

## **E-Reimbursement Quick Reference Guide:**

### **Logging On:**

[UW Travel Wise](https://uw.foxworldtravel.com/): <https://uw.foxworldtravel.com/>, used for creating Expense Reports (ER's) and Travel Authorizations (TA's).

- Select Reimbursement
- Click **E-Reimbursement Log in** from drop down list
- Enter your campus credentials to log in

Once you have logged in, the home page has quick links that provides access to most of these functions.

### **Assign an Alternate:**

You can delegate another employee to prepare an expense report on your behalf. NOTE: You will still need to review your expenses prior to submission for reimbursement.

Navigation: Click on **Assign an alternate** homepage link

- Click on + sign
- Click on magnifying glass
- Search for user by:
  - Employee ID, or
  - Description [employee name], or
  - User ID
- Select user
- Save

### **If you are preparing a TA or an ER as an Alternate:**

Navigation: Click on **Create** homepage link

- Select Add a New Value tab
- Click on the magnifying glass to search for traveler – You can search by name or employee ID
- Select traveler
- Click add

Follow the steps for creating a TA or ER.

**NOTE: Alternates can only prepare ERs, not approve or submit. The traveler will receive an email notification when their ER is ready for review, approval and submission.**

### **Funding Your TA or ER:**

Each user has a default funding string loaded from payroll. To verify or change the funding for the entire ER or TA, click on the Accounting Default link. To add multiple funding strings, click "Add Chartfield Line" button. Expenses for the entire report will be split by percent across multiple funding sources when using the accounting defaults option.

If a single expense line should be charged to funding different than the default, select the "Detail" link at the end of the expense line. On the bottom of the detail page, select the "Accounting Detail" link. Enter the funding information for the expense type. If you are splitting the expense with multiple funding sources, click on the "Add Chartfield Line" button. When changing funding at the line level, the change will only be applied to that expense line.

### **Adding Attachments:**

All supporting documentation for the business purpose and/or expense needs to be attached to the TA or ER.

- Click on the attachments link
- Click the add attachment button
- Click on browse to find and select the electronic file
- Click on upload

If you have multiple attachments, you will need to repeat this process for each.

### **Creating a Travel Authorization (TA):**

Required for all out of state travel, but may also be required by a department for in state travel.

Navigation: Click on the **Create a Travel Authorization** homepage link.

Quick Start by selecting An Existing Authorization, A Template, or A Blank Authorization from the drop down list to prefill the TA if applicable.

### **Creating a Travel Authorization (continued)**

Enter:

- Description
  - Comment – include a detailed description of the business purpose (no acronyms). Any detail that supports an expense line needs to be added to the expense line detail description.
  - Select business purpose
  - Enter default location (location traveling to)
  - Dates of trip (from – to)
  - Accounting detail – verify department funding for TA
  - Select expense type
  - Date you paid or anticipated date of expense
  - Amount (enter in US \$ only) - Enter an estimate if actual amount is not known
  - Payment type:
    - UW Prepaid
    - Personal Funds
    - Corporate Card
  - Billing type
    - In-state
    - Out-of-state
    - Foreign
  - Select **Detail** link for entering required expense information (required fields are marked by an \*):
  - Select Accounting Detail to changing expense line to a different funding source
  - Check expense for errors
  - Return to Travel Authorization Entry
  - Save for Later or Submit if completed
- NOTE: The TA needs to be fully approved prior to travel date(s).

### **Creating an Expense Report (ER) using a TA:**

Navigation: Click on the **Create** homepage link. You may be prompted to start your expense report using an approved travel authorization (TA). Select the appropriate TA. Expenses from the TA will be populated into the ER. See creating an Expense Report for instructions.

## Creating an Expense Report (ER):

You will need to complete a separate ER for each business purpose.

Navigation: Click on the **Create** homepage link.

Quick Start from an A Blank Report, Existing ER, Template, Travel Authorization, or Entries from My Wallet to prefill if applicable.

Enter required fields (required fields are marked by an \*)

- Report Name
- Expense Justification – a detailed description of the business purpose (NO acronyms)
- Select Business Purpose
- Destination (location you traveled to)
- For travel related expenses you will need to complete the trip dates (from-to). If the ER is for non- travel related expenses, uncheck the travel related expense report box.
- Accounting Default – verify department funding for ER (see funding TA or ER)

Enter expense details:

- Expense type
- Expense date
- Amount (enter in US \$ only)
- Payment type
  - UW Prepaid
  - Personal Funds – amount reimbursed to individual
  - Corporate Card – paid directly to US Bank
- Billing type
  - In-state
  - Out-of-state
  - Foreign

Select **Detail** link for entering required expense information (required fields are marked by an \*):

- Select underlined links at the bottom of page:
  - Accounting detail
  - Per diem deductions
    - First & last day travel
    - Provided meals
  - Receipt split (See splitting a receipt)
  - Check Expense for Errors
  - Return to expense report – to return to entry screen
- Click check for errors

- Review totals
  - Due to employee
  - Due to vendor – payment will be made directly to US Bank

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Parking	04/20/2016	5.00	USD	Personal Funds	In-State
<input type="checkbox"/>	Lodging-Individual	04/20/2016	70.00	USD	US Bank Corpor.	In-State

  

Totals		
Employee Expenses:	75.00 USD	Due Employee: 5.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor: 70.00 USD
Prepaid Expenses:	0.00 USD	
Employee Credits:	0.00 USD	
Vendor Credits:	0.00 USD	
Cash Advances Applied:	0.00 USD	

- Add all attachments (upper right corner) to support business purpose
- Save for later or submit if complete and ready for approval

## Copy Expense Lines in an ER:

- Select expense line to be copied
- Click on copy button
- Select
- Copy to one date or range of dates
- Enter date(s)
- Click ok
- Update copied lines as needed

TIP: If detail for line being copied is entered, the detail will also be applied to copied expense lines.

## Limiting Amount Reimbursed on an ER:

Create expense report following instructions above

- Select expense type – travel reduction
- Enter expense date
- Enter amount **NOTE: must be negative**
- Select currency
- Select payment type(personal funds or corporate card)
- Select billing type
- Complete required expense line details\*

## Splitting a Receipt:

Splitting a receipt allows you to divide a receipt into multiple expense lines or at the accounting default level. This option will not be available for per diem and mileage expense types.

To split a receipt with another expense:

- Go to the detail of an expense line
- Enter all required information
- Click on receipt split link
- Select an expense type using the drop down menu for the portion to be split (this maybe the same as the original expense type)
- Click on split
- Update required fields for new expense
- Update the amount spent field for split portion
- Click update
- Click done
- Click return to expense report

## Modify an existing Expense Report:

Navigation: Click on **Modify** homepage link  
Use modify to make changes to a report that you have saved but not yet submitted or if it has been returned for additional information/corrections. When an ER or TA has been sent back from an approver/auditor, a hyperlink at the top of the report will include the reason for the return.

## View an Expense Report:

Navigation: Click on the **View** homepage link

- Search
- Select the report you want to view
- Header of the ER shows the report status
- Scroll to bottom of page to see action history and pending actions

## Where is my Expense Report or Travel Authorization?

Navigation: Click on **Queries/Reports** homepage link

- Click search
- Select desired report

**For assistance please contact UW Green Bay's Travel Manager – Dolly Jackson at ext. 2227 or [travel@uwgb.edu](mailto:travel@uwgb.edu)**