### eReimbursement

Roles and Responsibilities for eReimbursement Shared Services are listed below.

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| **Documentation**   * [eReimbursement Process Map](http://www.uwb.edu/getattachment/finance/forms-and-guides/eReimbursement-Process-Map.pdf) * [eReimbursement Tip Sheet](http://www.uwb.edu/getattachment/finance/forms-and-guides/eReimbursement-Tips.docx) |
| **Form** |
| * [eReimbursement Claim Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/eReimbursement-Claim-Form.pdf) – UW Employee |
| **Purchaser Responsibilities** |
| * Attests that all charges incurred for UW business are:   + valid and appropriate   + most economical   + same expenses have not been and will not otherwise be claimed and reimbursed * Completes the eReimbursement Claim Form |
| * Provides supporting documentation and receipts to the unit Point Person |
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| **Department**  **Point Person Responsibilities** |
| * Meet with Shared Services to learn the process * Assists purchaser with documentation requirements and completion of the eReimbursement Claim Form * Communicates with Purchaser and Preparer * Ensures purchaser was not previously reimbursed for the same expense * Ensures budget number(s) and PCA codes (if applicable) are included on eReimbursement Claim Form * Reviews the eReimbursement Claim Form to ensure expense request matches documentation, all documentation is included and form is complete * Sends one PDF document with all information to [uwbreim@uw.edu](mailto:uwbreim@uw.edu) |
| **Shared Services Responsibilities**   * Processes reimbursement requests within five business days of receipt, if there are no follow-up questions   **Preparer** |
| * Communicates with Point Person * Reviews reimbursement submission for compliance with Shared Services and University policies |
| * Enters reimbursement request into Ariba system within five business days of receipt * Ensures all receipts are valid and attached to expense report * Submits reimbursement request in Ariba system   **Compliance Approver**   * Reviews reimbursement to confirm adherence to Shared Services and University policies * Verifies all receipts are included * Reviews reimbursement are directly work related, most economical and necessary for university business * Approves or denies reimbursement |
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| **Department**  **Funding Approver** |
| * Reviews designated budget numbers(s) and funding source(s) * Approves or denies reimbursement |
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