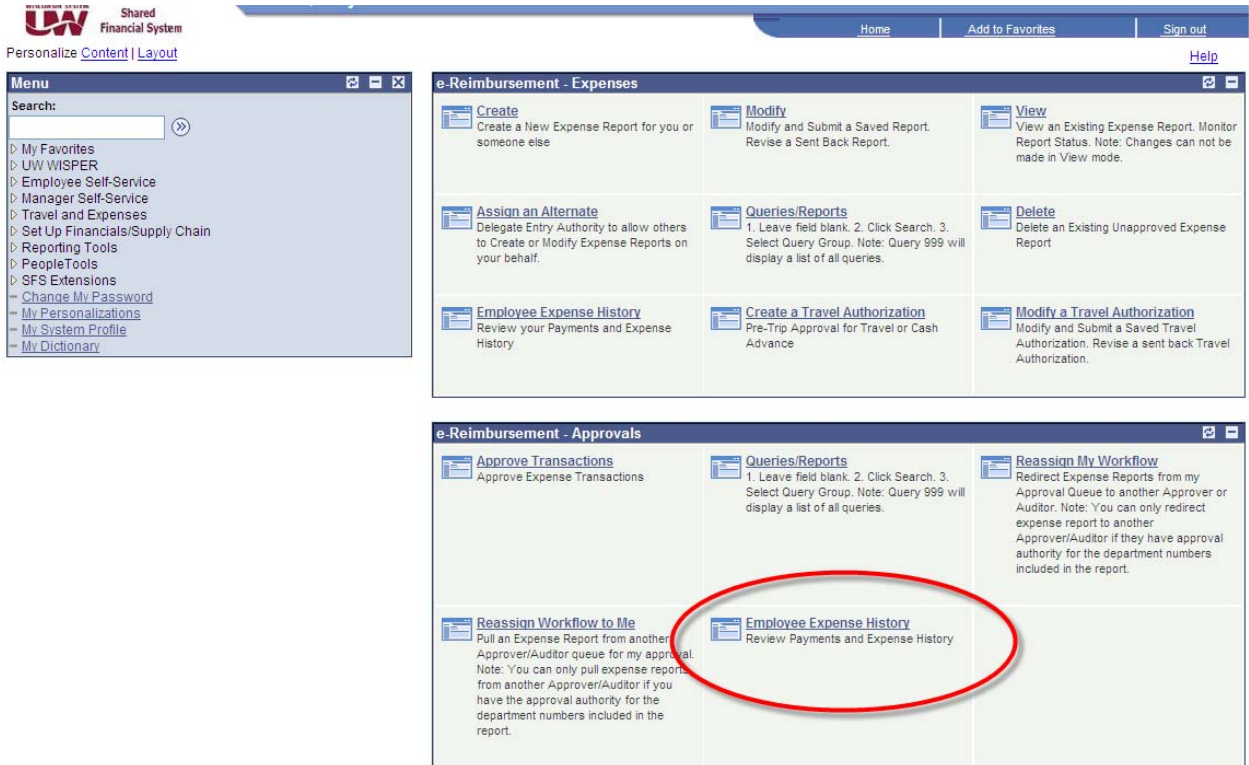


How To View e-Reimbursement Payment History and Accounting Entries

e-Reimbursement approvers, auditors, backup auditors, expense analysts and NCAA reviewers can view expense report payments and accounting entries for travelers as follows:

1. Click Employee Expense History



Note: clicking on “Employee Expense History” is a shortcut to the full navigation of Travel and Expenses > T and E Administration Center > Review Payments > Employee Expense History

2. Select Employee ID or Name from the drop down listing, then enter the Employee ID (when Employee ID field is chosen) or last name (when Name is chosen), then click “Search”

Employee Expense History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


Search by: begins with


[Advanced Search](#)


- A listing of expense reports paid to the traveler for the last year will be displayed. The dates displayed can be modified to the user's preference by modifying the dates:

Employee Expense History


Expense Dates

From Date: 

Through Date: 

Transaction Type: 

Dates can be modified to your preference

Type	ID	Description	Status	From Date	Through Date	Submitted Amount
Expense Report	00000	Alignment Studies Mtg	Paid 	03/01/2011	03/04/2011	976.32 USD

- Click on the icon next to "Paid" in the Status column to view links that display expense report details, payment information and accounting entries for that expense report

Please select one of the following links:

- [Transaction Detail](#)
- [Employee Payment Detail](#)
- [Vendor Payment Detail](#)
- [Accounting Detail](#)


- Click the "Transaction Detail" link to display the associated expense report.

View Expense Report

Expense Report Detail

User Defaults Report ID: 00000

General Information

Description: Alignment Studies Mtg Comment: 


Business Purpose: Business Reference: 1103010305 Travel dates format: YYMMDDMMDD


Status: Paid Last Updated: 03/24/2011 By: 00...

Default Location: ALBUQUERQUE, NM

Post State: Posted

Accounting Defaults More Options:

Details Customize | Find | View All |  First 4-12 of 42 Last

Overview 

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Airfare-Coach Only	03/01/2011	321.30	USD	University Prepaid	Out-of-State
Airfare-Travel Agency Svc Fee	03/01/2011	30.00	USD	University Prepaid	Out-of-State
Lodging	03/01/2011	301.71	USD	University Prepaid	Out-of-State
	03/01/2011	30.00	USD		Out-of-State

- Click the “Employee Payment Detail” link to display detailed payment information and payment type (direct deposit or check):

Employee Payment History

Direct Deposit Payments

Payment Info

Payment Reference: 043599
 Bank Code: USBANK
 Bank Account: MSN State Contract Bank
 Payment Amount: 1.49 USD
 Pay Status: Paid
 Payment Method: ACH

Status: Posted
 Payment Date: 05/10/2011

UW Madison's banking information

ACH indicates a direct deposit payment from UW MSN - TRAVEL

Payment available in traveler's bank account 3 business days after this date

[Payee Address](#)

Type	ID	Descr	Status	Created	Amount
Expense Report	0000000000	Training Class Supplies	Paid	05/09/2011	1.49 USD

Save

Return to Search

Employee Payment History

Check Payments

Payment Info

Check Number: 758612
 Bank Code: USBANK
 Bank Account: MSN State Contract Bank
 Payment Amount: 323.31 USD
 Pay Status: Paid
 Payment Method: Check

Status: Posted
 Check Date: 03/25/2011

Check number

UW Madison's banking information

Payment made by check

Check mailed within 1 business day of this date

[Payee Address](#)

Click for check mailing address

Customize | Find | First 1 of 1 Last

Type	ID	Descr	Status	Created	Amount
Expense Report	0000000000	Alignment Studies Mtg	Paid	03/23/2011	323.31 USD

Save

Return to Search

