

E-reimbursement has arrived!

E-reimbursement is the University's new self-serve, web-based travel and expense reimbursement system. The goal of the new online e-reimbursement system is to streamline, standardize, and automate travel and expense reimbursement for UW Madison. Our Dean's office has notified us that we must begin using e-reimbursement effective immediately. The e-reimbursement system should be used for all reimbursements.

Travelers (Faculty/Staff/Students) will need to attend a training session (live or on-line) to learn how to submit their expenses electronically (see website address below). In addition to submitting your expenses electronically, you will still need to provide Joy with receipts before your e-reimbursement can be processed. Jenni, Joy and I have attended training and the new system is easy to use and will provide a much quicker turnaround time for reimbursement.

A benefit to this system is that Joy can continue to assist with the processing of the travel expense reports. You can designate her as an alternate in the system each time you submit a reimbursement and she can assist with the entering and justifying of expenses. Please feel free to stop down and see Joy if after the training you need help with designating Joy as an alternate in your expense report.

An additional benefit of the new system is the capability to track your reimbursement as it is processed. The old system did not have this capability. We realize that there will be a learning curve for all of us as we transition to this new process, but the end result will be a more efficient reimbursement process.

After completion and your submission, your e-reimbursement will be submitted to Jenni for her review and approval and then submitted to Ag Hall electronically for their review and approval. Once approved by Ag Hall, your reimbursement will be **direct deposited into the bank account that you currently use for payroll deposit within 5-7 business days!!**

However, if your reimbursement is not approved by Ag Hall and you receive it back for ANY reason, please contact Joy so that she can assist you in correcting any problems with the reimbursement so that it can get sent back to Ag Hall for a second review and approval. You, as the traveler, will be the only one that is notified that the reimbursement has been returned to you. Jenni, Joy and I do NOT receive any type of notification.

If any expenses were paid using the US Bank personal-liability Visa corporate travel card, *issued to UW employees for travel and business-related expenses while in travel status*, they will be paid directly to US Bank, by the University, on behalf of the cardholder. Further information on this card is available at: www.bussvc.wisc.edu/acct/TEWeb/travel/ccredit.html.

Training for Travelers:

<http://www.bussvc.wisc.edu/acct/TEWeb/reimbursement/traveler-alt/index.html>

Training must be completed in order to be assigned access to the system. Without access, you will not be allowed to submit your reimbursements.

Please review the **Accountability, Compliance, and Responsibility** section at this website.

<http://www.bussvc.wisc.edu/acct/TEWeb/reimbursement/policyprocedure/accountability.html>

Changes [to UW Travel policy can be found at http://www.bussvc.wisc.edu/acct/acct.html](http://www.bussvc.wisc.edu/acct/acct.html) Please note that there are three new policy titles: [201.Q-Travel: Other Non-Travel](#), [201.R-Travel: Other Travel](#), and [201.S-Travel: Registration Fees](#) These titles reflect policy changes so please review them.

We will be happy to help with any questions you may have after you have completed training and ask for your patience as we all adapt to the new system!!