Travel Information

E-Reimbursement

1. Log in to E-Reimbursement

![Login screen](image)

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

eReimbursement Info Jan 2020
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!