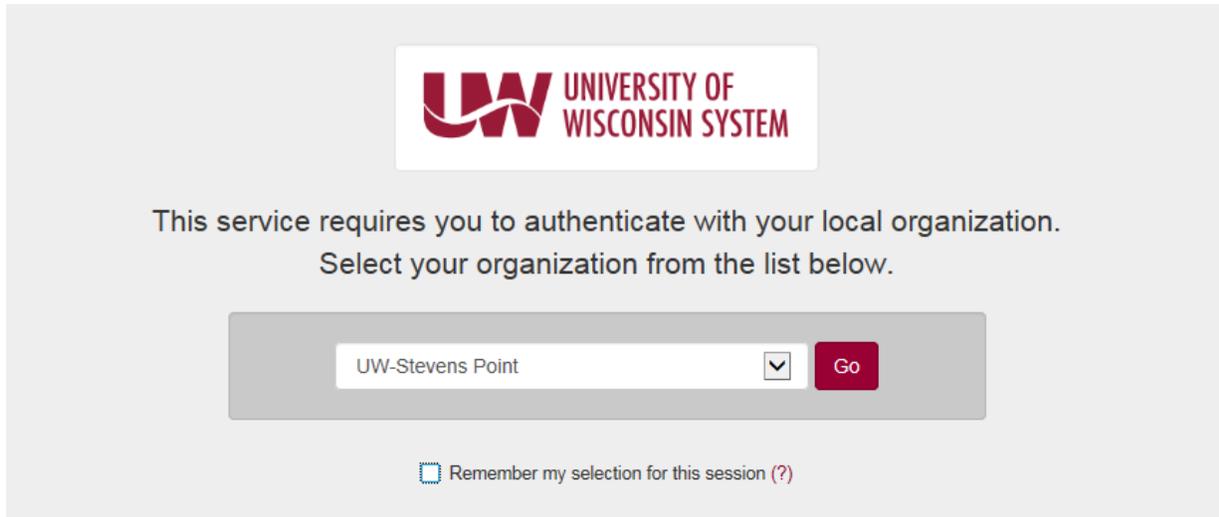


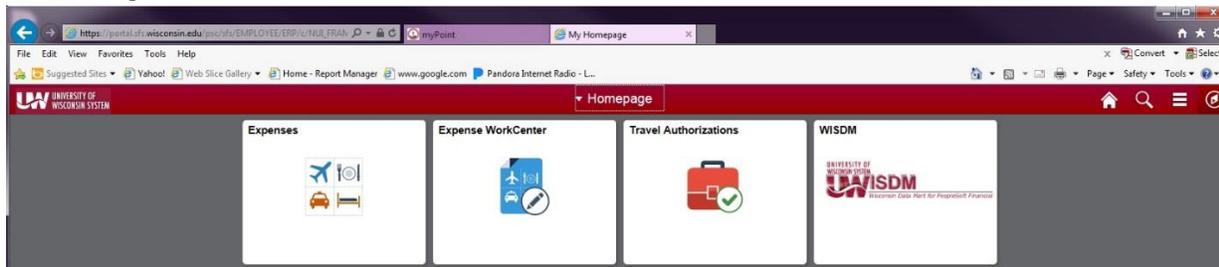
Travel Information

E-Reimbursement

1. Log in to E-Reimbursement



2. Select “Expenses”



3. Select either
 - a. “Create Expense Report” to start a new one or
 - b. “My Expense Reports” to make changes to an existing one
4. Enter all information pertaining to the trip
 - a. Business Purpose = Business
 - b. Description = Title of Expense Report (Example: Oct. Supervision)
 - c. Default Location = Destination
 - d. Reference = In state
 - e. Date of departure
 - i. If entering multiple trips on one report, use date of first trip
 - f. Date of return
 - i. If entering multiple trips on one report, use date of last trip
 - g. Attachments
 - i. Maps of trips or Travel Log
 1. Must be in PDF/JPEG/Word format
 2. Do Not attach a link to a website
 3. Do Not attach evaluations

- h. Always check your “Accounting Defaults” to verify the information is correct
 - i. Does it list the correct...
 - 1. University
 - 2. Department
 - 3. Account #

Warning - If the Account #/Department ID is incorrect, it will not be sent to the right department and so will not be approved

- i. Justification
 - i. State that this is for Student Teaching Supervision
 - 1. State that you do not have any supporting documents
 - ii. Indicate if you used a university vehicle and are only claiming meals
 - iii. Explain if you do not live/work in Stevens Point, and do not have access to a University vehicle
 - 1. You will need to let them know where you are headquartered to receive the “Standard Rate” for ALL travel (even trips over 100 miles)
5. Select “Add Expense”
6. Expense Type
 - i. Mileage
 - 1. See Additional Information below

Warning - If renting a car is less expensive than using a personal vehicle, please use that option. Future travel using a personal vehicle when a less expensive option is available may not be approved.

- ii. Day Trip Meal Allowance
- iii. Parking
- iv. Lodging

Note - Each expense type must be entered as a new Expense

Warning - If you do not submit a complete travel report within 90 days of the end of your trip you will not be reimbursed

When you have completed the form

Submit the form for approval

or

Have it reviewed prior to submitting

Warning - Once submitted you will be unable to make any changes



Additional Information

You may submit a report that includes expenses from multiple Day Trips; however, it is encouraged that you not submit more than a week's worth of these trips at once.

Mileage Details

- Enter the Date of the trip
- Enter a brief "Description" of the trip
- Transportation ID = Reimbursement Rate
 - Standard Rate – Any Day Trip 100 miles or less
 - Supervisors not in Stevens Point may use the Standard Rate for all travel
 - Turndown Rate – Any Day Trip that goes over 100 miles
- Miles
 - Be careful when entering and make sure you are using the actual miles and not minutes
- Payment = Personal Funds
- Originating Location and Destination Location
 - Destination will be automatically filled based on Default Location from previous page
 - If your city is not in list, select one that is close to it and make sure to state specific city in "Description" box

Warning

If you do not submit a complete travel report within **90 days** of the end of your trip you might not be reimbursed. You will need to request an exception, explaining why your report was late. There is no guarantee that it will be approved, so get all reports in on time!