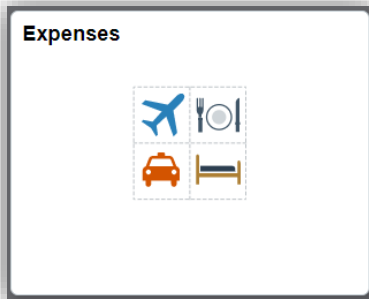
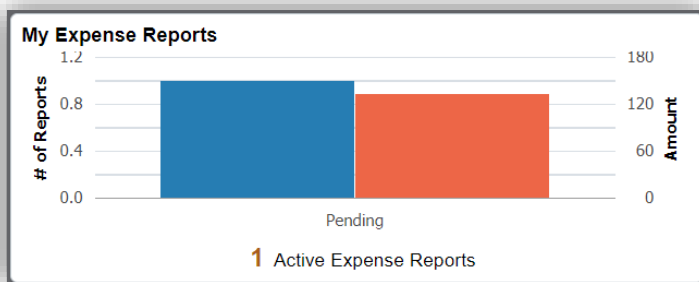


How to Start a TER as an Alternate

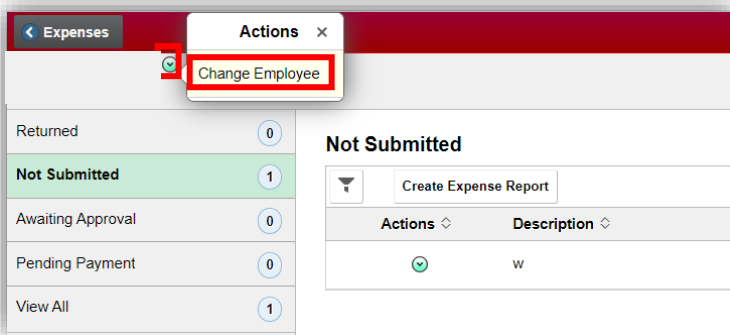
1. Login to [SFS](#)
2. Select **Expenses**



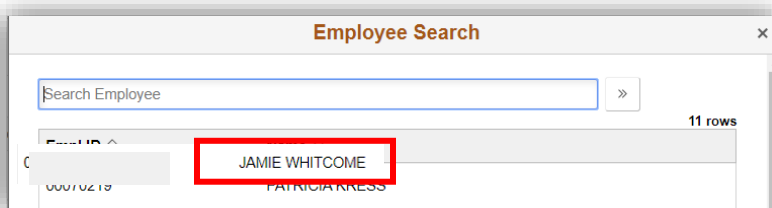
3. Select **My Expense Reports**



4. Select the **drop-down arrow** by your name
5. Select **Change Employee**

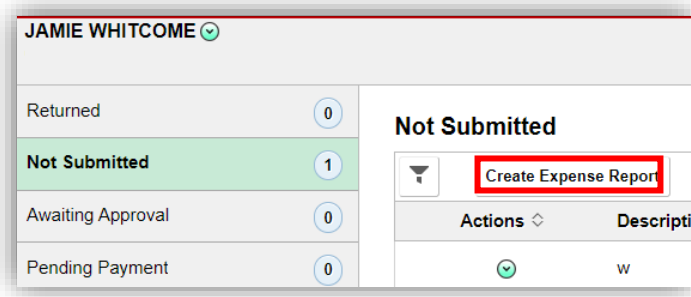


6. Select the employee from your list
 - a. If they do not show up, email the askcenter@uwec.edu to gain access as an alternate for that individual



7. Click on **Create Expense Report**

- a. The name on the top right corner will now be the person being reimbursed



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