
The new process uses an online form and workflow to eliminate steps and reduce the time to receive reimbursements. In order to submit reimbursements (TERs) after September 3rd, you must have approval from your supervisor and business office using the new online TMEA form.

It’s simple to get your pre-approval:

1. Start the process by logging into UWM Streamline to access the form: uwm.edu/shared-services/travel-procurement
2. Complete the TMEA form with as much detail as possible and submit it electronically
3. Track the action on your request through the process and get notification of approval

After you travel or make that purchase, the SSC staff will provide the support you need to simplify the reimbursement process.

For additional documentation on the new process please visit uwm.edu/shared-services/travel-procurement. For TMEA Form/E-Reimbursement support, please email ssc-travel@uwm.edu.

SSC Related Services Available:

Form Inquiries
SSC staff can answer questions regarding how to complete the new Expense Authorization Form prior to incurring an expense.

E-Reimbursement Inquiries
SSC staff will answer questions and assist individuals in completing e-Reimbursment submissions.

E-Reimbursement Completion
SSC specialists can be assigned as alternates and handle e-Reimbursements on your behalf. Assign an alternate, send documentation to Engelmann 125, and leave the process to us! You will then only need to login and click submit!