

Setting Up a Delegate for Your Reimbursements

Department of Integrative Biology

This option allows you to designate James Vandenberg Michelle Kirch with the ability to create and edit expense reimbursement on your behalf.

1. Log into [Reimbursement System](#) with your UW NetID
2. Select the **Expenses** tile
3. Select the **Delegate Entry Authority** tile
4. Enter Michelle Kirch and James Vandenberg as your authorized user with the ability to Edit then select **Save**. Remove any other authorized users on this screen:

Authorize Users

*Authorized User ID	Name	*Authorization Level		
<input type="text" value="00912327"/> <input type="button" value="Q"/>	VANDENBERG,JAMES FRANCIS	Edit & Submit <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="00106464"/> <input type="button" value="Q"/>	KIRCH,MICHELLE R	Edit & Submit <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

5. After you have completed these steps, simply email your receipt(s) along with the purchase justification and funding to James Vandenberg (jvandenberg3@wisc.edu).
 - a. Please note that only travel expenses booked through UW vendor (Concur) and pre-approved meal expenses can reliably be reimbursed. Please contact James Vandenberg prior to purchasing anything else using your own funds.
6. For more information on E-Reimbursement, please visits the [Business Services E-Reimbursement site](#).