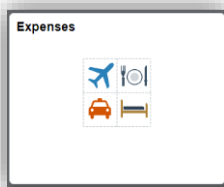
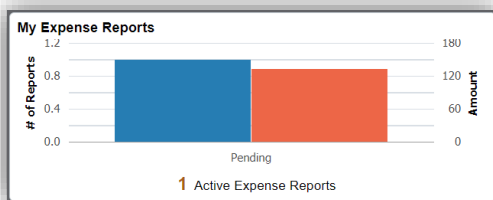


# How to Complete an Expense Report for Non-Travel Purchases

1. Login to [SFS](#)
2. Select **Expenses**



3. Select **My Expense Reports**
  - a. Double check that you have no unresolved expense reports before moving forward



4. Select **Create Expense Report**

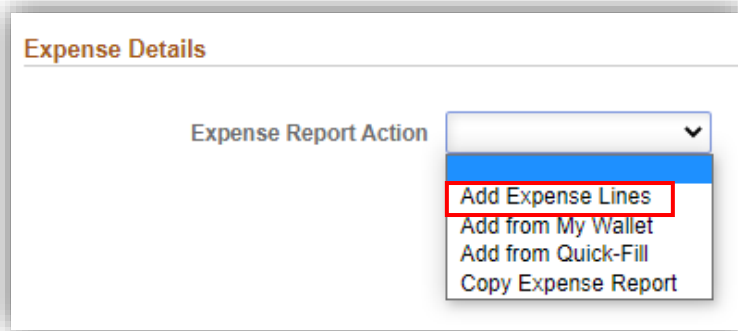
Returned	0	<b>Not Submitted</b> There are currently no Expense Reports with this status. <b>Create Expense Report</b>
<b>Not Submitted</b>	0	
Awaiting Approval	0	
Pending Payment	0	
View All	0	

5. On the *General Information* page, make sure to complete the fields below, outlined in red, exactly as shown

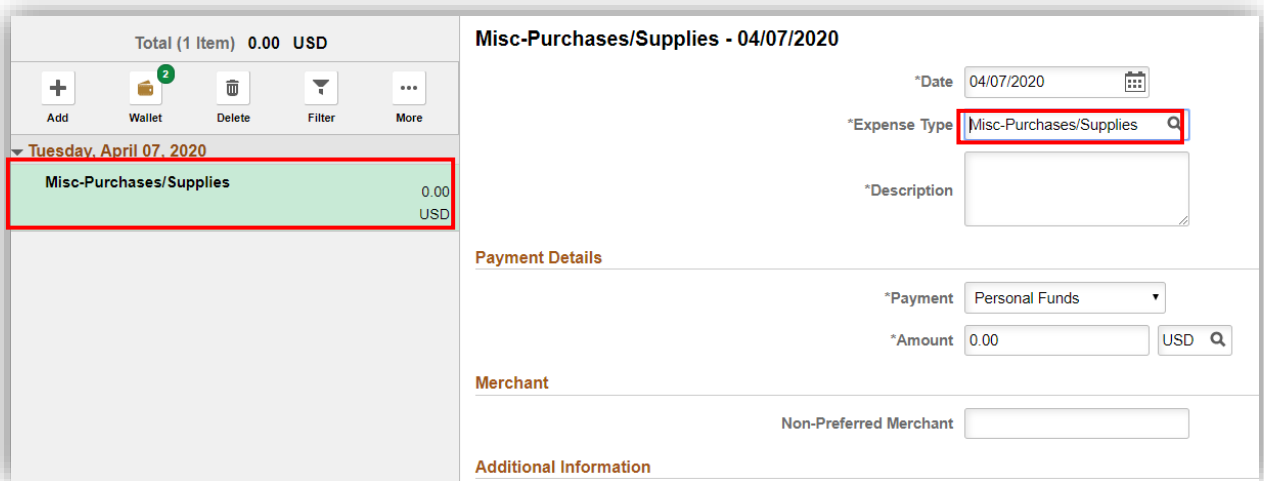
*Business Purpose	Non-Travel
*Description	Supplies for ____ March 2020
*Default Location	EAU CLAIRE, WI
*Reference	NONTRAV

- a. Make sure to also complete the following:
  - a) **Description field**: Give your expense report a unique name (Example: Supplies for \_\_\_\_ March 2020). There is a 30-character limit
  - b) **Attachments**: attach your receipt(s) and agenda
  - c) **Justification**: Explain what these expenses are for and information about the event (if applicable).

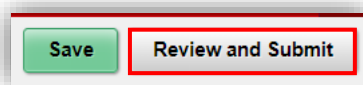
6. Once everything has been completed, select **Add Expense**



7. On the expense entry page, make sure to change each expense type to **Misc-Purchases/Supplies** and then complete all other required fields.
- a. Tip: Select save to make sure there are no errors.



8. Select **Review and Submit**



9. Once everything is complete, select **Submit** and **Submit** again.



**Submission Confirmation**

I am accountable for the claim(s) being submitted and accept responsibility to justify any costs or claims subject to review or scrutiny by: --Federal, State or University officials and auditors. --State taxpayers, interested public and media outlets. --Sponsors of funds. I certify claim(s) being submitted are: --Actual or allowable costs personally incurred net of any expenses provided or covered by other sources. --Submitted by myself and not by a proxy (alternate) on my behalf. --Business related and support missions of my unit, UW or the State. --Allowable and in compliance with all policies, procedures, and limits. --Supported by required receipts or other documentations and additional justifications when required. --Allowable and appropriate for funding source(s) indicated. I am aware of consequences for fraudulent unethical claims, including: --Intentionally falsifying or filing a fraudulent claim is considered to be a class C felony in WI Statutes 939.50(3), for which penalty is a fine not to exceed \$10,000 or imprisonment not to exceed two years or both. --Reimbursement of travel expenses not authorized by UWSA Travel policies, created under Board of Regent Authority per Wis. Stat. s. 36.11.(56), is prohibited and any unauthorized reimbursement or payment shall be recoverable as debt to the University from the person whom the payment was made. --In accordance with UW System Administrative Code 8.01(1), every employee at the time of appointment makes a personal commitment to professional honesty and integrity. Falsifying or filing a fraudulent claim is a violation of this code which may result in discipline, termination from the UW or both.

10. Your expense report should state, **Submitted for Approval**

**Status** ▾