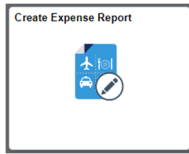


<https://portal.sfs.wisconsin.edu/>



Use this box to start the reimbursement. All other boxes on this page don't apply to reimbursement of expenses.

\*Business Purpose

\*Description

\*Default Location

\*Reference

When reimbursing purchases or registration fees always select non-travel in both Business Purpose and Reference. Description becomes the name of the reimbursement. Quick and simple is best. Unless travelling the location should always be Madison.

Justification (IS MISSING) 0 >

**It is required** to include a justification for every reimbursement. The

UW is looking for why the purchase was made and how it benefits the University. I have collected a few good standard answers that can be copied and pasted in with minimal editing that I can send if you'd like me to.

The **Attachments and Accounting Defaults** can be ignored if you send me the receipts and funding info via email.

### Expense Report Action

Below the line there is a drop down box, again only one of the options will work. Select Add Expense Lines. A new page will appear.

Registration Fee - 11/18/2020

\*Date

\*Expense Type  Help

Description

---

Payment Details

\*Reimbursement Method

\*Amount

This Expense Line Requires a Receipt

---

Merchant

Merchant

---

Additional Information

\*Expense Location

Accounting  1 >

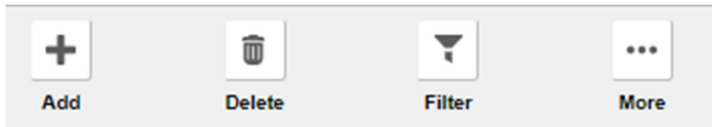
Receipt Split

---

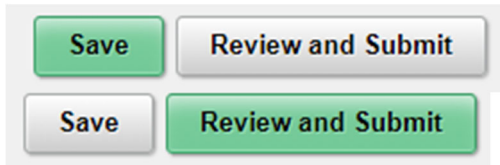
Exceptions

Non-Reimbursable  No

On the new page fill in highlighted information. Again, quick and simple works well here.



If you'd like to add more items to a reimbursement use the buttons to add or delete line items.



Once all line items are in, hit save, the green highlighting will switch to Review and Submit if there are no errors.

Conference Registration   
KELLY PETERSEN

[Update Details](#) [Submit](#)  
Last Saved 11/18/2020 12:28PM

**Expense Report Summary**

Total (1 Item)	100.00 USD
Due to Employee	100.00 USD

**Approval Status**

Report ID 0000837925	Pending
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**Additional Information**

- Justification and Supporting Details 1 >
- Attachments 1 >
- UW Summary Report >
- View Analytics >
- View Printable Report >

Green submit sends the reimbursement to my queue.

**If you still have any questions or concerns, please reach out to Kelly Petersen at [kpetersen2@wisc.edu](mailto:kpetersen2@wisc.edu).**