

Subject:Implementation of e-Reimbursement Enhancements
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To: fmm-list@lists.wisc.edu, e-redivcoord@lists.wisc.edu

An e-Reimbursement enhancement is being made available with the implementation of HRS that provides the following benefits:

- allows and requires all travelers with a current UW Madison appointment or an appointment ended within the past year to claim expenses through their employee profile
- eliminates access problems caused when a UW Madison appointment ends and the traveler has recent, outstanding expenses
- allows newly hired UW Madison employees with a future start date to be reimbursed for interview, relocation, and other travel expenses through their employee profile, rather than as a non-employee
- provides further access flexibility for employees who have appointments at both UW Madison and another UW campus

A [chart](#) has been developed to provide a summarization of e-Reimbursement access and payment information available with the enhancement. The [chart](#) defines who can use e-Reimbursement, how access is gained, who submits the expense report and how and when payment will be made.

This information has also been posted on the [e-Reimbursement Announcements page](#) which provides e-Reimbursement updates on an ongoing basis.

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