



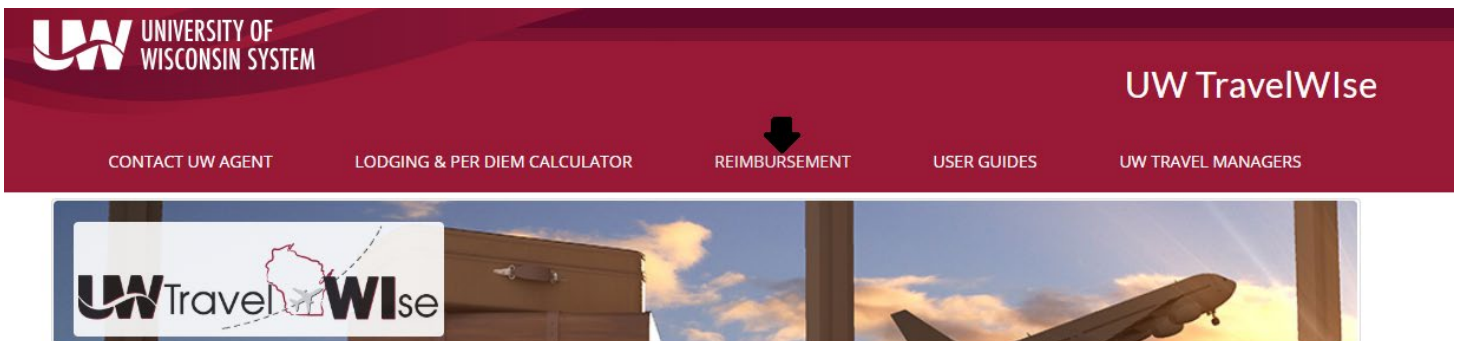
Travel Authorization Manual

Travel Authorizations are required for any out of state travel, not including Minneapolis or Chicago. Travel Authorizations should be submitted at least 2 weeks prior to the travel. Travel Authorizations are processed through the E-Reimbursement system.

Logging into E-Reimbursement

To log into E-Reimbursement:

1. Go to [UW Travel Wise](https://uw.foxworldtravel.com/) [https://uw.foxworldtravel.com/].
2. Hover over Reimbursement at the top.



3. Click on E-Reimbursement Log In
4. Log in with your campus credentials.



Creating a Travel Authorization

From the Home Page, click on the Travel Authorizations Tile. Then click Add Travel Authorization button.

Travel Authorization Search **Travel Authorization** Report NEXT Pending DOLLY JACKSON Save Submit

1 *Description

2 *Business Purpose

3 *Justification and Supporting Details

4 *Reference

5 Accounting Default

6 Custom Funding (UWGBY/400305/102)

7 Attachments (0)

8 *Travel From

9 *Travel To

10 *Date From

11 *Date To Trip Duration 1 Day

Details

| Expense Type | Description | Merchant | Non-Preferred Merchant | Non-Preferred Comments | Amount | Accounting |
|----------------------|----------------------|-------------------------|------------------------|------------------------|----------------------|----------------------|
| Airfare | | -Non-Preferred Merchant | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Lodging-Individual | | -Non-Preferred Merchant | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Registration Fee | | | | | <input type="text"/> | <input type="text"/> |
| Travel Miscellaneous | <input type="text"/> | | | | <input type="text"/> | <input type="text"/> |
| Travel Reduction | <input type="text"/> | | | | <input type="text"/> | <input type="text"/> |
| Vehicle Rental | | <input type="text"/> | | | <input type="text"/> | <input type="text"/> |

1. Description: A short title for your travel authorization. Usually the name of the conference or travel. Helps to distinguish between travel authorizations.
2. Business Purpose: Select the business purpose the best matches your reason for travel.
3. Justification: Enter notes to your travel authorization. Make sure to include the business purpose for travel. Note anything here that would help an outside person, like an auditor, understand the expenses. Must fill out in order to submit the travel authorization.
4. Reference: Select from In-State, Out of State, or Foreign Travel.
5. Accounting Defaults: One place to change funding codes. Can split funding by percentage. See Split Funding Travel Authorizations.
6. Custom Funding: This allows you to change your funding code for your report. This is the only place to adjust the campus paying for the reimbursement and must be done prior to adding expenses. See Custom Funding Screen for E-Reimbursement System for instructions.
7. Attachments: Click to attach agenda and any back up documentation. Agenda is required for all travel authorizations.
8. Travel From: Starting city of the trip. Type in the city name and state before hitting the magnifying glass to narrow results. If city is unavailable, use the county instead.
9. Travel To: Destination city of the trip, or where most expenses will occur.
10. Date From: Date travel will start.
11. Date To: Date travel will end.

Fill in only the lines that are needed. For Airfare, Hotel, and Vehicle Rental, select the Merchant (I.E. the airline, hotel name, or vehicle rental company) from the drop down. If the name is not shown, enter the name in the Non-Preferred Merchant spot. Travel Miscellaneous can be used to enter an estimate of all other expenses. To calculate an estimate of per diems, use the [Lodging and Per Diem Calculator](https://uw.foxworldtravel.com/rate-calculator/) on Travel Wise (<https://uw.foxworldtravel.com/rate-calculator/>). For Travel Authorizations, estimates are allowed and the amounts must be adjusted when entering the Expense Report. **When finished, click Save, then enter Amount Comments if necessary, then click Submit.**



Creating an Travel Authorization as an Alternate

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

1. From the Home Page, click on the Travel Authorization Tile.
2. The Travel Authorization Search page will appear with your name at the top. Click the drop down next to your name.

The screenshot shows the "Travel Authorization Search" page. At the top, there is a red header bar with a "Homepage" button and a "Travel Authorization Search" title. Below the header, the user's name "DOLLY JACKSON" and ID "00862941" are displayed, along with the role "CONTROLLER-ACCOUNTING". A sidebar on the left shows a list of status filters: "Pending" (0), "Submitted" (0), "Approved" (1), and "View All" (1). The main content area is titled "Approved Authorizations" and contains a table with one row of data. The table has columns for Action, Description, Authorization ID, Business Purpose, Trip Date, Location, and Amount.

| Action | Description | Authorization ID | Business Purpose | Trip Date | Location | Amount |
|--------|-------------|------------------|------------------|------------|---------------|------------|
| | test | 0000043412 | Conference | 09/27/2018 | LAS VEGAS, NV | 500.00 USD |

3. Click on Change Employee

This screenshot shows the same "Travel Authorization Search" page as the previous one, but with the "Actions" menu open. The menu is a white box with a red border and a close button (X). It contains the option "Change Employee". The user's name "DOLLY JACKSON" and ID "00862941" are still visible at the top. The sidebar on the left shows the same status filters. The main content area is titled "Approved Authorizations" and contains a table with one row of data.

| Action | Description | Authorization ID | Business Purpose | Trip Date | Location | Amount |
|--------|-------------|------------------|------------------|------------|---------------|------------|
| | test | 0000043412 | Conference | 09/27/2018 | LAS VEGAS, NV | 500.00 USD |

4. Click on the name of the travel for whom you are entering the travel authorization.
5. Enter the travel authorization like normal. Click Save then Notify Traveler once completed.



Custom Funding Screen for E-Reimbursement System

The Custom Funding Screen give users the option to review and if needed, change the funding codes, at the creation of a new expense report or travel authorization. This also allows users to change business units (i.e. UWOSH, UWMSN, etc). To get to the Custom Funding page, create a new expense report or travel authorization and click on Custom Funding:

Below is an image of the select funding screen:

This screen shows all funding codes available to an employee from HRS (payroll). Click on the Select button for the funding code you wish to use for your report then click “Apply”. If an employee has a default funding other than their current payroll funding, that funding will display as “Picked (locked)”. “Locked” refers to default only and these values can be changed. The “Use Custom Values” button is available to allow entry of additional funding codes not included in the list. Here users can change the Business Unit (campus) and/or add an alternate funding code as follows:

Use the “Lock these settings” button if you wish to set this funding code as your default for future expense reimbursement requests. Once you have entered your funding code click “Done” to continue with your reimbursement or travel authorization.



Split Funding Travel Authorizations

There are two ways to split funding in the E-Reimbursement System, by percentage and by dollar amount.

To Split Funding by Percentage:

Click on Accounting Defaults on the Travel Authorization entry page:


Click on the Show All tab:

Click on the **+** button to add a line. Enter the Fund, Department, Program. If you have a Project code, scroll right to enter the Project number. In the % column, enter the percentage for each fund. The total of the columns must equal 100. Click Done and fill out the travel authorization like normal.

To Split Funding by Amount:

For example: If you receive a grant for \$500, and the remainder is funded by your department.

1. Use the Accounting Defaults page to change the report to the funding code with the most funding. See above.
2. Fill out the travel authorization like normal.

3. Select the most expensive expense line by clicking on the  button on the right.





Travel Authorization Search Travel Authorization

Report: **NEXT** Pending
DOLLY JACKSON

*Description: Travel for Conference
*Business Purpose: Conference
*Justification and Supporting Details: Travel to a fictional conference to better my understanding of reimbursements. I received \$500 in Grant, rest to come out of department budget.
*Reference: INSTATE
*Travel From: GREEN BAY, WI
*Travel To: LAS VEGAS, NV
*Date From: 09/29/2018
*Date To: 10/05/2018
Trip Duration 9 Days

Attachments (0)

Accounting Default: Custom Funding (UWGBY/400305/102)

| Expense Type | Description | Merchant | Amount | Accounting |
|----------------------|-------------|----------------|----------|---|
| Airfare | | DELTA | 1,000.00 |  |
| Lodging-Individual | | COMFORT SUITES | 900.00 |  |
| Registration Fee | | | |  |
| Travel Miscellaneous | Per Diems | | 447.75 |  |

4. Click on Show All

Expense Report Distributions


Expense Type: Vehicle Rental
Amount: 376.00 USD

Accounting Details

GL ChartFields | Project ChartFields | **Show All**

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Description | Fund | Description | Dept | *Description |
|--------|----------|-----------------|---------------|---------------|---------|--------------------------------|------|---------------------------|--------|------------------|
| 300.00 | UWGBY | 300.00 | USD | 1.00000000 | 2811 | Veh Rental/Fleet Gas - Out Sta | 102 | Gen Prog Ops-Non Doc C | 400305 | CONTROLLER-ACCOU |
| 76.00 | UWGBY | 76.00 | USD | 1.00000000 | 2811 | Veh Rental/Fleet Gas - Out Sta | 136 | General Operations Receiv | 400305 | CONTROLLER-ACCOU |

If the amount of the expense is more than the amount of the approved funding for the 2nd funding code:

Click the  button to add an additional line. Change the funding to the 2nd funding code. Change the amount on the second line to the amount of approved funding.

If the amount of the expense is less than the amount of approved funding for the 2nd funding code:

Change the funding line for the expense. Select the next expense and change the funding as well. Repeat until the expenses for the 2nd funding code equal the approved amount. You may need to split the funding for the last line item to get the amounts correct. See above.



Attaching Documents to a Travel Authorization

1. To add an attachment, click Attachments

Travel Authorization Search **Travel Authorization** Report NEXT Pending DOLLY JACKSON Save Submit

*Description: Travel for Conference
*Business Purpose: Conference
*Justification and Supporting Details: Travel to a fictional conference to better my understanding of reimbursements. I received \$500 in Grant, rest to come out of department budget.
*Reference: INSTATE
*Travel From: GREEN BAY, WI
*Travel To: LAS VEGAS, NV
*Date From: 09/26/2018
*Date To: 10/05/2018
Trip Duration 9 Days

Accounting Default: Custom Funding (UWGBY/400305/102)

Attachments (0) ←

Details

| Expense Type | Description | Merchant | Amount | Accounting |
|----------------------|-------------|----------------|----------|------------|
| Airfare | | DELTA | 1,000.00 | |
| Lodging-Individual | | COMFORT SUITES | 900.00 | |
| Registration Fee | | | | |
| Travel Miscellaneous | Per Diems | | 447.75 | |

2. Click on Add Attachment
3. Click on My Device
4. Browse for the document on your device and once selected, click Open. Make sure the file name is under 30 characters and does not contain any special characters (@#\$%, ect.). Only one file can be uploaded at a time.
5. Click Upload

File Attachment

Choose From

My Device

Upload Clear

Travel.pdf
File Size: 1233KB

6. Once upload is complete, click Done

File Attachment Done

Choose From

My Device

Travel.pdf
File Size: 1233KB

Upload Complete



7. Optional: Enter a Description of the file.

Cancel Attachments Done

Wallet Entry

Date 09/12/2018

Expense Type Lodging-Individual

Amount 400.00 USD

Attachments Details

Add Attachment Edit

Travel.pdf

Enter Description

8. Click Add Attachment to add another attachment.

9. When finished, click Done.

10. The Attachments button now shows the number of attachments.

Travel Authorization Search Travel Authorization

Report NEXT Pending DOLLY JACKSON Save Submit

*Description Travel for Conference

*Business Purpose Conference

*Justification and Supporting Details Travel to a fictional conference to better my understanding of reimbursements. I received \$500 in Grant, rest to come out of department budget.

*Reference INSTATE

Accounting Default Custom Funding (UWGBY/400305/102)

Attachments (1)

*Travel From GREEN BAY, WI

*Travel To LAS VEGAS, NV

*Date From 09/26/2018

*Date To 10/05/2018 Trip Duration 9 Days



Where is My Travel Authorization?

1. Log into E-Reimbursement
2. Click on Travel Authorization Tile.
3. The click on the tabs on the left to see reports that are Pending (either Not Submitted or Returned for Revision), Submitted (Awaiting Approval), Approved (it is fully approved and ready to be attached to a reimbursement) or click View All. The number indicates how many travel authorizations for each type.

A screenshot of a web interface for DOLLY JACKSON, ID 00862941, in the CONTROLLER-ACCOUNTING role. The interface shows a sidebar with navigation tabs: Pending (0), Submitted (1), Approved (1), and View All (2). The Submitted tab is currently selected and highlighted in green.

| | |
|---|----------|
| ← Homepage | |
| DOLLY JACKSON ✓ 00862941 CONTROLLER-ACCOUNTING | |
| Pending | 0 |
| Submitted | 1 |
| Approved | 1 |
| View All | 2 |

Pending

Travel Authorizations that have been returned for revision or have not yet been submitted are under the Pending tab. Click on the report to see the send back reason and make adjustments or complete the report. Scroll down to Approval History to see the send back notes.

Approval History

| Action Name | Approver Profile | Name | Action Date/Time | Comment |
|-------------|------------------|-----------------|-----------------------|---|
| Submitted | Employee | JACKSON,DOLLY M | 09/24/2018 11:42:02AM | |
| Reassigned | EXPENSE MANAGER | JACKOVICH,LISA | 09/26/2018 9:42:40AM | User JACKSON, DOLLY (00862941) reassigned this from DETAMPEL,SUANN K (00354147) to JACKOVICH,LISA |
| Sent Back | EXPENSE MANAGER | JACKOVICH,LISA | 09/26/2018 9:51:00AM | Please verify airfare |

The reason for sent back is listed in red. Once all changes have been made, click Save, then Review and Submit.

Submitted

Reimbursements that are pending approval. To see which approver the report is with:

1. Click on the report
2. Scroll down to Pending Approvals

Approved

Travel Authorizations that have been fully approved and are ready to use to create an expense report.



How to Start a Reimbursement from an Approved Travel Authorization

1. From the Home Page, click on the Travel Authorizations tile.
2. Click on Approved.
3. Click the drop down arrow under Action

Approved Authorizations

| Actions | | | | | | | | |
|---------|------------------------|------------------|------------------|------------|------------|-----------------|--------------|---|
| Acti | Copy To Expense Report | | | | | | | |
| | | Authorization ID | Business Purpose | Trip Date | Location | Amount | | |
| | Send Notification | erence | 0000039284 | Conference | 05/29/2018 | NEW ORLEANS, LA | 2,107.00 USD | > |

4. Select Copy to Expense Report
5. Complete Expense Report like normal. Check that all dates and amounts are correct. Attachments do not carry over.