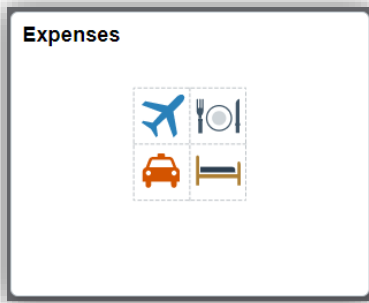
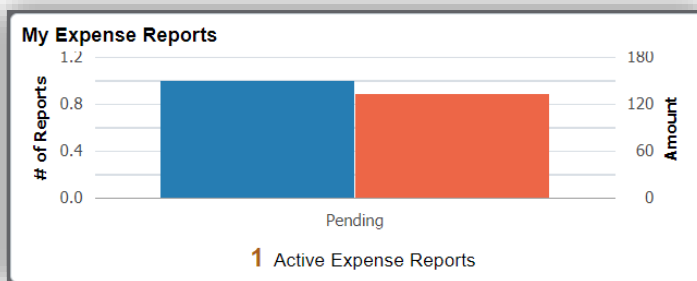


How to Find My Active Expense Reports

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



3. Select **My Expense Reports**



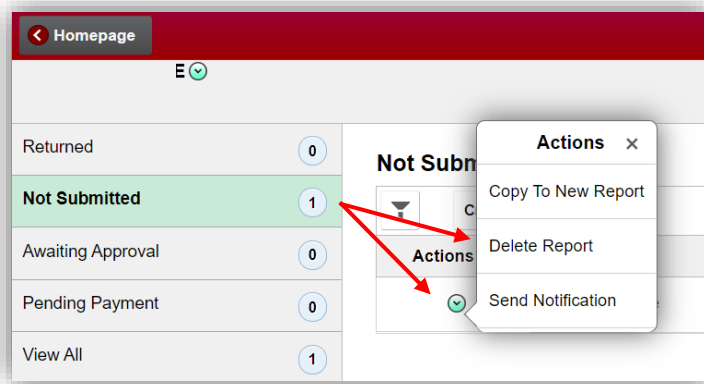
4. You will now be able to see your active expense reports broken down into the following categories below. Just select the category and then select the expense report you want to open.
 - a. **Returned** – Your reports that have been sent back by UW System or the account approver for the funding string listed. You should be able to see send back reasons in **red**.
 - b. **Not Submitted** – You have created the report and still need to submit. You have 90 days from the return date of your trip to submit your report. After 90 days your report will become taxable.
 - c. **Awaiting Approval** – Waiting on the account approver or UW System auditors to approve.
 - d. **Pending Payment** – Your report has been approved by UW System auditors. Payments are typically completed within 4 to 6 business days of approval.
 - e. **View All** – View all your active expense reports.



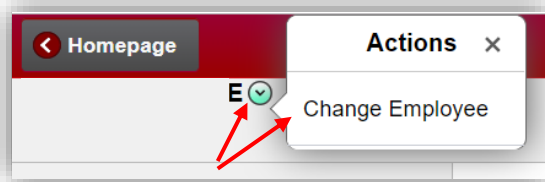
The screenshot shows the "My Expense Reports" interface. On the left is a navigation menu with categories: Returned (0), Not Submitted (1), Awaiting Approval (0), Pending Payment (0), and View All (1). The "Not Submitted" category is selected. The main content area shows a "Create Expense Report" button and a table with one report:

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	Test Conference	Conference	0000717335	10/25/2019	133.50 USD

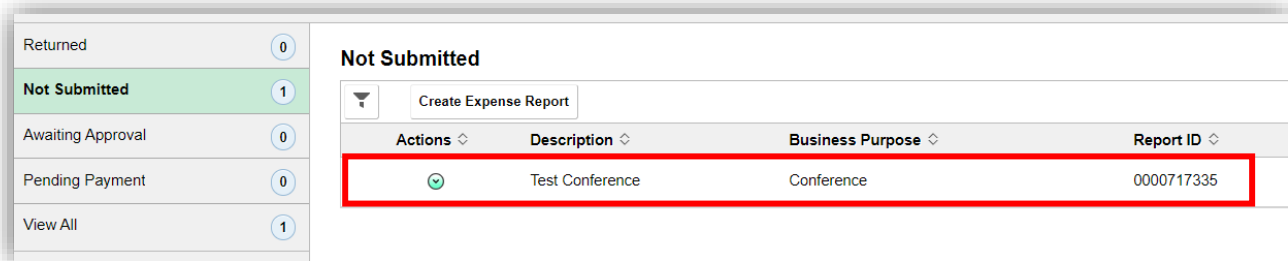
5. If there is a duplicate report or a report that you no longer need:
 - a. Delete by selecting the **green drop-down arrow** in the *Actions* column
 - b. Select **Delete Report**



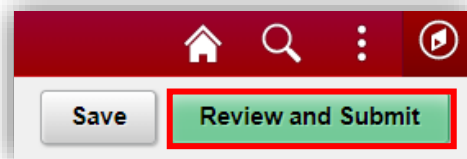
6. If you are an alternate for another traveler and want to look at their active expense reports:
 - a. Select the **green actions button** next to your name and then select **Change Employee**.
 - b. Select the **employees name**, you will now be able to see all active expense reports



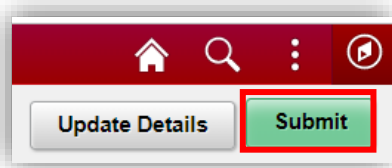
7. If you want to submit your report:
 - a. Select the expense report to open it



- b. On the top right of your screen select **Review and Submit**



- c. On the top right of your screen select **Submit**.



d. Select **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.

e. The report should now say **Submitted for Approval**

8. If you have any questions, please contact the Firstsource team in the ASK Center at:

a. Phone: 715-836-3131

b. Email: askcenter@uwec.edu

c. Walk in: Monday through Friday, 7:45am - 4:30pm in Schofield 230