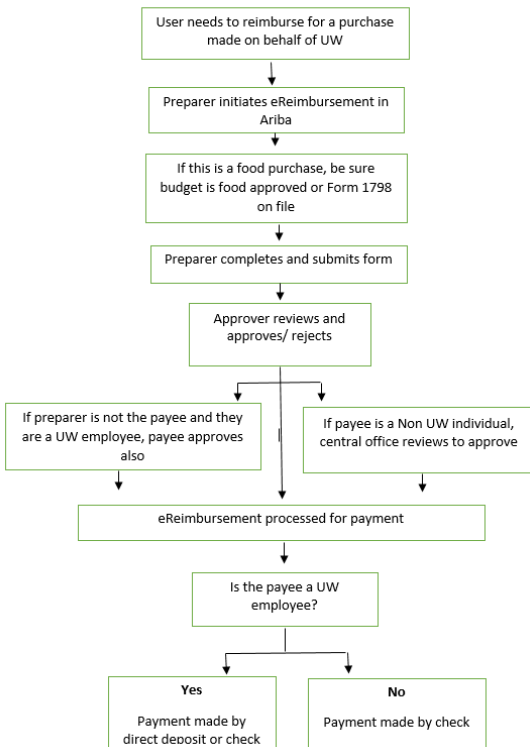# eReimbursement Getting Started Guide

What is eReimbursement?

eReimbursement is an eForm in Ariba - the same system used for purchase orders and eTravel – where UW employees and Non-UW individuals may be reimbursed for expenditures made on behalf of the University. This can be used in place of department check request and revolving fund.

Know Before You Begin

- eReimbursement is open-access, which means anyone with access to Ariba can view and initiate a reimbursement. For this reason, **users should not enter personal information such as bank accounts, home addresses, credit or debit card numbers, etc.**
- Ensure forms for food purchases, if applicable, are kept on file in your department.
- eReimbursements can be identified in MyFD with the unique identifier prefix of "XR"
- Does not replace eTravel
- Do not reimburse for services, household moves, awards, stipends, honoraria or parking.

eReimbursement Process

User needs to reimburse for a purchase made on behalf of UW

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Preparer initiates eReimbursement in Ariba

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If this is a food purchase, be sure budget is food approved or Form 1798 on file

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Preparer completes and submits form

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Approver reviews and approves/ rejects

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If preparer is not the payee and they are a UW employee, payee approves also

If payee is a Non UW individual, central office reviews to approve

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eReimbursement processed for payment

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Is the payee a UW employee?

Yes — Payment made by direct deposit or check

No — Payment made by check

How to Create an eReimbursement

1. Go to Ariba from the Procurement Services home page (**Click to Ariba Login)** or: https://ar.admin.washington.edu/AribaBuyer/uw/login.asp
2. Log in and click on the Reimbursement Tab.
3. Click Create→Reimbursement
4. Enter reimbursement information.
5. If Food or Beverages were purchased click yes, indicate whether budget is approved for food; if not, complete and keep on file the 1798 form. **Food reimbursements are subject to applicable per diem rates. Note in the comments box the number of attendees at events to verify expenses are within per diem limits for approvers.**
6. Payment to employees defaults to direct deposit but can be changed to check. If the individual is not receiving payroll direct deposit they will receive a paper check even if direct deposit is selected. Payment to Non-UW individuals will only be made by check.
7. Attach electronic version of receipts and click **Submit** to begin the approval process.
8. Follow department procedures for filing supporting documents and forms.

Get More Information

Read more at the eReimbursements page at **eReimbursements** http://finance.uw.edu/ps/how-to-pay/reimbursements

To view an eLearning on how to create an eReimbursement, visit the Tutorials page at http://finance.uw.edu/ps/resources/training/tutorials

eReimbursement Getting Started Guide
Questions?   Email: pcshelp@uw.edu   Phone: 206-543-4500

eReimbursement Access

The eReimbursement Funding Approver role must be designated in ASTRA by department authorizers.

To identify the authorizer in your department:
- go to ASTRA and select Log into ASTRA
- select Who can authorize me?
- login using your UWNetId and password
- search by Budget or Organization Code
- enter either the Budget Number, Organization Code number typically used for reimbursements
- select Find and Verify
- select eReimbursement in the Application pull down menu
- select Lookup Authorizers Now
- contact appropriate authorizers and request eReimbursement Funding User Authorization

ASTRA authorizations that are designated by 6pm become effective in eReimbursement the following day. Additional approvers can be added to each eReimbursement on an ad hoc basis.

Roles

UW employees in HEPPS who have a netid can initiate a reimbursement for themselves or another UW employee. If the reimbursement is for another UW employee, that person will be added to the approval flow to confirm they are due the funds.

Users may:
- Create and submit eReimbursements
- View eReimbursement Status
- Withdraw, edit and resubmit eReimbursements
- Search for eReimbursements and run reports

UW employees who did not initiate the eReimbursement will be added to the approver flow to confirm the amount due to them. Payees submitting and approving their reimbursement certify the items and totals are proper charges for materials, merchandise or services furnished to the University of Washington.

If the user is paying a Non-UW individual, central office will be added to the approval flow to review and approve the payment.

The Funding Approver role is a required role for all eReimbursements. Watcher and Compliance Approver roles are optional.

FAQs

Q: What do I do with the receipts?
A: Receipts should be electronically uploaded in the eReimbursement form in Ariba. The originals should be kept on file in the department until we receive approval to have Ariba attachments serve as the document of record. For more information, see:
http://finance.uw.edu/ps/how-to-pay/reimbursements

Q: Can multiple receipts go on one reimbursement?
A: Yes, and you can create multiple lines for multiple account codes or budgets.

Q: How long does it take to get reimbursed?
A: For Payees with direct deposit, funds are generally in their bank accounts three days after approval. Hard copy checks are generally put into the mail one business day after approval.

More Useful Links

eReimbursement login:
https://ar.admin.washington.edu/AribaBuyer/uw/login.asp

Account Codes
http://finance.uw.edu/fr/references/object-codes

ASTRA
https://ucs.admin.washington.edu/astra