eReimbursements

UW PROCUREMENT SERVICES – WEBCAST TRAINING SERIES 3/9/2022

JOHN WHITNEY, HEATHER NICHOLSON & SHARON HERSEY

What is an eReimbursement?

➢ eReimbursement is a form in ARIBA used to reimburse UW employees and Non-UW individuals for the purchase of goods they have made on behalf of the UW.

  ✓ Each eReimbursement will have an ID starting with the XR prefix before the number.
  ✓ Used to pay for: Books, supplies, meals, dues memberships, registrations etc.
  ✓ Central office will review any reimbursement over $3,500 and any reimbursement to a Non-UW individual for approval.

Getting Started

➢ **IMPORTANT!** Reimbursements are for rare occasions when other procurement methods are not an option. Seeking reimbursement for UW purchases of goods made with personal funds should be done only as a last resort.

➢ As with other procurement methods, you must have department approval of your Administrator or Dean.

➢ Provide a detailed explanation on what is the UW business purpose for the expense.

➢ eReimbursement is open access, meaning anyone with access to Ariba will be able to view an eReimbursement and initiate one to themselves or another individual.
  ✓ For this reason, users should not enter personal information such as bank accounts, home addresses, credit or debit card numbers, etc.

What To Know Before You Begin

➢ It is the department's responsibility to make sure purchases being reimbursed are appropriate and allowable per budget or grant requirements.

➢ Make sure your budget has a Funding Approver set up in ASTRA before you initiate an eReimbursement. If there is no Funding Approver the reimbursement will be rejected back to the department.

➢ Does not replace eTravel.

➢ Do not reimburse for services, awards, stipends, honoraria or parking.

➢ Account codes are limited in eReimbursements; 04 account codes are not available in eReimbursements because they are travel codes and must go through eTravel.

➢ Any XR that is pending approval for 20 days will have reminders sent out. After 30 days the system will reject the XR.

Receipts

➢ Receipts should be itemized to show exactly what was purchased. For example, if a meal is being reimbursed, include the itemized receipt showing the food and beverages being purchased at that meal.

➢ If the purchase is food related, include a list of attendee names.

➢ Make every attempt to retrieve a receipt from the supplier for the purchase. If a receipt cannot be collected, have supporting documentation available such as a bank statement, confirmation email of purchase, packing slip etc and an itemized list of what was purchased.

➢ Receipts should be electronically attached to the eReimbursement form within Ariba as the document of record.

➢ If a receipt is in a spouse or someone else's name, reimburse the person whose name the receipt is in using eReimbursement for a Non-UW Employee.

➢ Ensure forms for food purchases (1798 etc.), if applicable, are kept on file in your department.

➢ For destruction of receipts after scanning, each department must create a scanning policy that is in compliance with Records Management.

What Is NOT Allowed On eReimbursement

➤ All individuals seeking or approving reimbursements should be familiar with the What is Not Allowed on eReimbursement Guide below:

Reimbursement Type	Instead
Payments to Vendors	Visit our How to Buy page for paying suppliers directly
Payments for personal services	Visit our How to Pay page for guidance on the best payment method
Refunds from revenue budgets	Submit a request to refund from a revenue budget with a Refund Check Request (key deposits should not be coded as revenue)
Prizes and Awards for UW employees or UW students	Contact the Integrated Service Center for prizes/awards for UW employees. See the Tax Office webpage for more information on prizes/awards for UW students
Gift Certificates for Employee Recognition	Gift certificates given to UW employees should be reported to the Integrated Service Center
Travel, including travel associated with honoraria payments	See UW Travel Office webpage
Housing	Payment to landlords are considered vendor and should be paid on a PO, Non-PO Invoice or ProCard. See the Real Estate webpage for more information on leases. Reimbursements to individuals for rent must have the appropriate approvals and be submitted through the Travel Office.
UW Tuition	See the UW Student Fiscal Services webpage
Reimbursement of Parking	Reimbursement of parking goes through Travel Office. Local parking charges (within 50 miles of the employee's official duty station) can go on ProCard for UW business purposes only when the individual is not on travel status.
Amazon Mechanical Turk	Use a department ProCard.
Expense purchased using any personal rewards program	This includes Amazon, Costco Executive memberships (due to annual rebate) and other personal rewards programs.

Demo

Approval Process
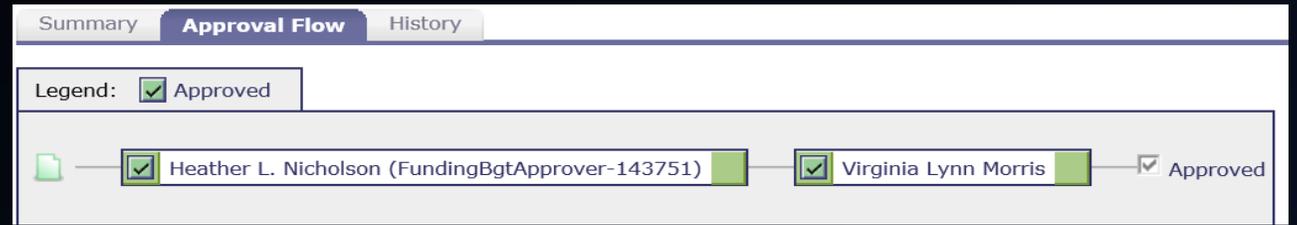
➢ Once the eReimbursement is submitted, the system automatically sends the Funding Approver an email notification that contains a link to access Ariba directly for approving the request.

➢ Optionally, the approver can:
> 1. Login to Ariba from the Procurement Services home page
> 2. Click on the eReimbursement Tab
> 3. Click on the eReimbursement ID or Title link under To Do
> 4. Review and click Approve or Deny
> 5. Provide comment and click OK

eReimbursement Approver Roles

➢ eReimbursement approver roles must be designated in ASTRA (Access to Systems, Tools, Resources and Applications) by department authorizers. Each department has one or more individuals who may authorize users.

    ➢ *Funding Approvers* are a required role and can approve reimbursements based on budget or organization code. Funding Approvers cannot approve their own reimbursements.

    ➢ *Compliance Approver* and *Watcher* roles are optional and available for departments to establish through ASTRA.

Routing for Reimbursements

➢ The **Funding Approver** is a required approver for every reimbursement.

➢ If the payee is a **UW Employee**, and they are not preparing the reimbursement, the payee will need to login to Ariba to approve the reimbursement before payment is released.

➢ If the payee is a **Non-UW Individual**, central office (Reimbursement Approver) will be added to the approval graph to review the payment for compliance. Please allow 48 hours for this review to be completed.

➢ If the reimbursement is for **equipment**, Equipment Inventory Office may be added to the approval graph for review and approval.

Payment Methods

➢ Employees who currently receive their payroll by direct deposit to their bank account will be able to choose to receive their reimbursement by direct deposit to the same account, or a different bank account. The banking information from Payroll does not default.

➢ If Payee is a UW employee, payment is made via direct deposit or check. Non-UW employees are paid via check.

➢ New employees will need to set up their banking information for Travel and E-Reimbursement in Workday.

➢ You should check the 'Pay' section in Workday and verify that your account is set properly for Travel and e-Reimbursement under "Payment Elections."

➢ If a bank account is not set up, the reimbursement will default to check and be mailed to a designated campus box number.

Best Practices

➢ University Bookstore- Departments can create their own policy on how they manage the 10% rebate earned through University Book Store purchases. If your department policy requires the purchaser to pursue the rebate from the UW Bookstore, then this amount must be deducted from the amount of the reimbursement.

➢ Departments should be familiar with the University's food policy. Ensure forms for food purchases are kept on file in your department.

➢ Taxability determination is the responsibility of the department.

➢ Users should not include personal information (bank accounts, credit or debit card numbers, etc) and should take care to block out personal information on the receipts.

➢ Departments should make themselves familiar with record keeping and tax reporting responsibilities when making research subject payments (example - Gift Cards etc.). See Research Subjects page.

Resources

➢ eReimbursement webpage

➢ Visit the Training Tutorials webpage to view the eReimbursement eLearning

➢ eReimbursements Getting Started Guide

➢ UW Receipt Policy Information

➢ Food Approval Information

➢ For questions concerning an eReimbursement, contact Procurement Customer Service:
   ✓ Email: pcshelp@uw.edu
   ✓ Phone: (206) 543-4500
   ✓ M – F: 9am to 4pm