Quick Start Guide to Creating E-Reimbursement Reports

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Tutorials

There are numerous tutorials to help you navigate the e-reimbursement system on the UW TravelWise website:  https://uw.foxworldtravel.com/

Click on the User Guides & Job Aides menu option, then the User Guides/Tutorials/Publications Library, scroll down to the E-Reimbursement section

The UW System website also offers links to these training documents and videos:
https://www.wisconsin.edu/sfs/documentation-training/

Select the EX – Travel and Expense section
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How to Log On

You can access the e-reimbursement module via the UW Travel Wise site https://uw.foxworldtravel.com/

You will be required to log on with your campus credentials. If you normally use a fob to log into the Shared Financial System (SFS), you will have to use it here as well.

The home page has direct links to the most frequently used menu items. There are some options that can only be accessed from the Main Menu. These will be noted in the directions for that task.

Check Your Default Funding

The first time you access the e-reimbursement module, you should check your default funding information. This will be the default funding for your reimbursement requests. This information is automatically imported from HRS and may not be accurate for your travel expenses.

Main Menu > Travel and Expenses > UW Travel and Expenses > My Default Profile > “Default Funding” tab

Make any necessary changes and save.

This will now be the default funding for all future reimbursement requests.

You can also change individual reports as needed for unique funding situations for a specific request.

Creating an E-Reimbursement Request

Once you log in, select “Create” to start a new reimbursement request.
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Complete the General Information panel with the following information:

- **Report Name**: be descriptive so you can identify this report later on.
- **Business Purpose**: Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. When in doubt, use “Business”
- **Destination**: Enter the last destination of your trip. If you cannot find the city, enter the state or country, click the magnifying glass and select the “Other” option (e.g. South Carolina, Other).
- **Expense/travel justification and supporting details**: Enter the business justification for the expense report. This field allows an unlimited number of characters. *Note: All acronyms must be spelled out*

If the expense report is travel-related, enter your Departure and Return Dates

- For travel prior to October 5th, you will need to enter the departure and return times to establish your meal eligibility. The time fields will automatically appear if you enter a date earlier than October 5th.

If the expense report is not travel related, uncheck the Travel related expense report box to remove the date fields from the General Information panel.

As mentioned earlier, the funding information for all expenses on this request can be changed by clicking on the “Accounting Defaults” link.

*Note: Funding for an individual line can be changed by clicking the Accounting Details link located within the Details page of that line.*

Enter your expense information.

- **Expense Type**: Select the appropriate Expense Type from the drop-down menu.
- **Expense Date**: Enter the date that the expense was incurred as indicated on the invoice/receipt.
- **Amount Spent**: Enter the amount spent
- **Currency**: US dollars is the default
  - For international travel, select the currency in which the expense was incurred
- **Payment Type**: Select the appropriate Payment Type from the drop down menu:
  - **Personal Funds**: This amount will be paid via direct deposit to the same bank account as your paycheck.
  - **US Bank Corporate Card**: This amount is paid directly to US Bank, by the University, for your corporate travel card.
  - **University Prepaid**: These expenses have already been paid by the University with another payment method (e.g. Purchasing Card) and will not be included in the amount reimbursed to you.
- **Billing Type**: Select the appropriate Billing Type from the drop down menu to indicate if your travel was in-state, out-of-state, or foreign
- **Detail**: All expenses require additional information. Click on the Detail link at the end of the expense line and add any appropriate information.
  - For Misc-Purchases/Supplies, put the merchant in the non-preferred merchant field and your office location for the location
Meal Reimbursements

Day Trip Meal Allowance

- Use this expense type when your trip does not include an overnight stay, you were not provided a meal by the meeting host, and the duration of travel necessitated an out-of-pocket meal expense.
- Enter $15.00 in the amount spent field regardless of the actual expense (you will not be reimbursed for over or under the day trip meal allowance amount).
- On the detail screen, you will be required to enter the location of the meeting.

Meals and Incidentals

- Use this expense type when your trip includes at least one overnight stay.
- You will not enter an amount, it will automatically populate when you enter the location on the detail screen.
- For the first and last day of your trip, go to the Per Diem Deductions link on the Detail screen and check the 75% box.
- If you received any meal(s) at your meetings, you must also check the corresponding box on the per diem deductions link in addition to the first/last day of trip, if applicable.

Mileage Reimbursements

Mileage expenses will be calculated after the detail page is completed. You will not enter an amount here.

- On the detail screen, Standard Rate ($0.575/mile) is the rate of reimbursement for all personal vehicle travel (motorcycle travel rate is $0.545/mile).
- Enter the miles traveled and click the Calc Mileage button. This will populate the amount of reimbursement for that distance.
- Enter your destination.
- Enter any information needed to explain the distance traveled. i.e. round-trip or construction detours.
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Recurring expenses

- To copy an expense line, check the Select box next to the desired expense line and Copy Selected.
- Indicate whether the new expense line should be copied to a single date or a range of dates and enter the corresponding date information, click OK
- Make any changes to amounts and the detail screen as needed.

Attachments

You must attach all appropriate documentation to support your claim. Some of the most common documents are:

- Meeting agenda or announcement showing times, dates, and location
  - Supporting documentation must be submitted for all mileage claims. If an agenda or announcement is not available for a meeting, one of the following must be submitted:
    - Email showing time and location of meeting
    - Calendar screenshot showing the appointment. The name of meeting and location must be included in the appointment
    - Create an agenda showing time, date, location, and meeting name
- Hotel folio (an email confirmation is not adequate documentation)
- Mapquest-type screenshot showing mileage from and/or to non-UW campus locations
- Receipts for supplies
- Itemized receipts for group meals
- Professional Development award notification stating the amount awarded and the activity / trip being funded.

Submission Deadline

Your reimbursement request and supporting documentation must be submitted no later than 90 days from the last day of travel. Requests submitted later than 90 days will be denied.

Professional Development Awards

If you anticipate all or partial funding through professional development funds but will not receive notification of the award amount with the 90-day submission window, you must still submit a report with all of the expenses and supporting documentation within that timeline.

To indicate that you have not received funding yet, you will create a line using the expense type “Reimbursement Reduction” and enter the amount of your trip that has not been funded as a negative amount, even if this is the entire amount of the trip. Once funding is awarded, you will be able to modify this report for reimbursement. Note: this option will not be available until November, 2015.

Submit Your Request
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Once you have entered and checked all of your information, click “Submit.” An email will be sent to the approver(s) for the funding department to let them know a travel request needs their attention.

If the approver or the auditor has questions or needs more documentation, the report will be sent back to you. You will receive an email that it requires revisions.

Was My Request Paid?

From the home screen, choose the “Employee Expense History” menu option.

![Expense History Table]

Select the Paid icon next to the report in question.

Click on “Employee Payment Detail” for information about when the request was paid.

Important!

If you are interrupted before you submit the report, make sure to click Save for Later. The report will time-out and you will lose any work that has not been saved.

When you go back to this report, use the “Modify” menu option to access it.

Do not use the browser back buttons. You will lose any work you have not saved. Make sure to use the “return to expense report” link in the lower left of the screen.