

Getting Started:

e-Reimbursement is the PeopleSoft Expense Module part of the PeopleSoft Shared Financial System (SFS) used for creating Expense Reports (ER) and Travel Authorizations (TA)

Logging On:

[UW Travel Wise](https://uw.foxworldtravel.com/) [https://uw.foxworldtravel.com/], used for creating ER's and TA's. Once you have logged into SFS, on the home page you will have access to a pagelet that provides quick access to most of these functions.

Delegate Authority: You can delegate another employee to prepare expenses for you

Navigation: Employee Self Service > Travel & Expense Center > Profile and Preferences > Delegate Authority

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

Funding Your TA or ER: Each user has a default funding string which is automatically loaded by 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 you want to charge an expense line to different funding than the defaults, 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, it is done by splitting the amount and will only be applied to that expense line.

Adding Attachments

All supporting documentation that supports 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) – If your campus requires a TA prior to travel, a separate TA for each business purpose will need to be created.

Navigation: Employee Self Service > Travel & Expense Center > Create TA (If you are an alternate, enter the appropriate employee ID or click on the magnifying glass and select from list). Start from an existing TA, Template, or a blank TA using the Quick start list.

Enter:

- Description
 - Business Purpose
 - Comment – 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.
 - Default Location (Location you will be traveling to)
 - Dates of trip (from – to)
 - Accounting detail – verify funding for ER
- Enter expense -
- 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 (PCard etc.)
 - Personal
 - Corporate Card
 - Billing type
 - In-state
 - Out-of-state
 - Foreign

Select expense line detail link for entering:

- Required data – required fields are marked by an *
- Required expense descriptions
- Charging expense line to a different funding source
- Splitting receipts
- Check for errors
- Save for Later
- Submit when completed

NOTE: The TA needs to be fully approved prior to travel date(s)

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

Navigation: Employee Self Service > Travel & Expense Center

- Create
- 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.

Creating an ER using a TA: Employee Self Service > Travel & Expense Center > Create ER (If you are an alternate, enter the appropriate employee ID or click on the magnifying glass and select from list). You may be prompted to start your ER using an approved TA. Select the appropriate TA. Expenses from the TA will be populated into the ER. See creating an Expense Report for instructions.

Creating an ER – You will need to complete a separate ER for each business purpose

Navigation: Employee Self Service > Travel & Expense Center > Create ER (If you are an alternate, enter the

appropriate employee ID or click on the magnifying glass and select from list).

Start from an existing ER, Template, TA, Blank report, or Entries from My Wallet using the Quick start list.

Enter:

- Report Name
- Business Purpose
- Expense Justification – a detailed description of the business purpose (NO acronyms)
- Destination (location you will be traveling to)
- Accounting Detail – verify funding for ER
- Enter expense – if importing expenses for corporate card transactions, see Importing from My Wallet transactions.

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.

- Expense type
- Date you paid for expense
- Amount (enter in US \$ only)
- Payment type
 - UW prepaid (PCard etc.)
 - Personal
 - Corporate Card
- Billing type
 - In-state
 - Out-of-state
 - Foreign

Select expense line detail link for entering:

- Required data – required fields are marked by an *
- Providing required expense descriptions
- Charging expense line to a different funding source – Select Accounting Detail at bottom of page
- Splitting receipts – to split expense between reimbursable/non- reimbursable-personal or to charge part of the expense to a different funding source. See Splitting a Receipt.
- Check for errors
- Save for Later
- Submit when completed

Copy Expense Lines in an ER:

- Select expense line to be copied
- Click on copy button
- Select
- Copy to date
- Copy to range of dates (Holiday/Weekend dates are selected by default, deselect if you want to skip those dates)
- Enter date(s)
- Click ok

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

Change incorrectly categorized expenses to appropriate expense type – Click on expense, pick appropriate expense type from drop down box and Save

Splitting a Receipt: Splitting enables 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 to split the expense with
- Click on split
- Update description field for new expense
- Click in the amount spent field
- Click update

Modify an ER – Employee Self Service > Travel & Expense Center > Modify ER

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, a hyperlink at the top of the report is where you will find the reason for the return.

View an ER – Employee Self Service > Travel & Expense Center > ER view 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

Deleting an ER – Employee Self Service > Travel & Expense Center > Expense Report > 2 More > Delete
“Mark for delete” checkbox and Save

My Wallet – U.S. Bank Corporate Travel Card transactions

Importing My Wallet Transactions into an ER

If importing many transactions – At the beginning of an ER select “Entries from My Wallet” from dropdown at Quick Start and Go

Select expenses you want to import and Done Or

At middle of ER page, select “Expenses from My Wallet” at add new expense

Maintaining My Wallet Transactions – Employee Self Service > Travel & Expenses > My Wallet
View all transaction activity – view by date range or click on any column to sort by column header
Delete transactions that will not be reimbursed. Select “Mark for Delete” checkbox and save
Change incorrect categorized expense to appropriate expense type – Click on expense, pick appropriate expense type from drop down box and save.

Where is my ER or TA

Within the e-Reimbursement - Expenses pagelet on the home page you will find a link to pre-developed queries/reports. Click on the Search button to display a list of available queries/reports to select from..

For assistance please contact your Institutions Travel Manager