Once your registration is approved, log in and complete your Concur Profile – Travelers must complete **prior** to traveling!
- ❑ Apply for a UW card product – Consult your Travel Office for the card product that best meets your needs.
- ❑ Review UW System Travel Policies prior to reserving travel & the summary Travelers Reference Guide.
  - All individual hotel/car/flight reservations must be made with the booking tool or travel management company*
  - Airfare is limited to coach/economy for all travel with a $150 tolerance over most economical flight
  - Use contracted lodging properties at negotiated rates whenever available in location
  - Review the maximum lodging rates prior to making reservations
  - Car rental reservations must be made using our Enterprise/ National Big Ten Contract, with Hertz

  **Hotels recommended by an externally sponsored conference, or hotels with a group booking code can be booked directly with the hotel*
- ❑ Check with your department if a travel authorization is required prior to booking travel
- ❑ Make your travel reservations in Concur or a with a Travel Incorporated Consultant.

  *Note: Individual travel for NCAA Athletics should be booked with Short's Travel Management.
  - Book airfare first – you can add to an airfare reservation but cannot add air to hotel or car reservations
  - Hotel – contract hotels with negotiated rates will appear first in search and are marked "Most Preferred".
  - Car Rentals – contracts include discounted rates for foreign and domestic locations and include insurance coverage for domestic rentals.

Know Before You Go

- ❑ Review the Meal Per Diem Allowance reimbursements for the location of travel in the UW TravelWIse Calculator
  - First and last days of travel receive 75 percent of the daily per diem rate
  - Meals provided, such as conference meals or hosted meals must be deducted from the daily per diem
- ❑ International Travel
  - When traveling abroad review the international resource page
- ❑ Tax Exemption
  - Obtain a tax-exempt wallet card from your travel office – this must be shown to receive tax exemption in WI & other States
- ❑ Receipt and Reimbursement Requirements
  - Review the expense reimbursement requirements and expense reimbursement user guides
  - Fox World Travel e-invoice/e-confirmation must be included in the travel expense report

During Your Trip

- ❑ In case of an emergency or change in travel plans, call Travel Incorporated
  - Regular Hours Support : 7AM – 8pm CST
  - After Hours Support : 8PM - 7AM CST Mon- Fri and 24/7 Weekend and Holiday coverage
    - Direct 470-589-2205 / Toll-Free 877-811-9898/ UWTravel@travelinc.com

Approved Payment Methods

The approved methods of payment are University Corporate Travel Cards and University Purchasing Cards.

Corporate Travel Card

The corporate travel card is a joint liability card. The credit card statement is sent directly to the traveler. Travelers may opt to have their reimbursement routed directly to U.S. Bank through the e-reimbursement system, or pay the statement personally. To apply for a corporate travel card, fill out an online application.

View more information about the travel card on the US Bank Corporate Travel Card page.

Purchasing Card

For information on obtaining a purchasing card, and restrictions of use, contact your institution's purchasing card administrator. Receipts are required for all purchasing card transactions. Purchasing cards cannot be used for individual meals or parking at your headquarter location.

Personal Funds

Eligibility to use a personal card for travel is dependent on the institution. Contact your institution's travel manager to learn more.

Travel Funded from External Sources

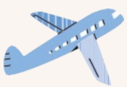
For travel expenses funded by sponsored programs (e.g. grants or contracts), the terms of the applicable grant or contract will take precedence if more restrictive than University travel policies.

Travelers should book travel using UW System Travel policies regardless of funding source.

Booking Travel

BOOKING TRAVEL

Review the information below and consult with your supervisor to discuss the most logical method for your business trip. If you'd l\ike further consultation, contact your campus travel manager.

TRAVEL TYPE	BOOKING METHOD OPTIONS	PRIMARY VENDORS*	NON-PAYABLE OR REIMBURSABLE
 AIR	• CONCUR • UW TRAVEL AGENCY	AMERICAN AIRLINES, DELTA, SOUTHWEST, UNITED	• BOOKED DIRECTLY WITH AIRLINE OR • THIRD PARTY BOOKING SITES
CAR 	• CONCUR • UW TRAVEL AGENCY • RENTAL AGENCY	ENTERPRISE NATIONAL HERTZ	• EXTRAS (I.E. GPS, FUEL SERVICE UPCHARGE) • VEHICLES LARGER THAN FULL SIZE (WITHOUT PROPER JUSTIFICATION)
LODGING	• CONCUR • UW TRAVEL AGENCY • DIRECTLY WITH PROPERTY	PREFERRED HOTELS	• BOOKED WITH 3RD PARTY ONLINE BOOKING SITE (I.E. HOTELS.COM)
 RAIL, UBER, LYFT TAXI, SHUTTLE	DIRECTLY WITH VENDOR	NONE	• COST INEFFECTIVE USE OF SERVICE

TRAVEL Incorporated

Concur Travel

Registration:

Follow login link: Concur Login
New users will be directed to the registration page. Allow up to 24-48 hours for approval.

Concur User Access Requirements

- Registration and direct access to Concur is limited to University employees.
- Concur Login Field: You must use your official University business email address (example: jsmith@uwm.edu)
- Employment status, official payroll job title and University email address is verified prior to registration approval.
- If you are a student (not employed by the University) you cannot have direct access. Contact your home or hosting department for booking and payment options within the University's travel program.

Flights

How do I search for flights by 'Price' and 'Schedule' and what is the difference?

Concur Travel searches by Price and Schedule on every flight search. The 'Search by' list allows you to select the initial display to be by Price or Schedule. Price results display entire itineraries with total fares. Schedule results allow users to select their flights and Concur Travel will provide the total fare.

How are unused tickets or credits applied to a new reservation?

When you make a new flight reservation, we will automatically look for an available unused ticket to apply to your next qualifying trip. If one can be applied then it will be reflected on your final invoice as an exchange.

How do I search for a specific carrier?

Perform your search as normal. When the results display, select the specific carrier in the matrix. Specific flights for that carrier will be displayed below.

What types of flight searches can I make in Concur Travel?

In the Flight Search section there are 3 options: Round Trip, One Way, Multi City.

Cars

How do I book a car reservation?

There are several ways to book a car at the airport or at an offsite location.

- Book a car-only reservation by clicking on the 'Car' tab on the home page.

- When booking flights, check the 'Pick-up/Drop-off car at airport' box and Concur Travel will search for a car directly after flights are booked.
- Click the Car link on the Travel Details page. You can also book off-airport cars using this option when adding a car with flight reservations.
- Add a car to an existing reservation by going to 'Upcoming Trips'. In the 'Add to your itinerary' section, click the Car link. You can also scroll down on your trip and click the Add to your itinerary link where you want to add your new car and then select Car.

Hotels

How do I book a hotel reservation?

There are several ways to book a hotel.

- Book a hotel-only reservation by clicking on the 'Hotel' tab on the home page.
- When booking flights, check the 'Find a Hotel' box and Concur Travel will search for hotels after flights are booked. You can search by Airport, Company Locations or Reference Point.
- Click the Hotel link on the Travel Details page.
- Add a hotel to an existing reservation by going to 'Upcoming Trips'. In the 'Add to your itinerary' section, click the Hotel link. You can also scroll down in your trip and click the Add to your itinerary you want to add your hotel and then select Hotel

What filtering and sorting options can I use in finding a hotel?

You can filter results by hotel name, price, chain and amenities. Hotels will be displayed initially sorted as your company wants them to be. Thereafter you can click 'Sorted By' to sort results by Company preference, Price low-to-high, Northstar rating, distance and, Policy-Most Compliant.

How do I book multiple hotels in the same city?

Book your first hotel. Find the 'Add to your itinerary' section after you booked the hotel. Click the Hotel link or icon, provide your search criteria and click Next. When the hotel results display, find your desired hotel and click Reserve.

How do I book a hotel with different dates than my airline flights?

On the Home Page, add your flight search parameters but leave the 'Find a Hotel' box unchecked. After booking your flights, find the 'Add to your itinerary' section on the Travel Details page and click the Hotel link or icon. You can also scroll down in your trip and click the Add to your itinerary link where you want to add your hotel and select the Hotel link or icon. Adjust your dates and click 'Next' to search.

Seat Assignments

How does Concur Travel select my seat assignment?

Concur Travel references your seat preference in your profile to make a seat assignment. If you have preferred frequent flyer status, Concur Travel will assign preferred seating if offered by the airline. It is important to note that some carriers or fares do not permit seat pre-assignment.

How do I display the seat map and change my seat assignment?

After reserving your flights, select the Change Seat link for the specific flight, select another available seat from the seat map and click the 'Change Seat' button.

Confirmation and Ticketing

How do I know if my ticket was issued?

Travel Incorporated will send your eltinerary as final confirmation of ticketing.

What should I do if I did not receive my eltinerary?

If you have not received your Travel Incorporated eltinerary within 2 hours of submitting for purchase, please contact your Travel Incorporated Travel Consultant.

Changes and Cancellations

How do I add a car or hotel to my trip?

Click on your trip from the 'Upcoming Trips' tab. Find the 'Add to your itinerary' link where you want to add to your trip. Select the Car or Hotel icon. Provide your search criteria and click Next. Make your car or hotel selection and continue to the 'Review and Reserve' page. Your trip update is complete when you reach the Finished! page.

How do I cancel a car or hotel reservation on my trip?

Click on your trip from the 'Upcoming Trips' tab. Scroll down through your trip and find the car or hotel you need to cancel and click 'Cancel'. Concur Travel will ask if you are sure you want to remove it. Click 'Ok". If you are cancelling a hotel, Concur Travel will ask you to acknowledge the cancellation policy first before you cancel the hotel. For hotels marked 'Not purchased through the reservation system', please contact a Travel Consultant to cancel.

How do I change my ticketed flights?

If your company permits, you can also change your ticketed flights in Concur Travel. Subject to fare rules and carrier requirements, changes to ticketed flights will result in an exchange ticket being issued.

How do I cancel my entire trip?

Go to the 'Upcoming Trips' tab. Find the trip you would like to cancel. On the far right, select Cancel Trip. This action will cancel all trip segments (air, car and hotel). Any flights with remaining value will be marked as Unused e-tickets. Southwest Direct Connect bookings may be cancelled in Concur Travel. Unused tickets and credits may be applied on future trips, usually up to 1 year from original purchase date.

What if my ticket has been issued within 24 hours and I need to change it?

Most tickets issued within 24 hours can be voided. It may be cheaper to cancel and void your original ticket and book a brand new reservation.

Profile (Travel and Frequent Flyer/Membership Program Numbers)

How do I access my Concur profile?

In the upper right comer of the Concur Travel home page, click 'Profile' and then 'Profile Settings'. Select 'Personal Information' to review your entire profile. Use the menus on the left or links in the middle to go to specific areas of your profile.

How do I update my Travel Preferences and Frequent Flyer/Membership Numbers?

To update seating, vehicle and rooming preferences, go to Travel Settings on the left then click Travel Preferences. To update loyalty membership numbers, go to Travel Settings on the left then click Frequent-Traveler Programs. Click 'Add a Program' on the right to add air, car and hotel program numbers. Once saved, they can be applied to your reservation!

Why does my name in my Concur profile have to match the name of my frequent flyer account?

The Transportation Security Administration (TSA) requires the name on your government issued ID presented at check-in must match the name on your ticket. Some travelers may have their airline memberships with a different name than appears on their ID. Thus, we advise travelers to make sure the name on all of their frequent flyer accounts match the name on their ID which should also be the same name in their Concur and Travel Incorporated profiles. This will ensure travelers receive proper credit and benefits of their membership program as well as eliminate any airline check-in/TSA issues.

How do I add a Travel Assistant?

First, your travel assistant must have a Concur profile before you can add them. In your Concur Travel profile, click 'Add an assistant' and type the name in the 'Assistant' field. After finding your assistant's name, select the name, select the 'Can book travel for me' checkbox and click 'Save'.

How do I add or change a credit card in my Concur profile?

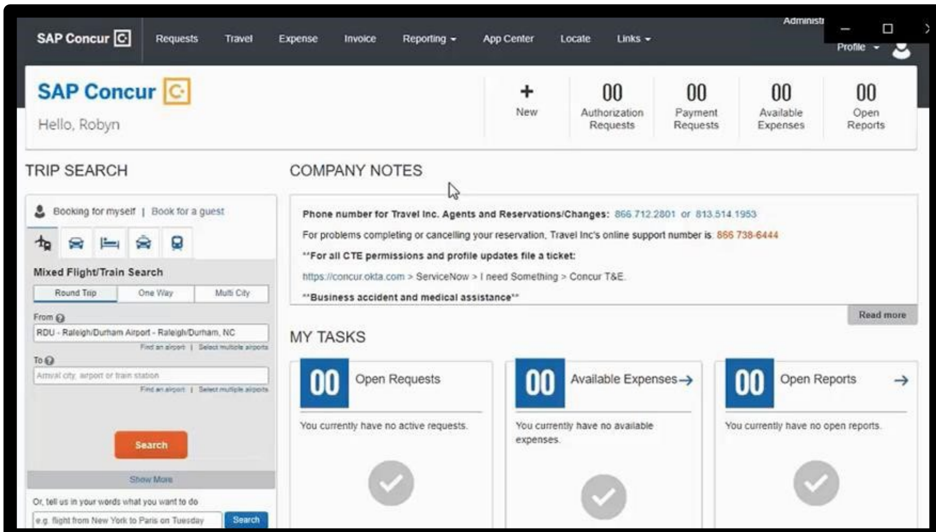
If your company allows you to do so, go to the 'Credit Cards' section of your Concur profile:

- To add a credit card, click on 'Add a Credit Card'
    - Provide the card name, type, number, expiration date.
    - Check the appropriate boxes if this will be the default card for plane, rail, car or hotel.
    - Add billing address (yours/company). Use alphanumeric characters only. No P.O. Boxes.
    - Click Save.
- To change card information (default settings, expiration),
    - Click the 'pencil' icon next to the card you want to update.
    - Make your changes.
    - Click Save.
- If changing the actual credit card number, you must delete it and enter a new card.
    - Click the 'trash' icon next to the card you want to delete.
    - Click the 'Add a Credit Card' and add your credit card information.
    - Click Save.

Changing a Purchased and Ticketed Trip

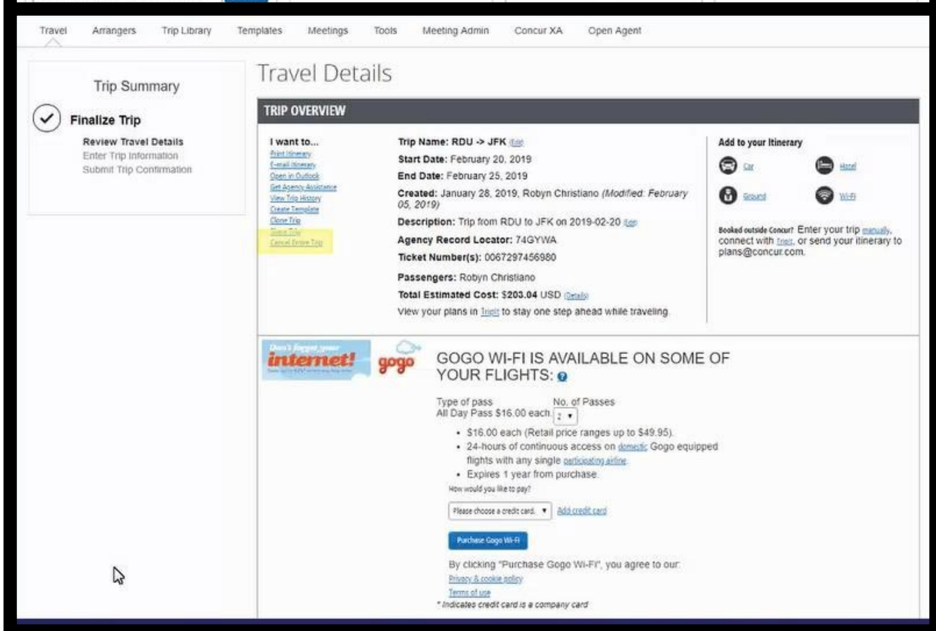
From the SAP Concur home page, in the MyTrips section, you can make changes to a purchased and ticketed trip.

1. To change an existing trip, click the trip to open it.

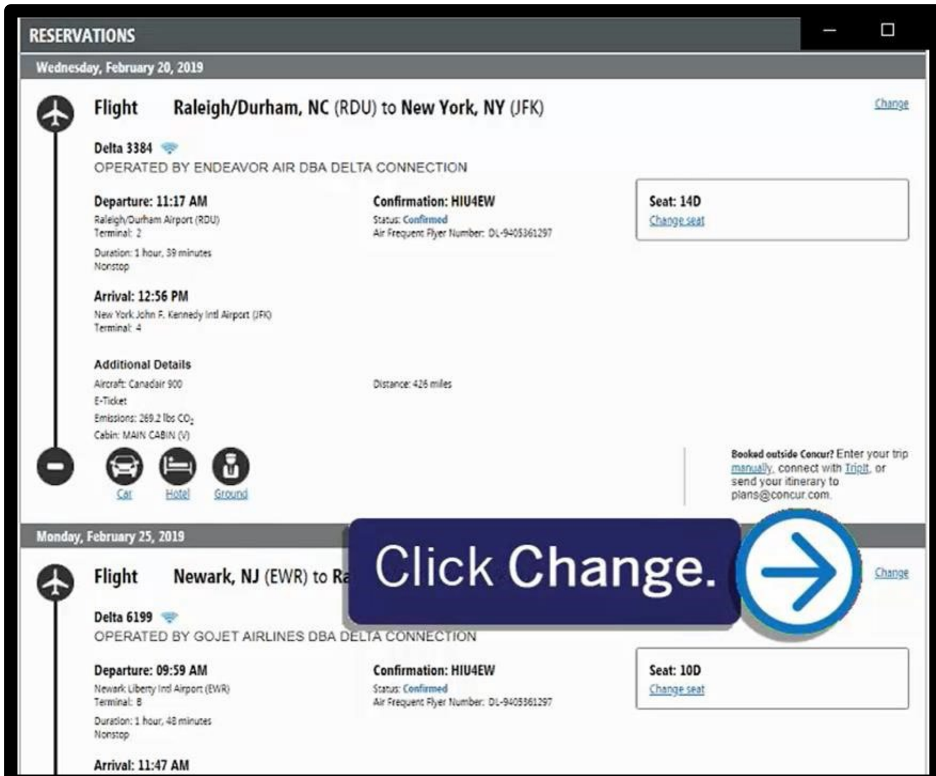


The two most frequently used trip actions are Cancel Trip and Change Trip.

2. To cancel the entire trip, click Cancel Entire Trip.

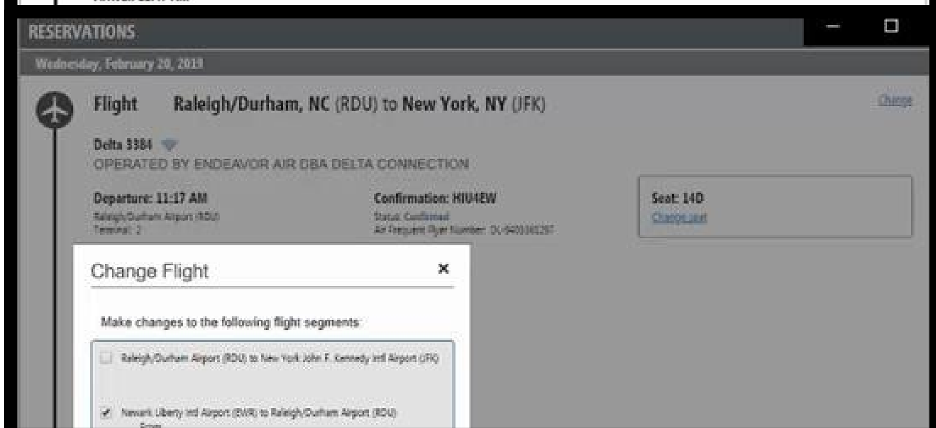


3. To change a trip, scroll down to view the reservations, and then click Change.



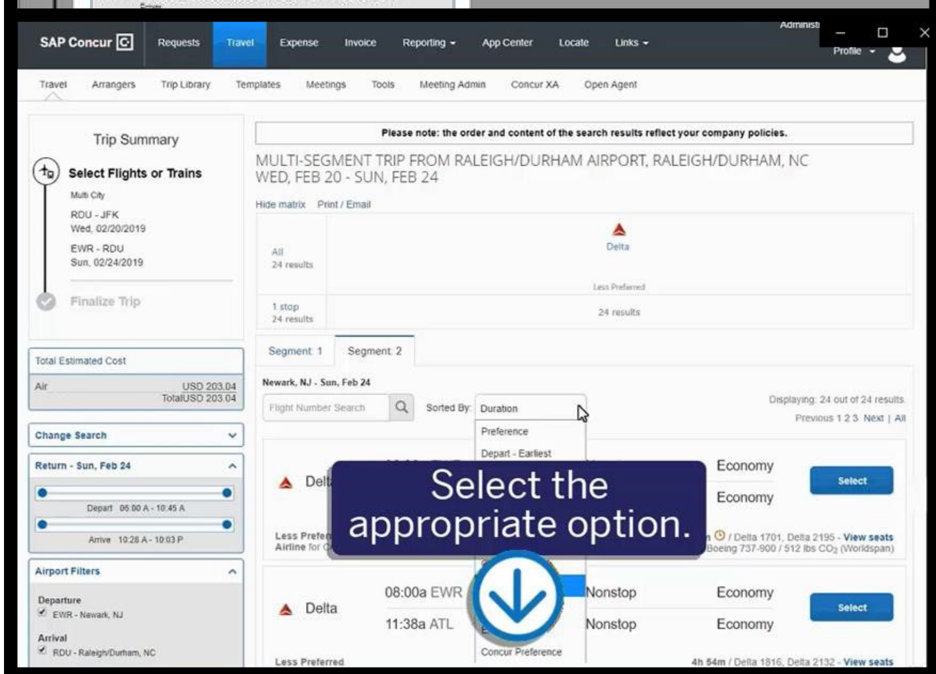
4. In the Change Flight window, you can change either segment of your flight. In this example, you will see how to change the departure date. Concur Travel will automatically adjust any car of hotel reservations to match the days of the flight change.

5. Select the day and time for your departure flight, and then click Search.



6. The Segment 1 tab is your departure flight. Click the Segment 2 tab to view return flight options.

7. Click the Sorted by dropdown arrow to modify your search results.

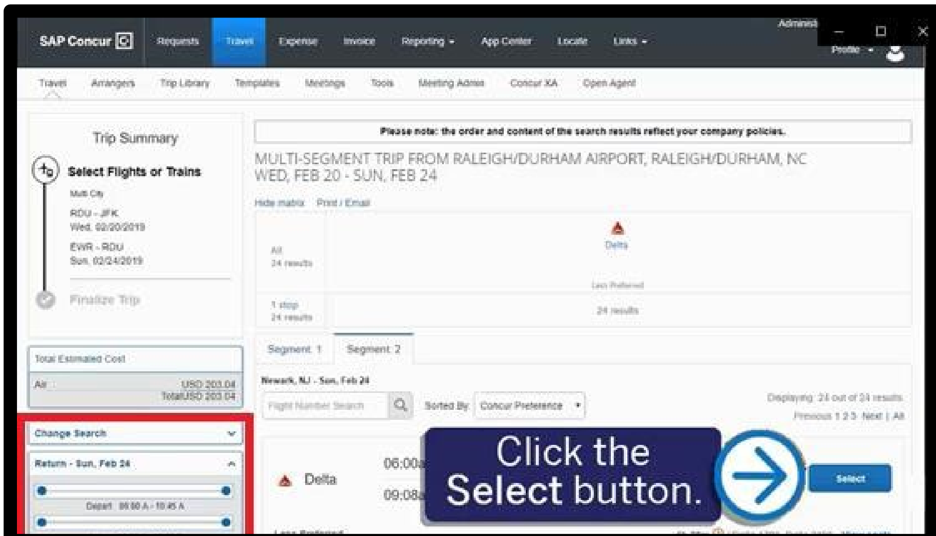


You can sort by Preference,
Departure and Arrival – Earliest and Latest, Carrier name from A-Z or Z-A, Duration number of Stops, amount of flight Emissions, and Concur Preference.

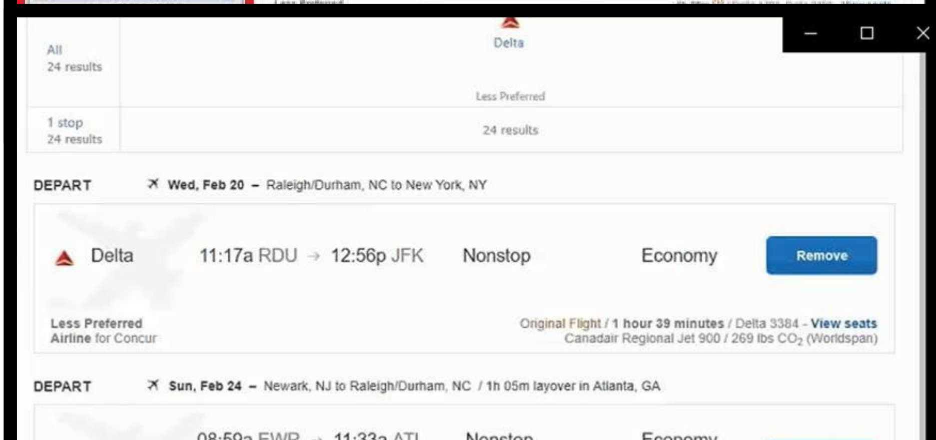
8. For this example, select Concur Preference.

You can also use the Change Search pane to modify your search.

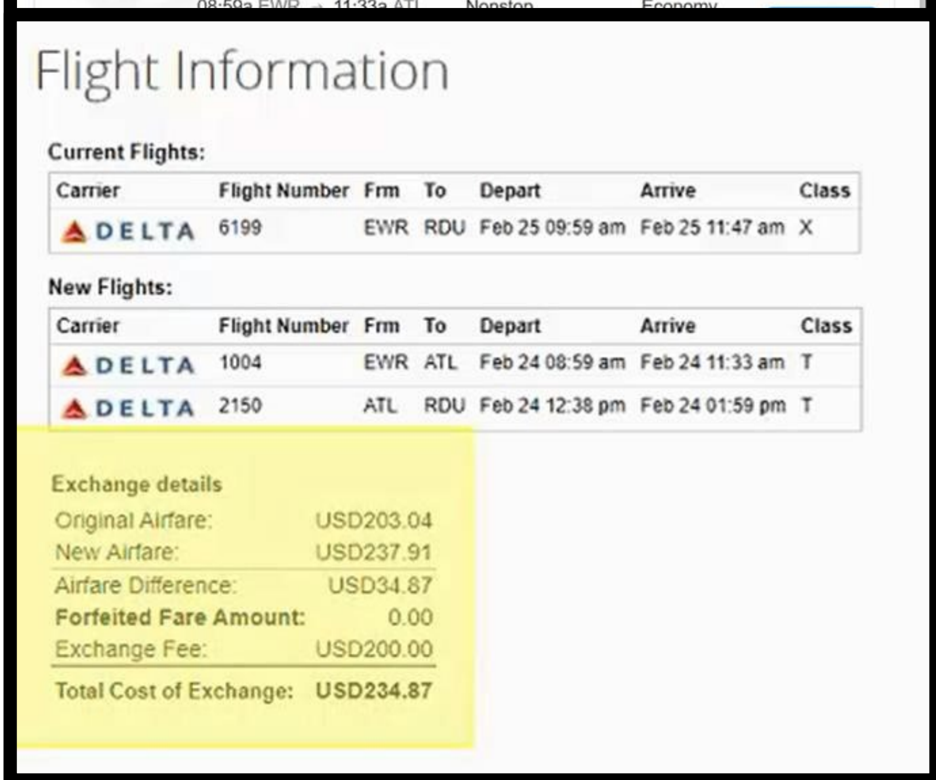
9. Click the Select button for the flight you want to purchase.



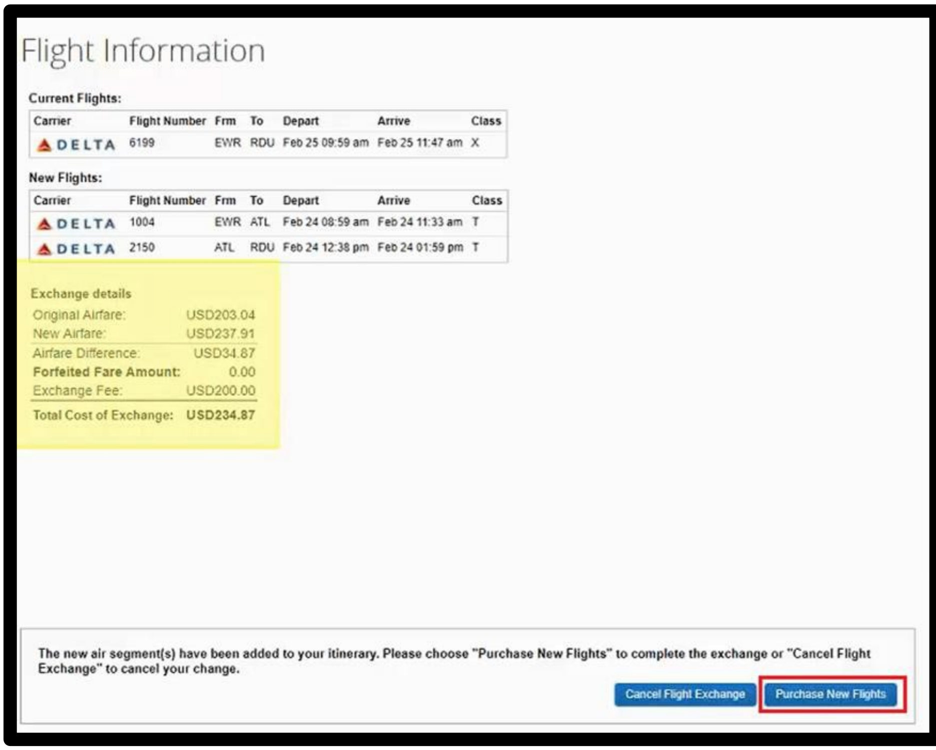
10. Click Get Price.



After you make the changes you will be able to see the original airfare, new airfare, airfare difference, exchange fee, and the total cost of the exchange.



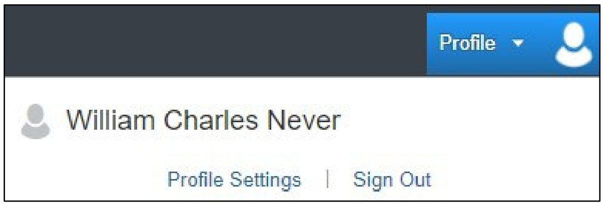
11. To finalize your change, click Purchase New Flights.



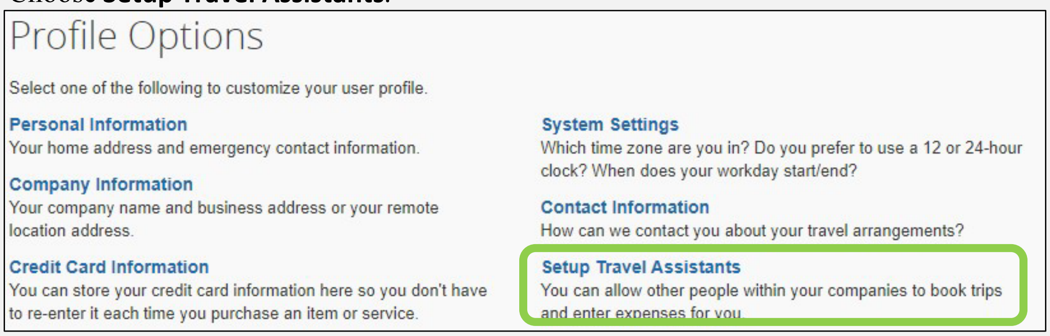
How to set up a Travel Assistant

Please find the necessary steps which are required to Set Up a Travel Assistant. This process will allow the newly assigned Travel Assistant with the ability to book on behalf of other travelers.

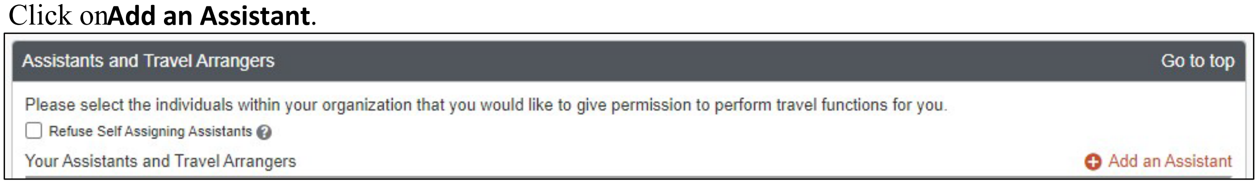
1) Go to **Profile** and **Profile settings** in the top right-hand corner in Concur.



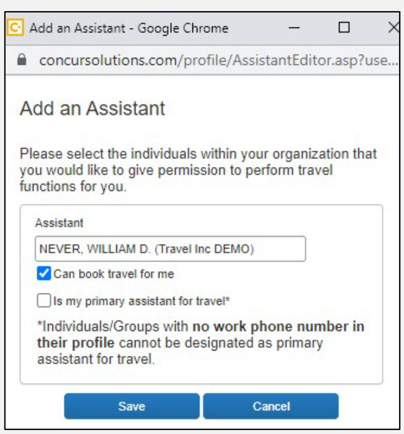
2) Choose **Setup Travel Assistants**.



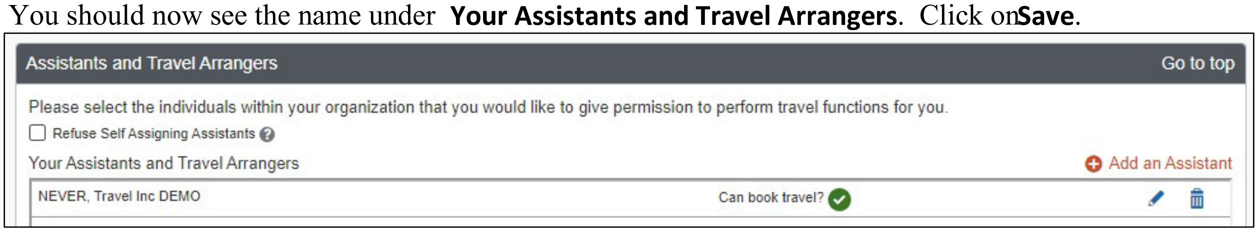
3) Click on **Add an Assistant**.



4) Type in the last name of the person you want to give permission to book travel for you. Click on their name and check the **'Can book travel for me'** box and **Save**.



5) You should now see the name under **Your Assistants and Travel Arrangers**. Click on **Save**.



Travel Agency Vendor Guide

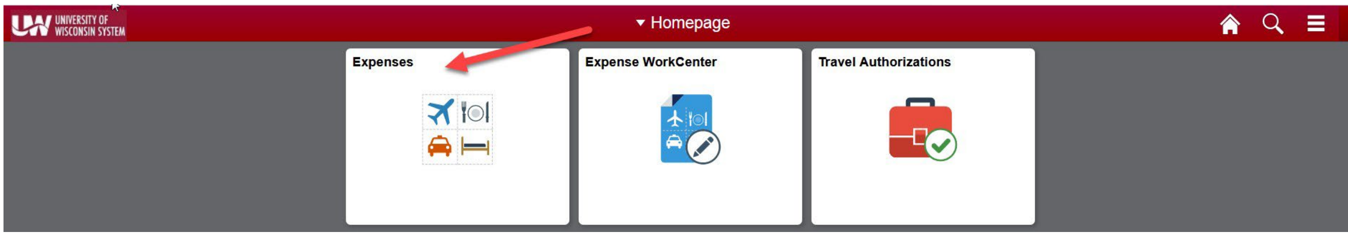
Employee Services Used for majority of travel not NCAA related and not part of a group block of 10 or more from the UW • Individual travel (employees, guests, students) • Administrative Groups • Group Air Groups	University Group Block Services Must be used for all groups of 10 or more where: • Attendees are flying together on the same flight which requires direct agreements with the airlines to set up	NCAA Athletics Services Must be used for all NCAA related travel (individuals and groups)
Dedicated Team Business Hours: 7 am CST-8 pm CST MondayFriday, excluding Holiday **After Hours Emergency Support**: 8 pm-7 am CST Monday – Friday & 24/7 Weekend and Holiday Coverage Direct phone: (470) 589-2205 Toll Free: (877) 811-9898 Consultant Team Email: UWTravel@travelinc.com **In house service and support can be reached at the same phone number 24/7/365*	**Dedicated Team Business Hours**: 7 am CST-5:30 pm CST MondayFriday, excluding Holiday **After Hours Emergency Support**: 5:30 pm-7 am CST Monday – Friday & 24/7 Weekend and Holiday Coverage Direct phone: (920) 933-4180 Toll Free: TBD Consultant Team Email: FoxGroupBlock@foxworldtravel.com	**Dedicated Team Business Hours**: 7 am CST-5:30 pm *CST* MondayFriday, excluding Holiday **After Hours Emergency Support**: 8 pm-7am CST Monday – Friday & 24/7 Weekend and Holiday Coverage Direct phone: (844)814-3936 Consultant Team Email: uwsathletics@shortstravel.com

Additional Assistance: Contact your Campus Travel Manager

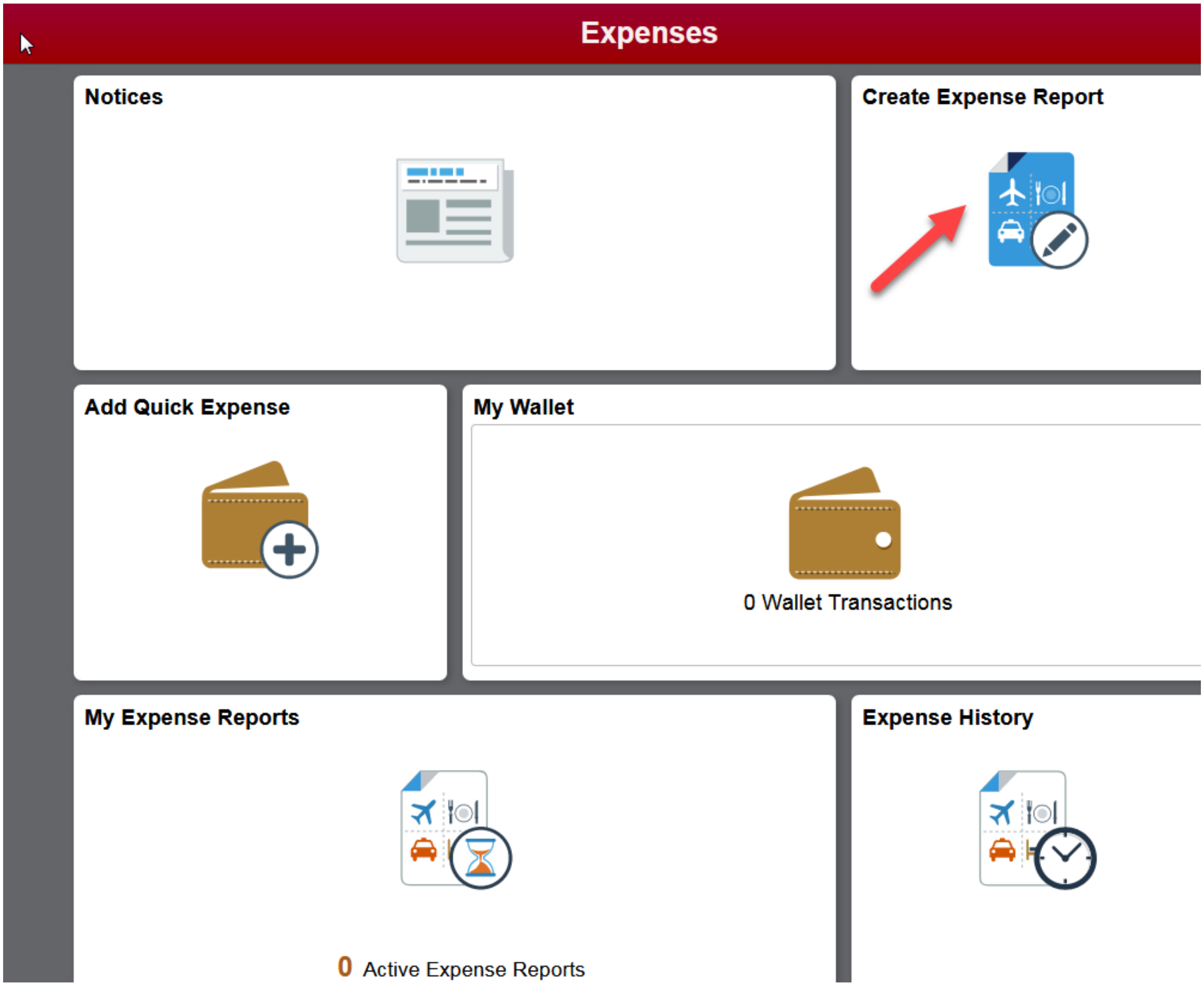
How to Create Expense Reports in the Expense Module

Expense reports are used to reimburse University of Wisconsin employees and non-employees for expenses incurred while traveling or conducting business for the University.

1) Sign into Expense Module (https://portal.sfs.wisconsin.edu/login)
2) Click on the **Expenses** tile from the Homepage



Click on **Create Expense Report**



3) Complete the *General Information* panel with the following information:

   a. **Business Purpose:** Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. See Business Purposes for the Expense Module.

   b. **Description:** In thirty characters or less, enter a brief description that will be used to identify the expense report.

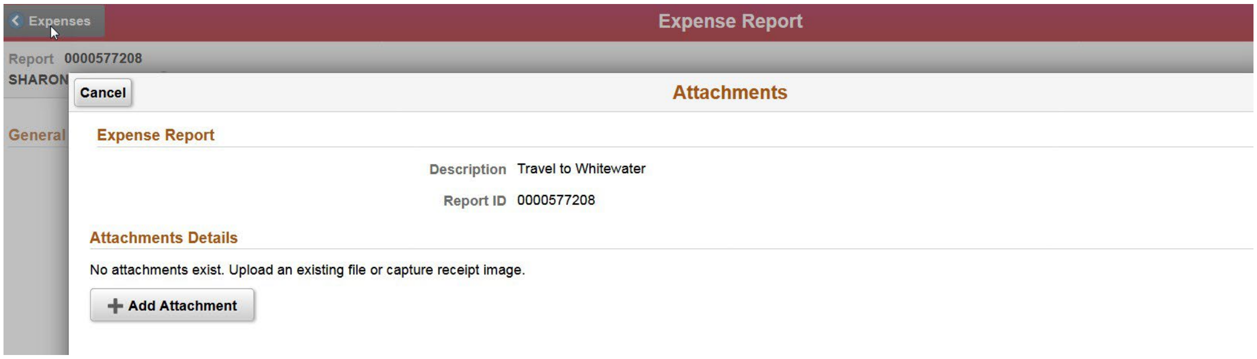
   c. **Default Location:** Enter the city and state where the majority of the expenses were incurred. To search for a location, enter the first three characters of the city name and click the magnifying glass icon next to the Destination field. Select the desired city from the list that appears. If you cannot find the location, enter the county in which the location is located.

   d. **Reference:** Select FOREIGN, INSTATE, NONTRV or OUTSTATE

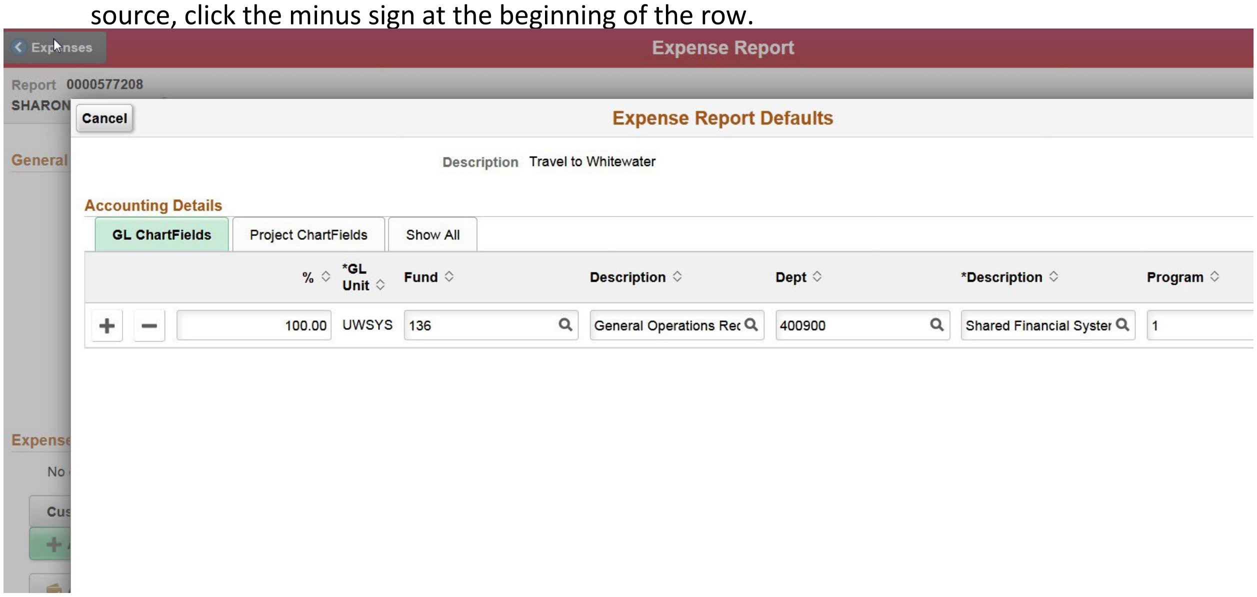
   e. If the expense report is travel-related, complete the following:

      - **Date of departure:** Enter the date of departure.
      - **Date of return:** Enter the date of return.

f. **Attach Receipt:** You may attach receipts/documentation to the expense report by clicking the *Attachment* link and then the **Add Attachment** button. Click the **My Device** button, locate the desired file and click the **Upload** button and then **Done** and **Done** again.



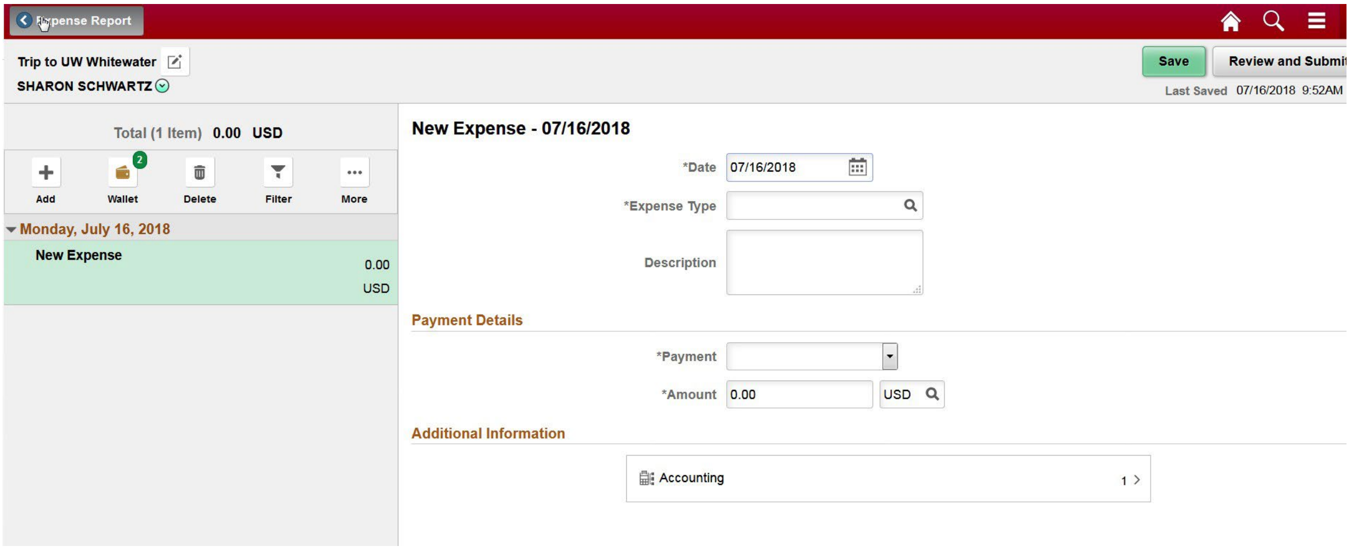
g. Review the Expense Report funding source by clicking on **Accounting Defaults.** The funding string displayed is applied to the entire expense report. The Dept identified will determine who the Expense Report is routed to for approval and who pays for the trip. To ensure proper routing, the Traveler/Alternate should change the funding source prior to submission. To use multiple funding sources, click the **plus sign**, adjust the percentage fields, enter the additional funding information and click **Done.** To delete a funding source, click the minus sign at the beginning of the row.



h. **Justification:** Click **Add Notes.** Enter the business justification for the expense report. This field allows an unlimited number of characters. Click **Done** twice

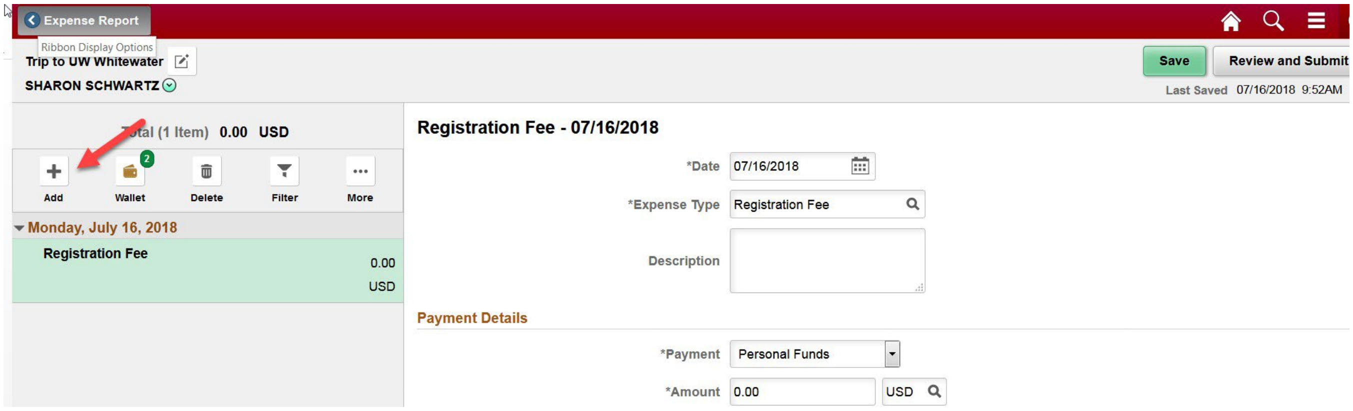
Note: *All acronyms must be spelled out.*

4) Choose the **Custom Funding link** to change the funding or to charge another Business Unit
5) Click **Add Expense or Add from My Wallet** if you have corporate card charges to pull into this TER.



6) For each expense line, Travelers/Alternates need to enter the following information:
   a. **Expense Date:** Enter the date that the expense was incurred as indicated on the invoice/receipt.
   b. **Expense Type:** Select the appropriate Expense Type from the drop-down menu. If multiple charges are included on one invoice/receipt, split them into separate expense lines/types (e.g. internet fee on lodging folio) by selecting each expense type manually or using the Receipt Split function (See How to Use the Receipt Split Function in the Expense Module). For Meals and Incidentals you will need to go into the details link and click the Per Diem Deduction link to deduct First/Last of travel or any Provided Meals.
   c. **Payment Type:** Select the appropriate Payment Type from the drop down menu:
      - **Personal Funds:** Reimbursable expenses are paid directly to the claimant.
      - **Prepaid Purchasing Card:** Expenses have already been paid by the University with another payment method (e.g. Purchasing Card) and will not be included in the amount reimbursable to the claimant.
      - **US Bank Corporate Card:** Reimbursable expenses are paid directly to US Bank, by the University, on behalf of the cardholder.
   d. **Amount Spent:** Enter the amount spent in US dollars. Currency conversion must be done outside of Expense Module (See the currency converter).
   e. **Currency:** If not USD choose appropriate Currency Code and fill the Exchange Rate for the day of the expense.
   f. **Detail:** Expense Types may require additional information (required fields will be denoted with an asterisk). See Expense Types and Billing Types for the Expense Module.

Note: To add additional lines click the Add (+).



7) When entry is complete, proceed as follows:
   a. If entering for yourself or on behalf of a non-employee, click **Review and Submit.** Verify the totals then **Submit.** Review the *Acknowledgement and Statement of Accountability*, click **Submit**.
   b. If entering on behalf of another employee, click **Notify Traveler**. The traveler must sign into Expense Module, choose the **Expenses tile**, **My Expense Reports**, **Not Submitted**. Find the expense report, click **Review and Submit**, verify the totals then **Submit**. Review the *Acknowledgement and Statement of Accountability*, click OK, verify the totals on the screen that follows and click **OK**.

Note: *If further entry is required, click **Save**.*

After submission, the Expense Report is routed to the appropriate departmental approver and auditor. Travelers/Alternates will receive e-mail notification of expense report approval or denial.

- If approved, the traveler will receive reimbursement for the allowable expenses claimed. Receipt of monies typically takes 4-6 business days.
- If sent back for revision, the traveler/alternate will receive an e-mail notification. Use the link in the e-mail to open the expense report that was returned. View the reason listed in Red for why it was returned. Make the necessary changes and hit **Submit**.
- If denied, expense reports cannot be modified or resubmitted.

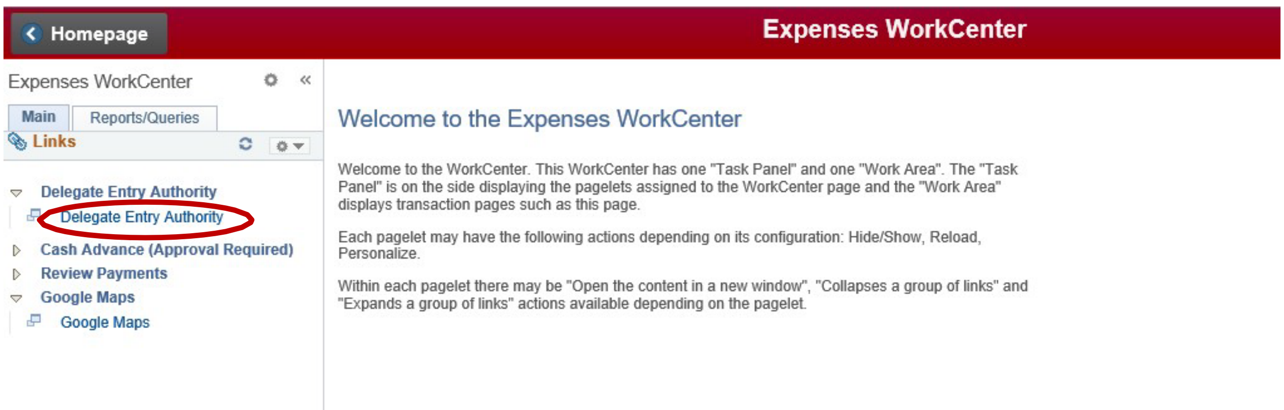
How to Assign an Alternate in the Expense Module

Alternates are individuals assigned to employee or non-employee profiles to enter expenses in the Expense Module. Alternates working on behalf of non-employees can enter and submit reports for approval; however, employees must submit their own reports. Prior to entry, alternates must be assigned.

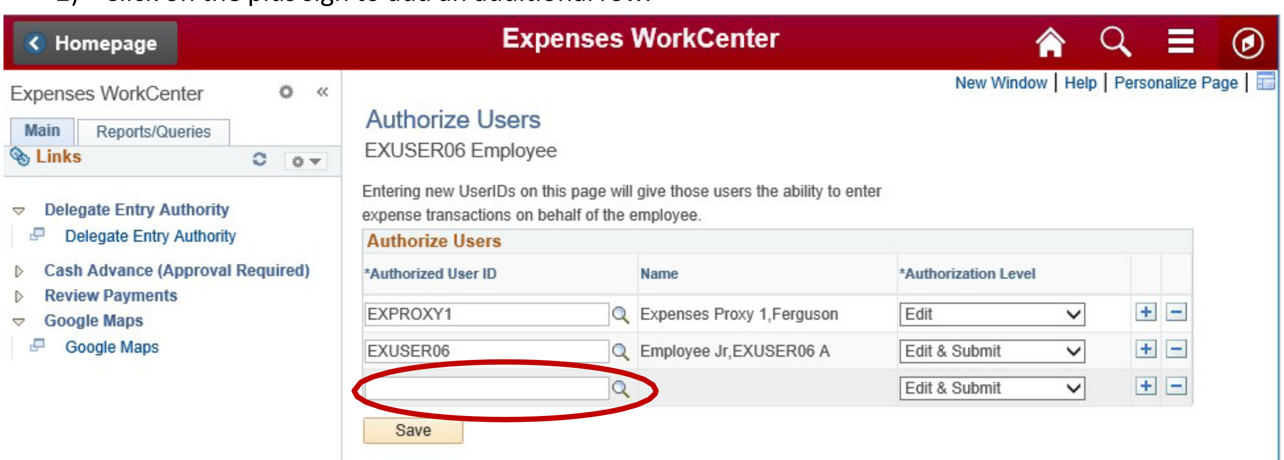
For non-employee profiles: Consult with your Expense Module Administrator.

For employee profiles: The following actions must be taken by the employee/traveler.

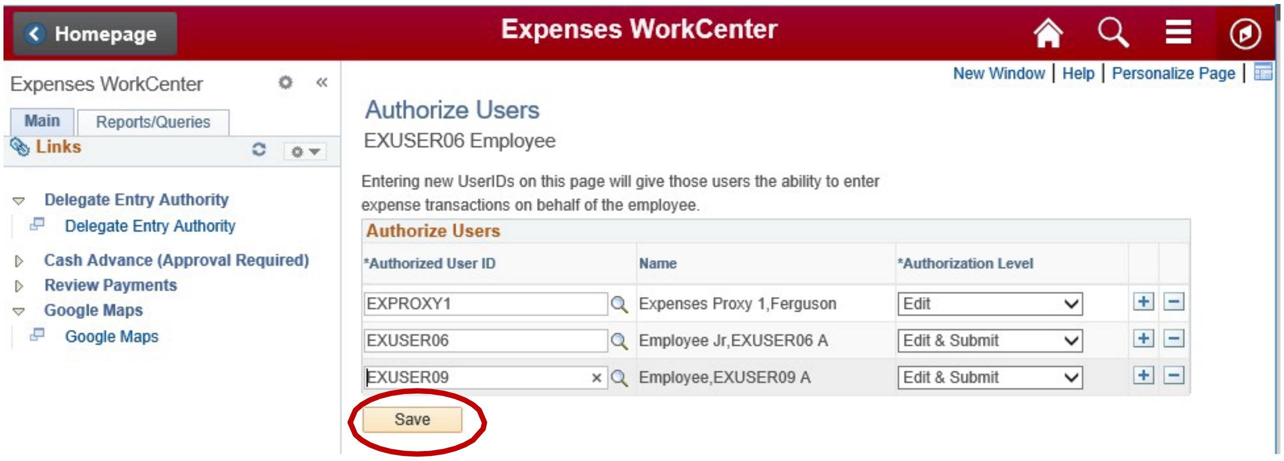
1) Sign into Expense Module. Click on **Expense WorkCenter** and select *'Delegate Entry Authority'* from **Main** tab - Expenses WorkCenter.



2) Click on the plus sign to add an additional row.



3) Enter the alternate's Employee ID number in the Authorized User ID field. Click save.
***Note**: If you do not know the Employee ID, click on the magnifying glass next to the blank field. Change the "Search by" drop down to "Description and enter the alternate's last name. Click "Look Up". Locate the alternate and click on their name. Click Save.*



Note: *To remove an alternate, click the minus sign next to his/her name, click* ***OK*** *and click* ***Save****.*

How to Work with My Corporate Card Expenses in the Expense Module

My Corporate Card is a US Bank personal-liability Visa corporate travel card issued to UW employees for travel and business-related expenses. Purchases made with the card are automatically stored in the Expense Module's My Wallet and the transactions are used to populate expense reports. Reimbursable expenses are paid directly to US Bank, by the university, on behalf of the cardholder. The following instructions will demonstrate how to work with My Corporate Card transactions in the Expense Module.

Note: *My Wallet expenses are accessible by a traveler's designated alternate(s).*

How to enter My Corporate Card Transactions into an Expense Report

My Corporate Card transactions can be entered into an expense report in one of the three following ways:

- Sign into eReimbursement. Click on **Expense tile** in the *Home Page area*. Click on **Create Expense Report tile** and a blank Expense Report will appear. Click on the **Add from My Wallet** to select entries from imported credit card transactions. Check the boxes in the *Select* column for the expenses to be imported into the expense report and click the **Import** button.

  Note: *The Add from My Wallet is only available when creating a new expense report. If the button is not present, see additional methods below.*
- Sign into eReimbursement. Click on **Expense tile** in the *Home Page area*. Click on **My Wallet tile** to select stored wallet transactions. Click on 'More' icon and Select the boxes in the *Select* column for the expenses to be imported into the expense report and click the **Report** icon/button.

  NOTE: You will not be able to import any corporate card charges related to Meals. The corporate card charge will be displayed but the check box will be greyed out. You need to manually add any meals charges to claim the total per diem amount.
- Enter the expense line manually and select **Corporate Card** as the Payment Method.

How to View Transactions in My Wallet

By accessing My Wallet from the Expense tile in Home Page, travelers/alternates can view Corporate Card transactions, payment history and/or delete transactions if necessary.

1) Sign into the Expense Module. Click on **Expenses** tile from Homepage.
2) Under *Expenses navigation collection* click on **My Wallet**.
   This list includes debits, credits and payments made to the account. If necessary, change the date range using Filter icon and click the **Done** button to include older transactions.
3) If you need to delete a transaction (e.g. transaction that was
   entered into an expense report manually), check the More Icon and then select the check box next to the item to deleted and hit the Delete icon.

How to change the Expense Type in My Wallet

1) Sign into the Expense Module. Click on **Expenses** tile from Homepage.
2) Under *Expenses navigation collection* click on **My Wallet**.

3) Choose the wallet item you want to change and pick the appropriate Expense Type
4) Choose Save

Receipt Requirements

Requirements for a Valid Receipt

An original receipt is a written acknowledgement that the vendor has been paid for providing goods or services. To be considered original it must show:

- The name & address of the vendor providing the goods or services
- The date that the specific services were received or items were purchased
- Itemization of the services and/or goods and pricing
- Final amount due and evidence that it was paid

Original, itemized receipts are required based upon the expense types and dollar limits listed below. Credit card statements alone do not meet the receipting requirements. Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts. Keep in mind that if you're planning to scan your receipts or other required documentation, the scan must be clear, legible and saved in a format that allows opening and printing.

When is a Receipt Required for Reimbursement?

Travelers are advised to retain copies of **all** business travel receipts for personal tax filing purposes. For University reimbursement processing, the receipt requirements are listed below.

Any Expense Regardless of Amount:

- Airline Tickets (must be agency invoice – the itinerary does not serve as a receipt)
- Airline Penalty Fees (Change/Cancel)
- Rail Tickets/Passes
- Travel or Tour Company Service Fees
- Registration Fees
- Lodging
- Vehicle Rentals (original rental agreement and receipt)
- Vehicle Rental Gas
- Hospitality/Hosted meals
- Visas for International Travel
- Vaccines/Inoculations for International Travel
- Foreign Transaction Fees on Corporate Cards
- Relocation – Moving Company/U-Haul
- Non-travel related expenses

Expenses Over $25

- Parking
- Bus Tickets/Passes (each way)
- Taxis/Shuttles/Car Services (each way)
- Subway Passes (each way)
- Business Use of Internet Access
- Tolls

Expenses Over $30

- Airline Baggage

No Receipts Required

- Meals & Incidental (M&IE) Per Diem Allowance
- Day Trip Meal Allowance
- Relocation Stipends

Considerations for International Receipts

RECEIPTS FROM REMOTE LOCATIONS

Some extremely remote destinations may not be able to provide a printed receipt. In these events, the traveler may use the International Receipt Certification Formpdf , be hand written or come from an institution supplied receipt book. These receipts must include:

- The name & (approximate) address of the vendor providing the goods or services
- The date that the specific services were received or items were purchased
- Itemization of the services and/or goods and pricing
- Final amount due and evidence that it was paid (i.e. vendor signature)

RECEIPT TRANSLATION

Receipts and/or other supporting documentation in foreign currency must be converted to U.S. dollars for documentation purposes. Documentation and receipts in foreign language must be translated prior to submitting. *Google Translate* is the standard for completing this requirement.

Currency Exchange

Internationally incurred expenses paid and receipted in foreign currency must be submitted for payment or reimbursement in U.S. dollars using the exchange rate in effect on the date of payment. Include documentation indicating what exchange rate was used to make the conversions (i.e. credit card statement, bank receipt etc.). For cash conversions, currency exchange rates can be found at *OANDA* , the University's standard application for conversion. When converting cash, choose the +/- 0 (zero) interbank rate for the conversion. If purchases were made via credit card, use the exchange rate provided on the credit card statement.