### 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)
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| **Form** |
| * [eReimbursement Claim Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/eReimbursement-Claim-Form.pdf) – UW Employee
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| **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
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| * 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
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| **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
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| * 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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