Filling out an E-Reimbursement request for non-travel related items:

For Non-Employees: Advisors or other University Employees will need to fill out and submit the non-employee set up form to Purchasing. Once the non-employee is set up in the system then the University employee can follow the same process as outlined below.

Log into E-Reimbursement by clicking on the link below. Go to Reimbursement, click on E-reimbursement log in.

https://uw.foxworldtravel.com/

Click on Create

Uncheck the box next to Travel Related Expense report

**Notice the date depart and return date is removed.

Enter Expenses:

1. Expense type should be Misc.-Purchase/Supplies (for supplies) or Meals hosted (for when paying for meals for others).
2. Enter the date of purchase.
3. Enter Amount Spent
4. Billing Type should be In-State
Click on Detail on far right next to expense

**Misc. Purchases/Supplies**
- Enter Merchant in Non-Preferred
- Enter Location
- Enter Description of what the purchase was and what the purchase is for.

**Meals Hosted**
- Enter number of people in attendance
- Enter Location
- Enter description of purchase

Check the Employee Expenses line to make sure totals match. Check the Due Employee line the amount reimbursable is correct. Click on Submit.
### Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses:</td>
<td>$362.50 USD</td>
<td>Due Employee:</td>
<td>$362.50 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses:</td>
<td>0.00 USD</td>
<td>Due Vendor:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses:</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Credits:</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Credits:</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied:</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>