## Getting to the TER software

- 1. From the UWP website, Go to UW Parkside Login page
- 2. Select E Reimbursement
- 3. Click Expenses

## Create Expense Report

- 1. Business Purpose Study Abroad
- 2. Description: Name of Program
- 3. Default Location: City in which program takes place
- 4. Dates of departure
- 5. Dates of return
- 6. Attachments: Must scan all receipts and attach them. Use this process:
  - a. Sort receipts by date
  - b. Translate if needed
  - c. Attach receipts to paper by date
  - d. Scan papers into one file (or two if too large)
  - e. Attach receipt files
- 7. Accounting Defaults: Be sure that the program expenses are being charged to the correct Study Abroad Project account, not to your academic department.
  - f. On the GL Chart fields tab: Fund 128, Dept: 163200, Program: 2 .
  - g. On the Project Chartfield tab: List Trip Project number: (call us if you don't know it)
- 8. Justification: Must add a note like "China Choir Study Abroad Program"

Expenses	Expense	e Report		â	
port 0000728185 AINE ISAACSON PHILIPPA 🕤					
eneral Information					
"Business Purpose	Study Abroad	•	@ Attachments		
"Description	Art in Italy Study Abroad		Ot Association Defaults		
*Default Location	ROME, ITALY Q				
"Reference	FOREIGN	Q	Justification and Supporting Details	1	
Date of departure	05/20/2019		Creation Date 08/16/2019 ELAINE ISAACSON PHILIPPA		
Date of return	06/11/2019		Updated on 08/16/2019		
pense Details					
No expenses have been entered.					
Custom Funding (UWPKS/163200	/102)				
+ Add Expense					
<b>.</b>					

## Add Expenses:

t in Italy	Study Abroa	d 🗹				Save	Review a	nd Sul	m
AINE IS/	AACSON PHI					Last Sa	ved 08/16/20	19 3:13	PM
	Total (1	ltem) 16.6	9 USD		Travel Miscellaneous - 05/20/2019				
+	<b>0</b>	Û	Ŧ		"Date	05/20/2019			
Add	Wallet	Delete	Filter	More	*Expense Type	Travel Miscella	aneous	Q	
Monday, May 20, 2019 Travel Miscellaneous Entrance fee USD				16.69 USD	*Description	Museum Entrance fee			
					Payment Details				
					*Payment	Personal Fun	ds	•	
					"Amount	15.00		EUR	1
					"Exchange Rate	1.11292000		0	
					Expense Amount	16.69 USD			
					Additional Information				
					*Expense Location	ROME, ITALY		Q	
					음: Accou	nting			
							8. R	leceipt	Sp
					and the second se				

- 1. Date of Expense
- 2. Expense Type: Access All Types to see if there is a viable category, or Travel Miscellaneous
- 3. Description: Vendor and Item
- 4. Payment:
  - a. Usually Personal Funds
  - b. Corporate Credit Card (Don't mistake this with your personal Travel Card)
  - c. **Prepaid expense**: If you prepaid (or had the ISS/SA office prepay) an expense, list it here.
- 5. Amount: Enter Receipt amount and Type of Foreign Currency
- 6. Enter Foreign Currency to Dollar Exchange rate (ie 1 Euro equals 1.11 dollars)
  - a. If you withdrew the currency from an ATM, use the ATM exchange rate
    - b. If you charged the cost on your <u>credit card</u>, use the CC exchange rate or alternatively, you could just enter the US dollar amount that appears on your credit card attaching the credit card statement with your receipts.
  - c. If you don't know, use the OANDA exchange rate for the date of purchase (www1.oanda.com/currency/converter/ (The Oanda exchange is probably less than the ATM or CC rate and will cost your program more.

Expense Report Entry X	G euro to dollar exchang	e rate - Go X Currency Converter	r   Foreign Exc × +
← → C ☆ 🔒 www1.oan	da.com/currency/converte	r/ <	
Currency Con	verter		
Currency Converter Historical Excha	nge Rates Live Exchange	Rates Transfer Money Margering	
Currency I Have:		Currency I Want:	
Euro	EUR 🗸	US Dollar	USD 🗸
AMOUNT:	have this much to exchange	AMOUNT: I wan	t to buy something at this price
1		1.11292	
Want to transfer money? <u>Try our Money T</u> Rate Details Traveler's Cheat	ransfer service INTERBAN	NK +/- 0% - DATE: Aug 16	5, 2019 = HELP 0
EUR/USD Details		4	4
EUR/USD for the 24-hour period ending T	hursday, Aug 15, 2019 22:00 UTC @	2 +/- 0%	
Selling 1.00000 EUR →	you get 1.11292 USD		
Buying 1.00000 EUR →	you pay 1.11306 USE		
Rate Details	Recen	t Trends	
EUR/USD for the 24-hour period ending Thursday, Aug 15, 2019 22:00 UTC	EUR/US	D average daily bid prices	

- Amount: Click SAVE button on top of screen.
  (Amount in dollars will calculate and be indicated on left side of screen)
- 8. Enter next item.

Before Submitting TER,

- Make sure to add scanned receipts
- Attach a list of students and faculty travelers

Once TER is submitted, report will be reviewed by ISS/SA Office. All expenses must be in keeping with UW policy and the program budget.