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