

# Travel Reimbursements Go Paperless with E-Reimbursement

Business and Finance

Mon 4/11/2016 9:03 AM

## TRAVEL GOES PAPERLESS WITH E-REIMBURSEMENT!

The current paper travel expense reimbursement form (TER) will be replaced with an electronic expense reimbursement module effective Monday, April 25, 2016.



### E-Reimbursement Expense Module

The E-Reimbursement Expense Module is a web-based system used to reimburse UW – Green Bay employees for expenses incurred while traveling or conducting University business. All submissions and approvals take place in the E-Reimbursement Module through data entry, attachments, and an automated workflow process.

Attend the Traveler and Travel Approver training in the Christie Theatre. We will be joined by UW System employees who will lead the training and answer any questions you have.

## Christie Theatre, University Union

Monday, April 25, 2016

Tuesday, April 26, 2016

1:00 pm – 3:30 pm

9:00 am – 11:30 am

Please RSVP with the meeting  
time you plan to attend to:

[travel@uwgb.edu](mailto:travel@uwgb.edu)

### WHO SHOULD ATTEND

**Travelers and Alternates:** Those who enter and/or request reimbursement for travel for themselves or on behalf of others.

**Travel Approvers:** Supervisors who approve travel and travel expenses.

For more information contact:

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