

Travel & Misc. Expense Authorization Form/e-Reimbursement Process

Rationale for Change

On September 3, 2019, the Shared Services Center will be implementing the Travel and Misc. Expense Authorization Form. This document highlights the reasons for the implementation of new process and the intended benefits for individuals, schools/colleges/divisions, UWM, and UW-System as a result of the process change:

Individual

- Front-end fiscal approval will reduce number of stops needed for e-Reimbursement approval, increasing the speed of reimbursements.
- Opportunity to assign Shared Services staff as Alternates to complete e-Reimbursement on their behalf.

School/College/Division

- Increased knowledge and control of expenditure requests prior to reimbursement. Allows Business Office opportunity to review and approve funding data prior to e-reimbursement entry for all expenses.
 - o Reduces funding errors requiring post-entry correction
- Front-end approval on TMEA Form reduces administrative time spent on audit/approvals of e-Reimbursement submissions (reduces duplicate touches by high-level administrators).

UWM

- Reduction in e-Reimbursement returns to campus with dedicated alternates for e-Reimbursement submission as well as dedicated Shared Services staff audit of e-Reimbursement submissions to UW-System.
- Standardized process for travel authorization and e-Reimbursement across campus.

UW-System

- Submissions from a smaller number of alternates and dedicated Shared Services staff handling the campus audit process will result in fewer errors in e-Reimbursements and increase the efficiencies of System audit.