

E-Reimbursement PI Approval Form

This form must be completed and attached to your Reimbursement

FOR BUSINESS TRAVEL and OTHER EXPENSES:

Name: _____

Funding to be used: _____

Traveler Email: _____

PI Email: _____

Conference/Meeting Website: _____

Purpose of trip or purchase: _____

List Name of Event/Collaborators/Lab _____

Location City, State _____

Date of departure: _____

Date of return: _____

PI Signature of Approval: _____

note: on reimbursements using 133/144 funding the travel/purchase must be allowable on funding.

For questions, please reach out to your research administrator.

All e-reimbursements need a business justification with documentation attached. This form is not a replacement for the required documentation. Your travel business purpose (listed in justification section of the reimbursement) should list the basic details of the travel (Who/What/Where/When) as well as a statement that defines how your travel benefits the University. Non-Travel business purpose should describe what was purchased and why it was needed. **NOTE FOR EXPENSES SUPPORTED ON 133/144 FUNDS:** Please include a description in your justification about how your travel/purchase benefits the specific fund/project.

Documentation verifying the basic info of the travel (dates/locations/general purpose) needs to be attached to the reimbursement. This could include a conference brochure/agenda, meeting schedule, email chain with meeting collaborator, etc.

Reimbursement Resources for Travelers

1. [Link](#) to E Reimbursement Checklist
2. [Link](#) to E-Reimbursement Help Sheet
3. [Link](#) to Business Service's Reimbursement Web page
4. [Link](#) to E-Reimbursement Portal

For questions regarding the reimbursement process please reach out to your department's travel resource:

ISyE: kmpetersen2@wisc.edu

ME: travel@me.engr.wisc.edu