**eReimbursement Instructions**

- Log into your MyUW
- Click on Employee Financial Resources, then Expense Reimbursement
- Click on Access E-Reimbursement
- Click on Expenses Icon
- Click on Create Expense Report
- Fill in General Information Section on the right side of screen
- Click Attachments to add receipt PDFs, then select Add Attachment, then My Device
- Click Accounting Details to enter Funding String (Fund, Department, Program, Project)
- Click Justification, enter where you went, why you went, and what you did while there.
- Next begin entering your expenses. Include expenses purchased by you during your trip as well as those purchased by the department before your trip, airfare, registration, etc.
  - Enter the original date of purchase
  - Then select the expense type from the drop down.
  - Some expenses require a short description.
  - Then enter the reimbursement method, either personal card if you made the purchase, or prepaid purchasing card if the department made the purchase.
  - Next enter the amount. For purchases for international conferences/meetings make sure to check if the amount is in US dollars or foreign currency. If foreign make sure you enter the proper conversion amount for the type of currency and the date it was purchased.
  - You can also change the individual funding for each expense by selecting the accounting details button on the expense page. This will only change the funding for expense you have selected!
- Once all relevant expenses have been entered you can move to the review and submit page. Double check that the amount for prepaid expenses and the amount to be paid to the traveler are correct.
- Next confirm that you have included the receipt attachments, the full and complete justification, and entered the proper funding.
- Then click submit and the expense report will be sent to the reviewers, most likely Jennifer Marino.
- Make sure you bring the hard copies of all your receipts to the Biochemistry office and either give them to Jennifer or put them in the basket for expense receipts in the middle of the center console.