

WCER Steps for Using e-Reimbursement

Travel Authorizations (TA):

WCER currently requires that a pre-travel authorization form be submitted prior to all travel. E-Reimbursement provides you the ability to submit these electronically. When using e-Reimbursement, **all TAs must be submitted at least four (4) business days prior to the scheduled travel**. The system will not allow the approval of TAs if submitted during or after the trip dates. After you have submitted the TA electronically, you will need to print the printable view page, obtain the PI signature and send to the WCER Business Office.

Expense Reports (ER):

General Information	
*Description:	Attend AERA 2010 Conference
*Business Purpose:	Conference
Default Location:	DENVER, CO
Comment:	Attended the American Educational Research Association (AERA) Conference in Denver, CO from
Reference:	1005040508
	Travel dates format: YYMMDDMMDD
Accounting Defaults	More Options: <input type="text"/> <input type="button" value="GO"/>

Business Purpose: Defined by Business Services

- **Business** – Use this purpose for activities when traveling and performing regularly defused duties as part of the position, but which does not fall under the umbrella of another business purpose.
 - ❖ Examples: meetings, conducting interviews or focus groups
- **Conference** – For any special-purpose, large group or meeting that may have a registration fee.
- **Event** – For hosted events sponsored by the University such as: colloquia, dinners, and receptions.
- **Job Applicant Interview** – For a job applicant's expenses incurred as a result of the interview process for a university position. *In-state rates apply to all job applicants.*
- **Relocation** – For any expenses related to relocation of a new employee.
- **Training & Educational Courses** – For any courses taken related to job development or career development per training to one's position at the university (e.g. course fee and/or tuition reimbursement).

Default Location:

- Where you're traveling to

Comment Section: Should provide a detail description (SPELL OUT ACRONYMS) of the trip to include:

- A. **What** you are doing
- B. **Why** you are doing it
- C. **When** you did it
- D. The home/headquarter city departure and return times
- E. Additional information (as necessary)
 - ❖ **Example – Conference**
 - A. American Educational Research Association (AERA) Conference in Denver, CO
 - B. Attended the conference and presented a paper on the second day
 - C. 5/05/10 - 5/08/10 (conference dates)
 - D. Departed home on 5/4 at 9:30am and returned home on 5/8 at 2:15pm
 - ❖ **Example – Business**
 - A. Travel to Milwaukee, WI to conduct focus groups at different elementary schools
 - B. Need to collect data for research project
 - C. 9/10/10 - 9/12/10
 - D. Departed home on 9/10 at 8:30am and returned home on 9/12 at 5:00pm
- E. **Additional information (as necessary)**
 - ❖ Personal time
 - Ex. Attended conference 5/4-5/8 and was on personal time 5/9-5/12. Not claiming any expenses during this time. Cost comparison provided.
 - **Reference field should reflect entire trip dates not event dates (ex. 1005040512).**
 - ❖ Flight change
 - Ex. Originally booked my flight to depart on 6/18, but I needed to go 2 days earlier to attend the pre-conference workshops. \$150 change fee for switching my flight departure date from 6/18 to 6/16.
 - ❖ If your flight itinerary has you arriving in Madison at 4:45pm and you're saying you arrived home at 7:45pm explain any delays in travel.
 - Ex. Flight was delayed 3 hours in Denver, CO due to weather conditions.

- ❖ Expenses paid by third party need to be identified in the comment section with the exception of airfare. Airfare needs to be entered as an expense under Personal Funds marked Non-Reimbursable.
 - Ex. Lodging and meals are being covered for by the conference.
- ❖ When sharing expenses to include: lodging and transportation
 - Ex. Shared lodging with UW Colleague, Sally Smith.
- ❖ If using a Fleet vehicle for transportation.
 - Ex. Using a fleet vehicle to travel to Milwaukee, WI to conduct focus groups.
- ❖ For job applicant interview and relocation you need to enter in the PVL #.
 - Ex. Requesting reimbursement for relocation for a new position (PVL #64043) at the UW with the Wisconsin Center for Education Research.
- ❖ For tuition reimbursement you need to enter in the course title and semester
 - Ex. BUS 301: Basics of Business, Spring Semester 2010

Reference Field: YYMMDDMMDD

- YY (Year) MM (Month) DD (Travel Start Date) MM (Month) DD (Travel End Date)
- This should basically be your flight itinerary dates. HOWEVER, if your plane lands in Madison at 11:40pm on 6/20 and you don't get home until 12:15am on 6/21 your reference field should reflect that - 1006200621.

Billing Type: You should only have ONE expense type per expense report

Billing Type	Definition	Example	Meal Per Diem to Use
In-State	- All trip related costs where the trip destination is within the traveler's headquarter state	-Headquartered in Madison, traveling to Milwaukee, WI - From or headquartered in Denver, CO traveling to Boulder, CO	Breakfast - \$8 Lunch - \$9 Dinner - \$17
Out-of-State	- All trip related costs where the trip destination is outside the traveler's headquarter state, but within their headquarter country	-Headquartered in Madison, traveling to California - From or headquartered in Denver, CO traveling to Chicago, IL	Breakfast - \$10 Lunch - \$10 Dinner - \$20
Foreign	- All trip related costs where the trip destination is outside the traveler's headquarter country	-Traveling to Spain	Country Per Diem

Accounting Defaults: Enter Correct Funding (This applies to entire expense report):

General Information

*Description: Attend AERA 2010 Conference Comment: Attended the American Educational Research Association (AERA) Conference in Denver, CO from 06/30/10 to 07/03/10

*Business Purpose: Conference Reference: 1005040508 Travel dates format: YYMMDDMMDD

Default Location: DENVER, CO

Accounting Defaults More Options: GO

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Affiliate
100.00	UWMSN	144	177500	4		UWMSN	PRJ12AH		

Add ChartField Line Load Defaults User Defaults

OK

Example Expense Report:

Customize | Find | view All | First 1-14 of 14 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
Registration Fee	03/26/2010	150.00	USD	University Prepa	Out-of-St	*Detail	+
Airfare-Coach Only	03/30/2010	450.00	USD	University Prepa	Out-of-St	*Detail	+
Taxi	05/04/2010	15.75	USD	Personal Funds	Out-of-St	*Detail	+
Taxi	05/04/2010	18.00	USD	Personal Funds	Out-of-St	*Detail	+
Meals	05/04/2010	30.00	USD	Personal Funds	Out-of-St	*Detail	+
Meals	05/05/2010	40.00	USD	Personal Funds	Out-of-St	*Detail	+
Meals	05/06/2010	40.00	USD	Personal Funds	Out-of-St	*Detail	+
Meals	05/07/2010	40.00	USD	Personal Funds	Out-of-St	*Detail	+
Meals	05/08/2010	10.00	USD	Personal Funds	Out-of-St	*Detail	+
Lodging	05/04/2010	680.00	USD	Personal Funds	Out-of-St	*Detail	+
Other Travel	05/04/2010	8.00	USD	Personal Funds	Out-of-St	*Detail	+
Phone Calls-Personal	05/04/2010	20.00	USD	Personal Funds	Out-of-St	*Detail	+
Taxi	05/08/2010	19.25	USD	Personal Funds	Out-of-St	*Detail	+
Taxi	05/08/2010	16.00	USD	Personal Funds	Out-of-St	*Detail	+

ected Delete Selected New Expense Add Check For Errors

Expenses:	1,537.00 USD	Due Employee:	937.00 USD
bursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Expenses:	600.00 USD		