Guide to Creating E-Reimbursement Expense Reports

Contents
Tutorials .................................................................................................................................................. 1
How to Log On ......................................................................................................................................... 2
Check Your Default Funding .................................................................................................................. 2
Creating an E-Reimbursement Request .................................................................................................. 3
  Meal Reimbursements ............................................................................................................................ 4
  Day Trip Meal Allowance ....................................................................................................................... 4
  Meals and Incidentals .............................................................................................................................. 4
Mileage Reimbursements .......................................................................................................................... 5
Recurring expenses .................................................................................................................................. 5
Attachments ................................................................................................................................................ 5
Submission Deadline .................................................................................................................................. 6
  Professional Development Awards .......................................................................................................... 6
Submit Your Request .................................................................................................................................. 6
Revising / Modifying an Existing Report .................................................................................................. 6
Was My Request Paid? ............................................................................................................................... 7
Important! .................................................................................................................................................. 7

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
Guide to Creating E-Reimbursement Expense Reports

How to Log On

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

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

If this is not the correct funding for the expenses on this trip, you can change the funding with the ‘Use Custom Values’ button.

You also have the ability to change the business unit using the custom values option.

This will now be the default funding for all expenses on this report.

You can also change the funding for individual expenses as needed within the report itself but this is the only way to change the business unit.
Creating an E-Reimbursement Request

Once you log in, select “Create” to start a new reimbursement request.

Complete the General Information panel with the following information:

- **Report Name**: be descriptive so you can identify this report later on. The date of travel makes a good unique identifier.
- **Business Purpose**: Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. For travel that does not include an overnight stay, use “Local-Non Overnight” for the business purpose.
- **Destination**: Enter the last destination of your trip. If you cannot find the city, use the county for your location.
- **Expense/travel justification and supporting details**: Enter the business justification for the expense report to explain why the trip and/or expense was necessary. You can also use this field to provide more information you feel would be helpful for processing your request. **Note: Spell out acronyms**
- **Date Depart & Return**: These dates should match those on your expense lines and supporting documentation. Your report should cover one trip. **If you are making several one-day trips in a short period of time, your report can cover a time span not to exceed one week.**

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
  - Conversion information will be required for foreign currency entries, contact your financial specialist for assistance on this process.
Guide to Creating E-Reimbursement Expense Reports

- **Payment Type:** Payment type indicates how you want your reimbursement to be paid to you; not how you paid for this expense.
  - **Personal Funds:** This amount will be reimbursed to you via direct deposit at the same bank account as your paycheck.
  - **US Bank Corporate Card:** This amount will be paid directly to US Bank, by the University, and applied to your travel card balance. If you have already paid your travel card balance, please select personal funds for the reimbursement to be sent to you.
    - This option cannot be used with mileage or meals & incidentals reimbursements
  - **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. All billing types should be the same as dictated by the destination.

- **Detail:** Most expenses require additional information. Click on the Detail link at the right side 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
- $15.00 is the reimbursement amount regardless of your actual expense
- Meal receipts **are not** required for day trip meal allowance reimbursement
- 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,** the per diem amount 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, bottom left, and check the 75% flag
Guide to Creating E-Reimbursement Expense Reports

- 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. This will reduce your reimbursement by a certain percentage per meal. *Continental breakfast provided by the hotel and airline meals are exempt.*

### Mileage Reimbursements

The mileage reimbursement will be calculated after the detail page is completed. You will not enter an amount.

- On the detail screen, the transportation ID will default to Standard Rate. This is the rate of reimbursement for all personal vehicle travel unless traveling by motorcycle in which case, change the transportation ID to Motorcycle. *Colleges does not use the turn down rate at this time.*
- Enter your destination
- Enter the miles traveled. This will populate the amount of reimbursement for that distance.
- Enter any information needed to explain the distance traveled. i.e. round-trip or construction detours

### 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 dates, amounts, and the detail screen as needed.

### Attachments

You must attach appropriate documentation to support the expenses on your report. The attachment link is under the supporting details field in the upper right of the report. Some of the most common documents are:

- Meeting agenda or announcement showing times, dates, and location
  - Supporting documentation **must** be submitted for all travel reimbursement 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 with the name of meeting and location included
    - Create an agenda showing time, date, location, and meeting name
- Hotel folio / guest receipt (an email confirmation is not adequate documentation)
- Mapquest-type screenshot showing mileage from and/or to non-UW campus locations
- Receipts for supplies
- Fuel receipts for rental vehicles
- **Itemized** receipts and participant list 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. For non-travel related expenses, the request must be submitted within 90 days from purchase date as indicated on the receipt. Requests submitted later than 90 days may be denied.

If you have missed the 90-day deadline, you must fill out the Expense Reimbursement Exception Form to see if you qualify for an exception.

Professional Development Awards

If your expenses will be reimbursed by professional development funds but you are not fully funded or 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.

Once you have entered all of your expenses in your report, create a line using the expense type “Travel 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, or if you receive additional funds, create another report, reference the report number of the original to show compliance with the 90 day timeline, attach the award notification, and using the “Travel Reduction” expense type, enter a positive figure of the amount to be reimbursed.

Submit Your Request

Once you have entered and checked all of your information, click “Submit,” accept the statement of accountability, and click “ok.” An email will be sent to the approvers to let them know a 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.

Revising / Modifying an Existing Report

If your report is sent back for revisions, you can access it via the link in the email or from the log on screen at UW Travel Wise.

If you log in via UW Travel Wise, select the “Modify” menu option to open the report to make any changes. You can open your report using other menu options but you will not be able to edit it. After your edits are completed, save the report for later and then submit. Saving the report will ensure that your changes are finalized before it is re-submitted.
Was My Request Paid?

Log in via UW Travel Wise and choose the “Employee Expense History” menu option.

Select the Paid icon next to the report in question.

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

If the report does not show up on this list, it has not been paid. Please contact your regional financial specialist for assistance with the status of your report.

Important!

If you are interrupted before you submit your 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 a report that has been saved, 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.