

TREQ: Submitting Reimbursement Request

This guide walks you through how to submit a TREQ request for a reimbursement.



For guidance on what is an allowable vs not allowable reimbursement please visit the [UW site](#).

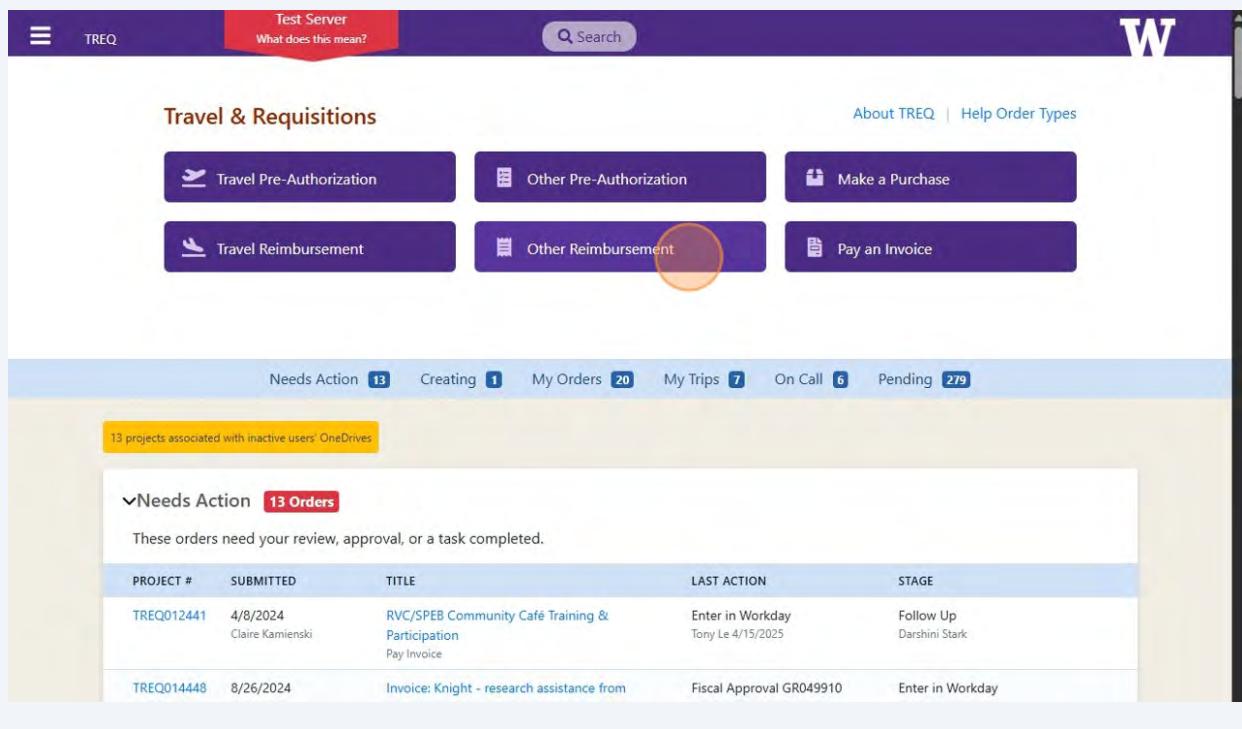
1

Navigate to <https://educ.uw.edu/treq/>

The screenshot shows the TREQ application interface. At the top, there is a navigation bar with links: 'Needs Action' (13), 'Creating' (1), 'My Orders' (20), 'My Trips' (7), 'On Call' (6), and 'Pending' (279). Below the navigation bar, a yellow box displays the message '13 projects associated with inactive users' OneDrives'. The main area is titled 'Needs Action' with a sub-section '13 Orders'. A sub-instruction states: 'These orders need your review, approval, or a task completed.' A table lists 13 orders, each with columns: PROJECT #, SUBMITTED, TITLE, LAST ACTION, and STAGE. The table data is as follows:

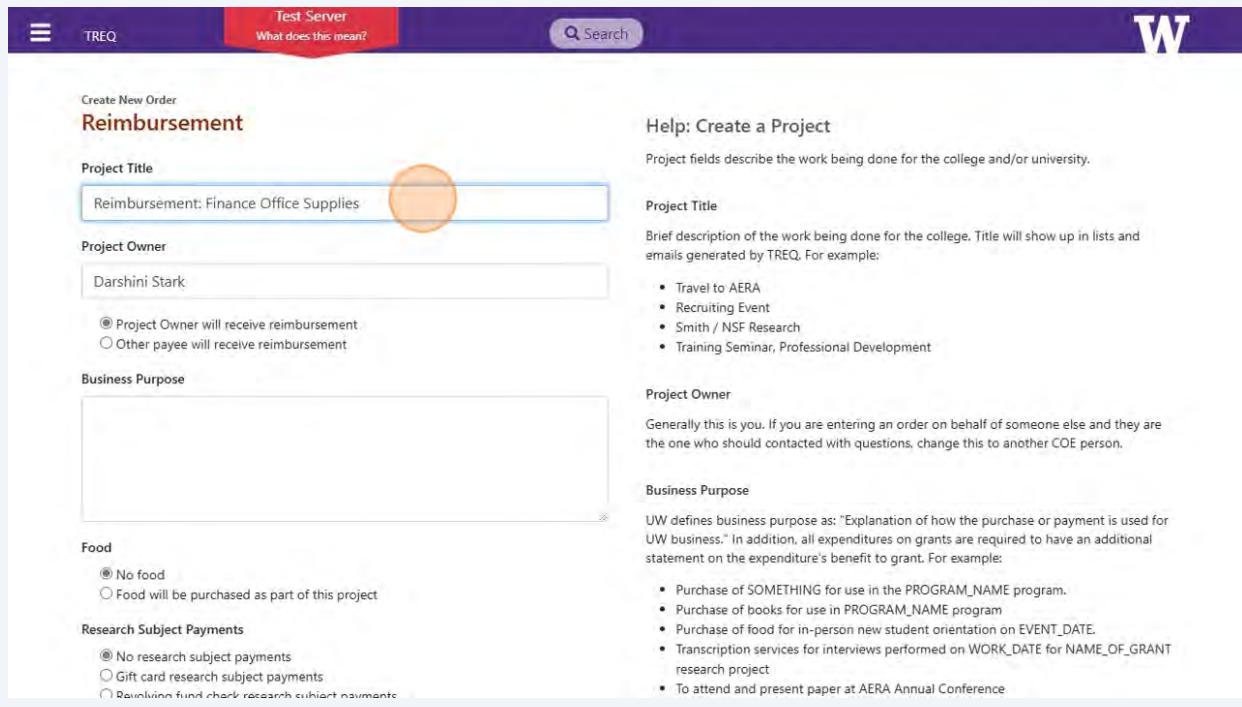
PROJECT #	SUBMITTED	TITLE	LAST ACTION	STAGE
TREQ012441	4/8/2024 Claire Kamienski	RVC/SPEB Community Café Training & Participation Pay Invoice	Enter in Workday Tony Le 4/15/2025	Follow Up Darshini Stark
TREQ014448	8/26/2024 David Knight	Invoice: Knight - research assistance from external consultant, Shin Pay Invoice	Fiscal Approval GR049910 Kaitlyn Li 8/27/2024	Enter in Workday Darshini Stark
TREQ014972	10/2/2024 Kristen Missall	Time2Track Sales Tax Invoices Pay Invoice	Fiscal Approval PG104026 Serianna Bock 10/3/2024	Enter in Workday Darshini Stark
TREQ016432	1/22/2025 Laura-Beth Straight	Honorarium for Dr. Muhammad Khalifa Purchase	Fiscal Approval GF117028 Darshini Stark 1/28/2025	Place Order Darshini Stark
TREQ016914	2/21/2025 Laura-Beth Straight	Banks Center Sponsorship of Dr. Margo Okazawa-Rey Lecture Purchase	Fiscal Approval GF117028 Darshini Stark 4/14/2025	Place Order Darshini Stark
TREQ017911	4/29/2025 Paul Metellus	BI Operations: Student Support - Brayden Jackson Purchase	Enter into SDB Brenda Rubio 5/5/2025	Place Order Darshini Stark

2 Click "Other Reimbursement"



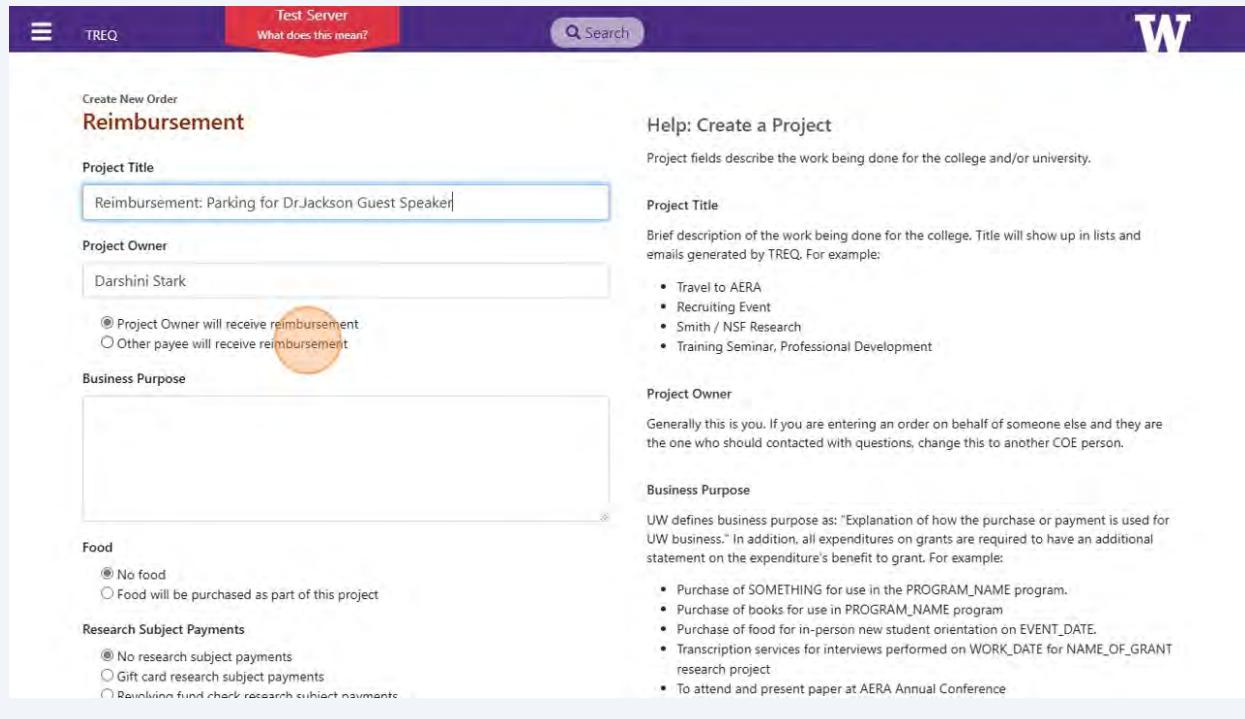
The screenshot shows the TREQ interface with a purple header. The 'Test Server' and 'What does this mean?' buttons are visible. A search bar with a magnifying glass icon and the word 'Search' is on the right. Below the header, a navigation bar with the text 'Travel & Requisitions' and 'About TREQ | Help Order Types' is shown. Six buttons are arranged in a grid: 'Travel Pre-Authorization', 'Other Pre-Authorization', 'Make a Purchase', 'Travel Reimbursement' (highlighted with a red circle), 'Other Reimbursement' (highlighted with a red circle), and 'Pay an Invoice'. Below this, a blue navigation bar shows 'Needs Action 13', 'Creating 1', 'My Orders 20', 'My Trips 7', 'On Call 6', and 'Pending 279'. A yellow box at the top of the main content area says '13 projects associated with inactive users' OneDrives'. A table titled 'Needs Action 13 Orders' lists two items: 'TREQ012441' (submitted 4/8/2024 by Claire Kamienski) and 'TREQ014448' (submitted 8/26/2024). The table columns are PROJECT #, SUBMITTED, TITLE, LAST ACTION, and STAGE.

3 Update the "Project Title" field. Include helpful identifying words for later searches.



The screenshot shows the 'Reimbursement' order creation form. At the top, there are buttons for 'Create New Order' and 'Help: Create a Project'. The 'Project Title' field is highlighted with a red circle and contains the text 'Reimbursement: Finance Office Supplies'. The 'Project Owner' field contains 'Darshini Stark'. Below these, there are two radio buttons: 'Project Owner will receive reimbursement' (selected) and 'Other payee will receive reimbursement'. The 'Business Purpose' field is empty. The 'Food' section has two radio buttons: 'No food' (selected) and 'Food will be purchased as part of this project'. The 'Research Subject Payments' section has three radio buttons: 'No research subject payments' (selected), 'Gift card research subject payments', and 'Revolving fund check research subject payments'. To the right of the form, there is explanatory text and a list of examples for 'Business Purpose' and 'Food'.

4 If someone else should be receiving the payment, press "Other payee will receive reimbursement"



Test Server
What does this mean?

Create New Order

Reimbursement

Project Title
Reimbursement: Parking for Dr.Jackson Guest Speaker

Project Owner
Darshini Stark

Project Owner will receive reimbursement
 Other payee will receive reimbursement

Business Purpose

Food
 No food
 Food will be purchased as part of this project

Research Subject Payments
 No research subject payments
 Gift card research subject payments
 Reimbursement fund research subject payments

Help: Create a Project
Project fields describe the work being done for the college and/or university.

Project Title
Brief description of the work being done for the college. Title will show up in lists and emails generated by TREQ. For example:

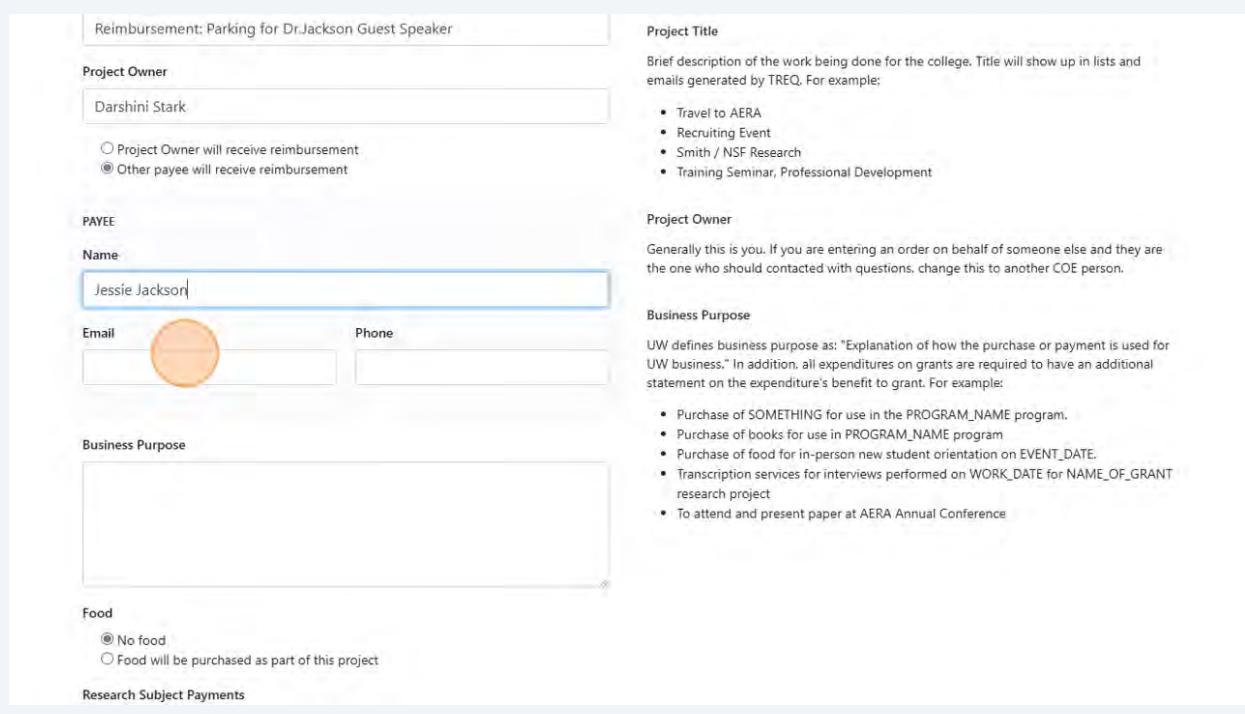
- Travel to AERA
- Recruiting Event
- Smith / NSF Research
- Training Seminar, Professional Development

Project Owner
Generally this is you. If you are entering an order on behalf of someone else and they are the one who should be contacted with questions, change this to another COE person.

Business Purpose
UW defines business purpose as: "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures on grants are required to have an additional statement on the expenditure's benefit to grant. For example:

- Purchase of SOMETHING for use in the PROGRAM_NAME program
- Purchase of books for use in PROGRAM_NAME program
- Purchase of food for in-person new student orientation on EVENT_DATE
- Transcription services for interviews performed on WORK_DATE for NAME_OF_GRANT research project
- To attend and present paper at AERA Annual Conference

5 Update the Name and contact information



Reimbursement: Parking for Dr.Jackson Guest Speaker

Project Title
Brief description of the work being done for the college. Title will show up in lists and emails generated by TREQ. For example:

Project Owner will receive reimbursement
 Other payee will receive reimbursement

PAYEE

Name
Jessie Jackson

Email

Phone

Business Purpose

Food
 No food
 Food will be purchased as part of this project

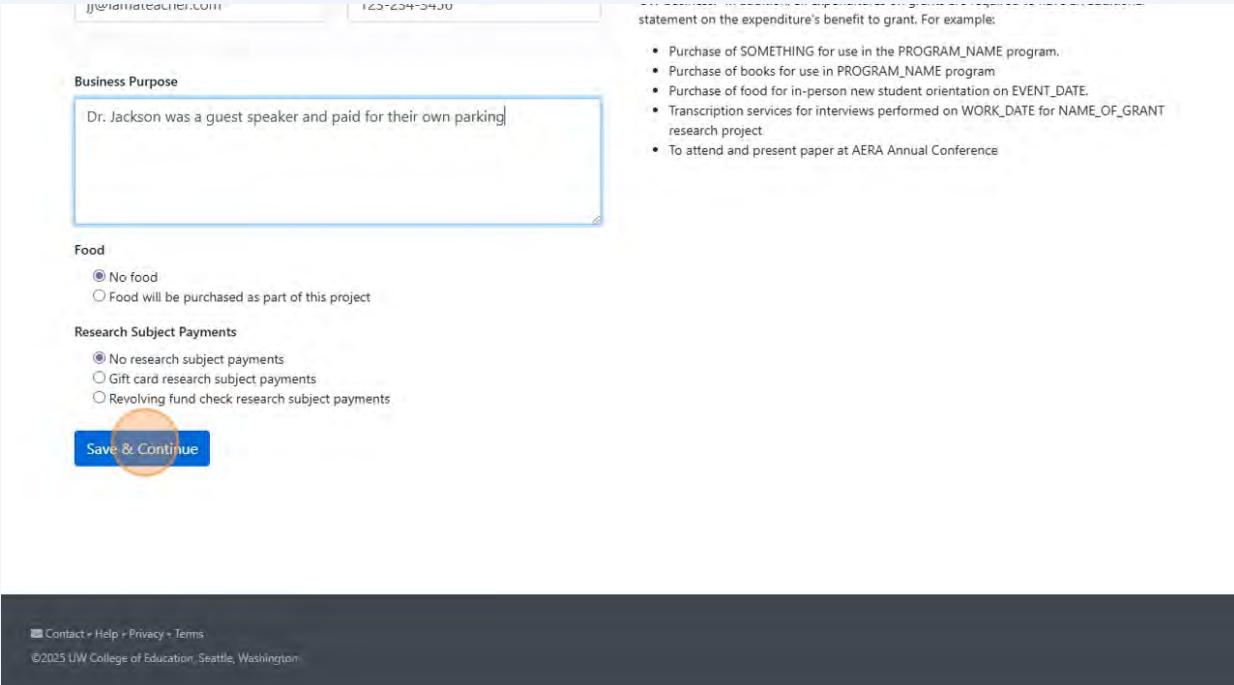
Research Subject Payments

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Generally this is you. If you are entering an order on behalf of someone else and they are the one who should be contacted with questions, change this to another COE person.

Business Purpose
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- Purchase of food for in-person new student orientation on EVENT_DATE
- Transcription services for interviews performed on WORK_DATE for NAME_OF_GRANT research project
- To attend and present paper at AERA Annual Conference

6 Update the "Business Purpose" then click "Save & Continue"



Business Purpose

Dr. Jackson was a guest speaker and paid for their own parking

statement on the expenditure's benefit to grant. For example:

- Purchase of SOMETHING for use in the PROGRAM_NAME program.
- Purchase of books for use in PROGRAM_NAME program
- Purchase of food for in-person new student orientation on EVENT_DATE.
- Transcription services for interviews performed on WORK_DATE for NAME_OF_GRANT research project
- To attend and present paper at AERA Annual Conference

Food

No food
 Food will be purchased as part of this project

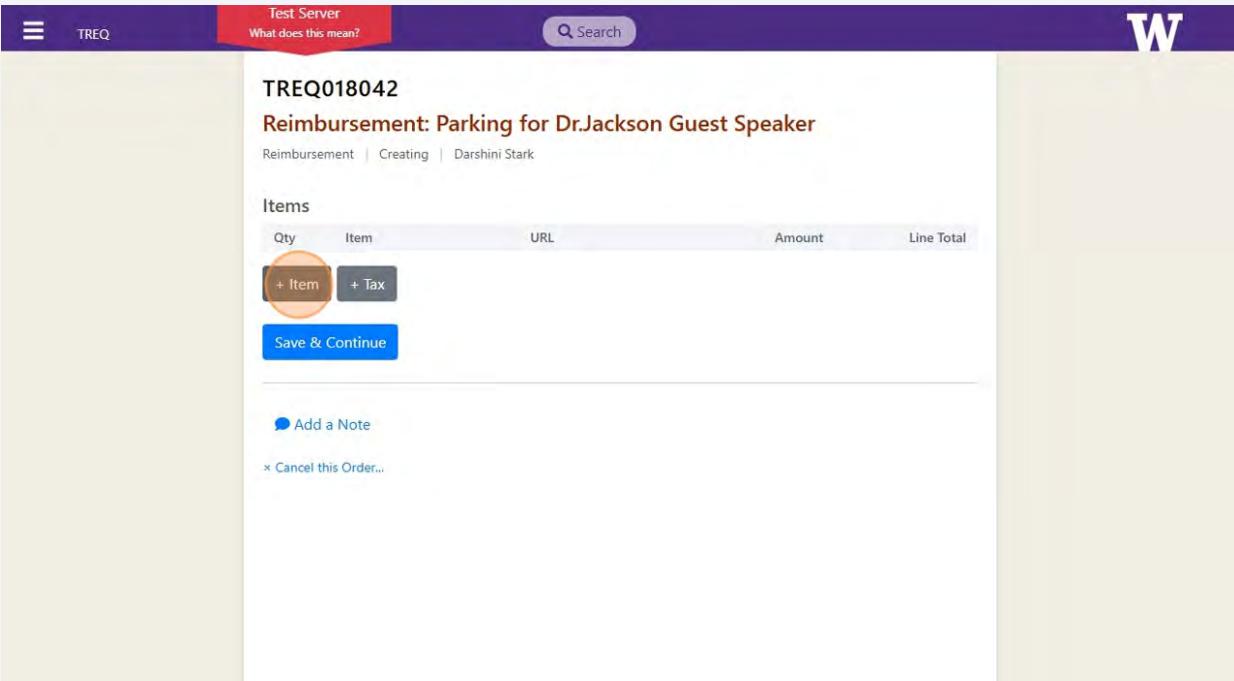
Research Subject Payments

No research subject payments
 Gift card research subject payments
 Revolving fund check research subject payments

Save & Continue

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7 Click "+ Item" to add line items



TREQ018042

Reimbursement: Parking for Dr.Jackson Guest Speaker

Reimbursement | Creating | Darshini Stark

Items

Qty	Item	URL	Amount	Line Total

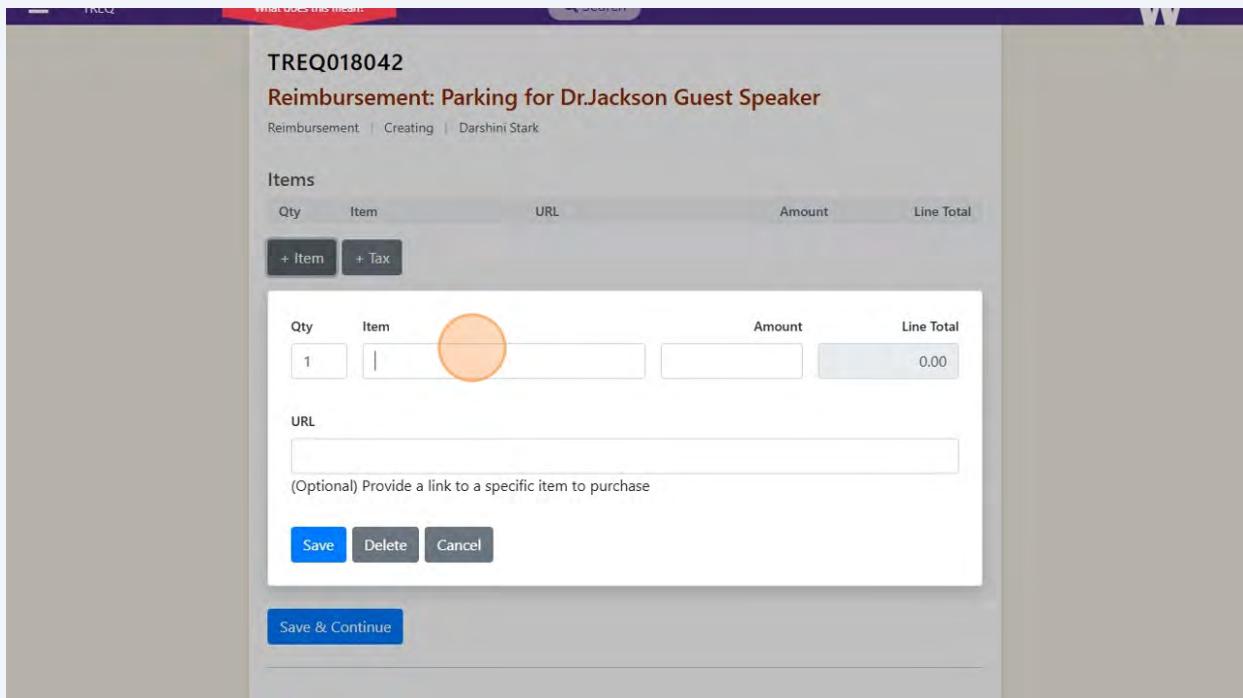
+ Item **+ Tax**

Save & Continue

Add a Note

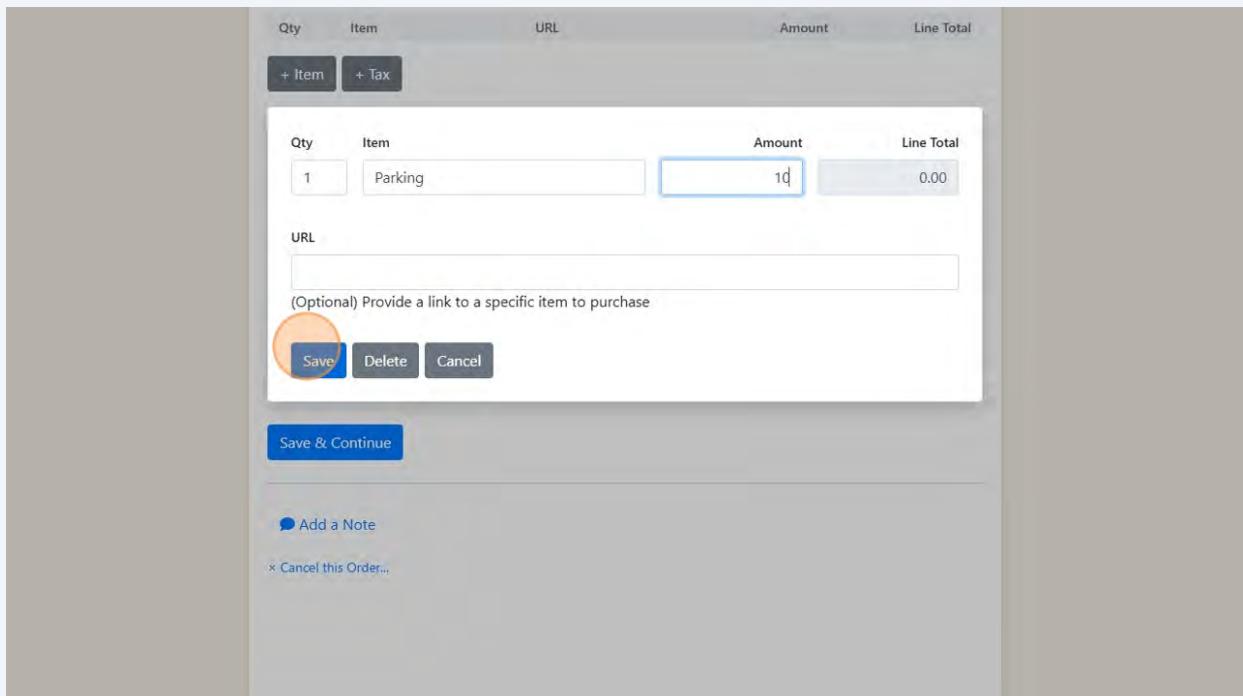
Cancel this Order...

- 8 Click the "Item" field to update it. Update the "Amount"



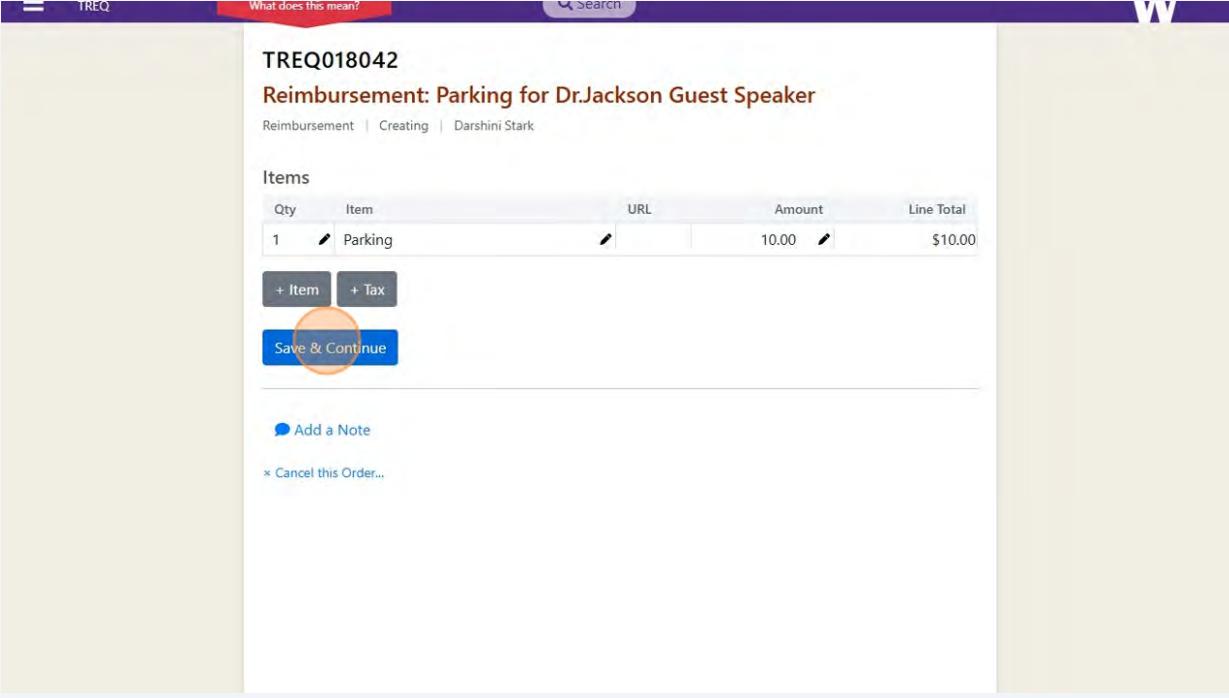
The screenshot shows a web-based application for managing reimbursements. The main page displays a header 'TREQ018042' and a title 'Reimbursement: Parking for Dr.Jackson Guest Speaker'. Below this, a sub-header 'Reimbursement | Creating | Darshini Stark' is visible. The main content area is titled 'Items' and contains a table with columns: Qty, Item, URL, Amount, and Line Total. A modal dialog is overlaid on the page, centered over the 'Item' column. The modal has fields for Qty (1), Item (which is currently empty and highlighted with an orange circle), URL (empty), and Amount (0.00). At the bottom of the modal are buttons for 'Save', 'Delete', and 'Cancel'. Below the modal, a 'Save & Continue' button is visible on the main page.

- 9 Click "Save"



The screenshot shows the same reimbursement form after the 'Amount' field has been updated. The 'Amount' field now contains '10' (with a blue selection bar) instead of '0.00'. The rest of the modal dialog and the main page below it remain the same, with the 'Save' button highlighted with an orange circle.

10 Click "Save & Continue"



TREQ018042

Reimbursement: Parking for Dr.Jackson Guest Speaker

Reimbursement | Creating | Darshini Stark

Items

Qty	Item	URL	Amount	Line Total
1	Parking		10.00	\$10.00

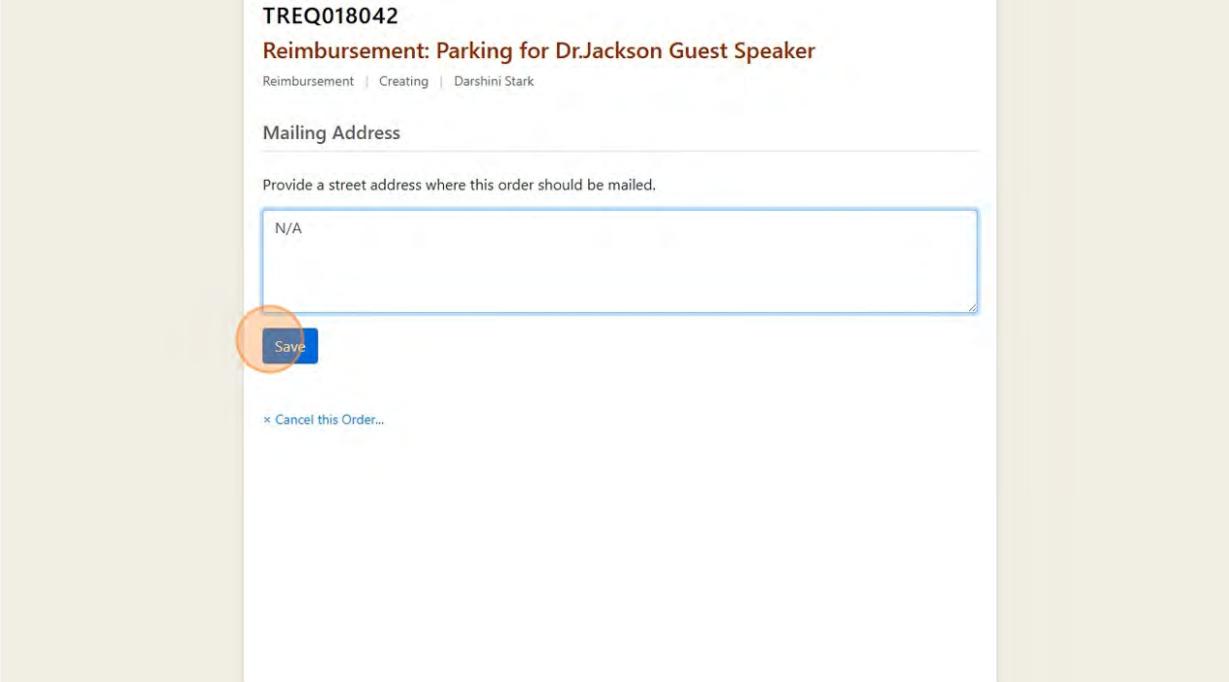
+ Item + Tax

Save & Continue

Add a Note

Cancel this Order...

11 In the "Mailing Address" section, put N/A then press "Save"



TREQ018042

Reimbursement: Parking for Dr.Jackson Guest Speaker

Reimbursement | Creating | Darshini Stark

Mailing Address

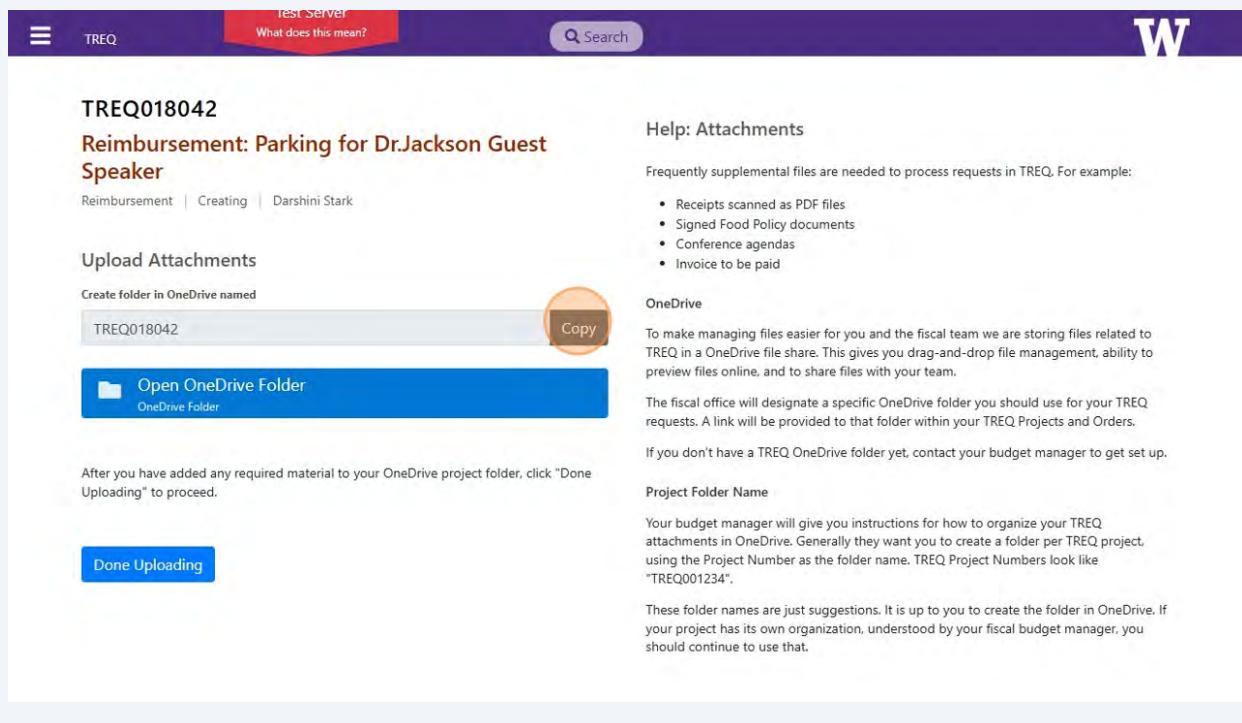
Provide a street address where this order should be mailed.

N/A

Save

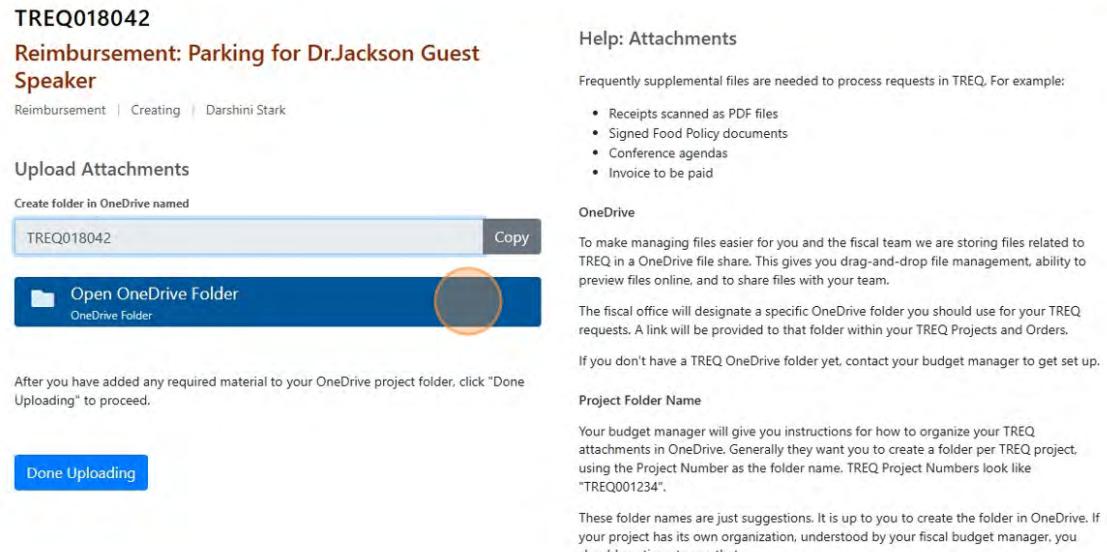
Cancel this Order...

12 Now it's time to make the corresponding TREQ folder. Press the grey "Copy"



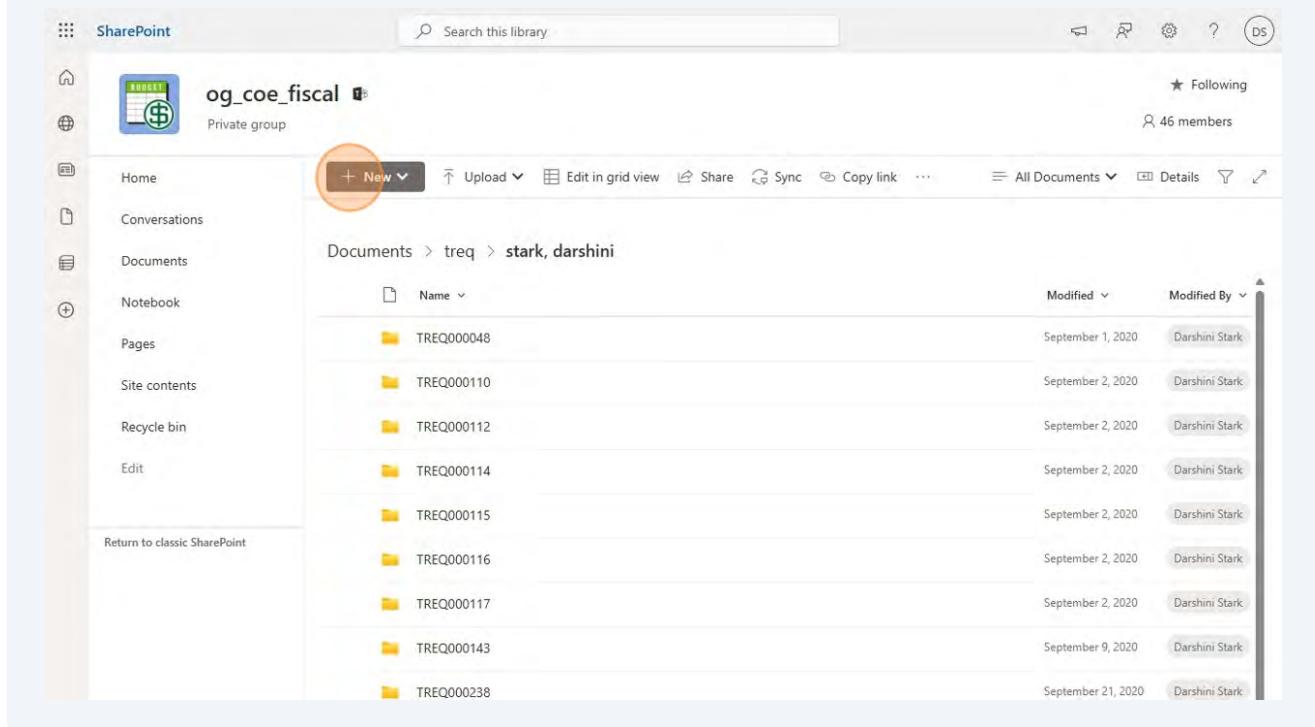
The screenshot shows the TREQ web interface. At the top, there is a navigation bar with 'TREQ' and a 'Search' bar. Below the navigation bar, the project number 'TREQ018042' is displayed, followed by the title 'Reimbursement: Parking for Dr.Jackson Guest Speaker'. Underneath the title, it says 'Reimbursement | Creating | Darshini Stark'. The main content area is titled 'Upload Attachments'. It includes a text input field 'Create folder in OneDrive named' with the value 'TREQ018042' and a 'Copy' button. Below this is a blue button labeled 'Open OneDrive Folder' with the sub-label 'OneDrive Folder'. A note below the input field says 'After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.' At the bottom, there is a blue 'Done Uploading' button. To the right of the main content, there is a 'Help: Attachments' section with a list of frequent supplemental files and a 'OneDrive' section with instructions for managing files.

13 Click "OneDrive Folder"



The screenshot shows the TREQ web interface, identical to the previous one but with a different focus. The 'Open OneDrive Folder' button is highlighted with a red circle. The rest of the interface, including the project details, attachment upload section, and help documentation, is visible but not highlighted.

14 Click "Next".



SharePoint

og_coe_fiscal Private group

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

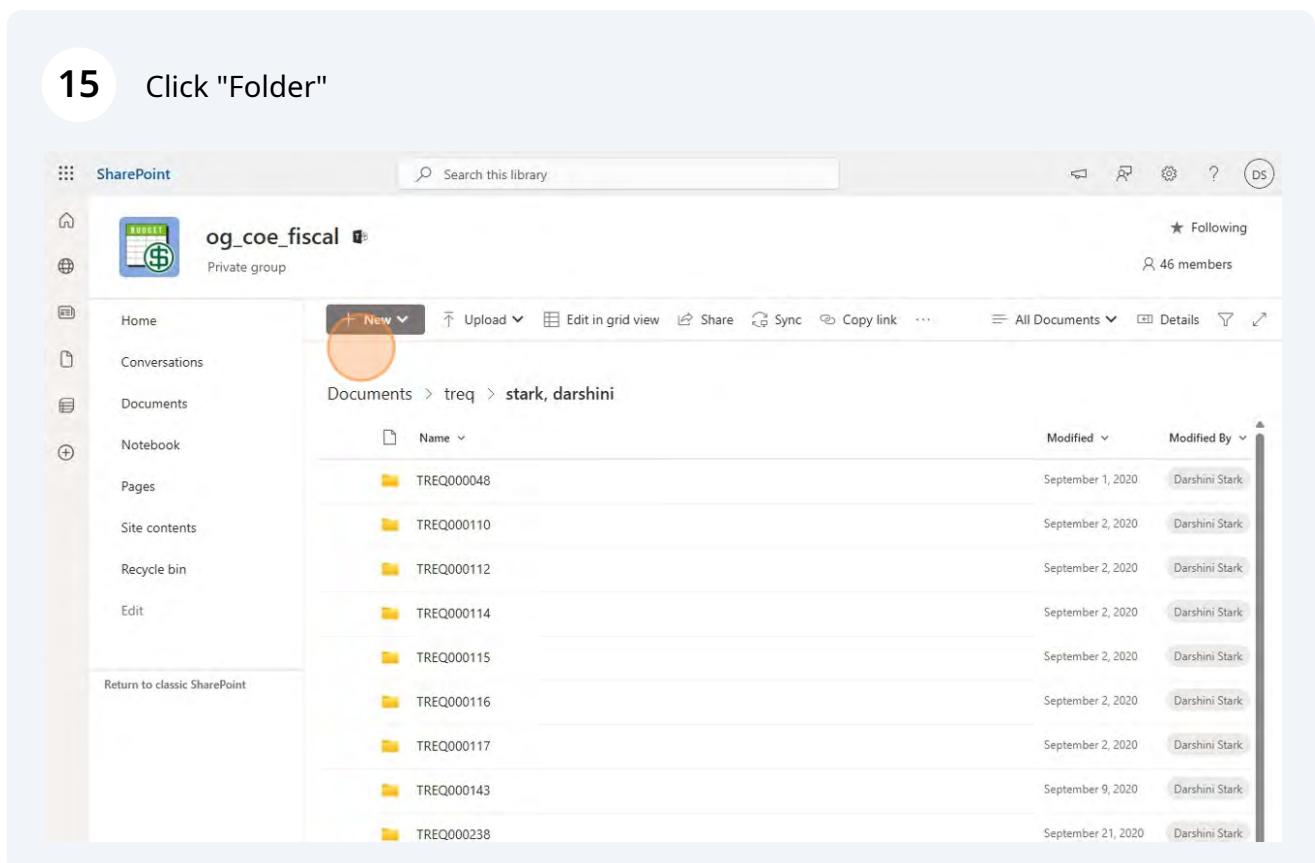
Documents > treq > stark, darshini

+ New

Name	Modified	Modified By
TREQ00048	September 1, 2020	Darshini Stark
TREQ000110	September 2, 2020	Darshini Stark
TREQ000112	September 2, 2020	Darshini Stark
TREQ000114	September 2, 2020	Darshini Stark
TREQ000115	September 2, 2020	Darshini Stark
TREQ000116	September 2, 2020	Darshini Stark
TREQ000117	September 2, 2020	Darshini Stark
TREQ000143	September 9, 2020	Darshini Stark
TREQ000238	September 21, 2020	Darshini Stark

Return to classic SharePoint

15 Click "Folder"



SharePoint

og_coe_fiscal Private group

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

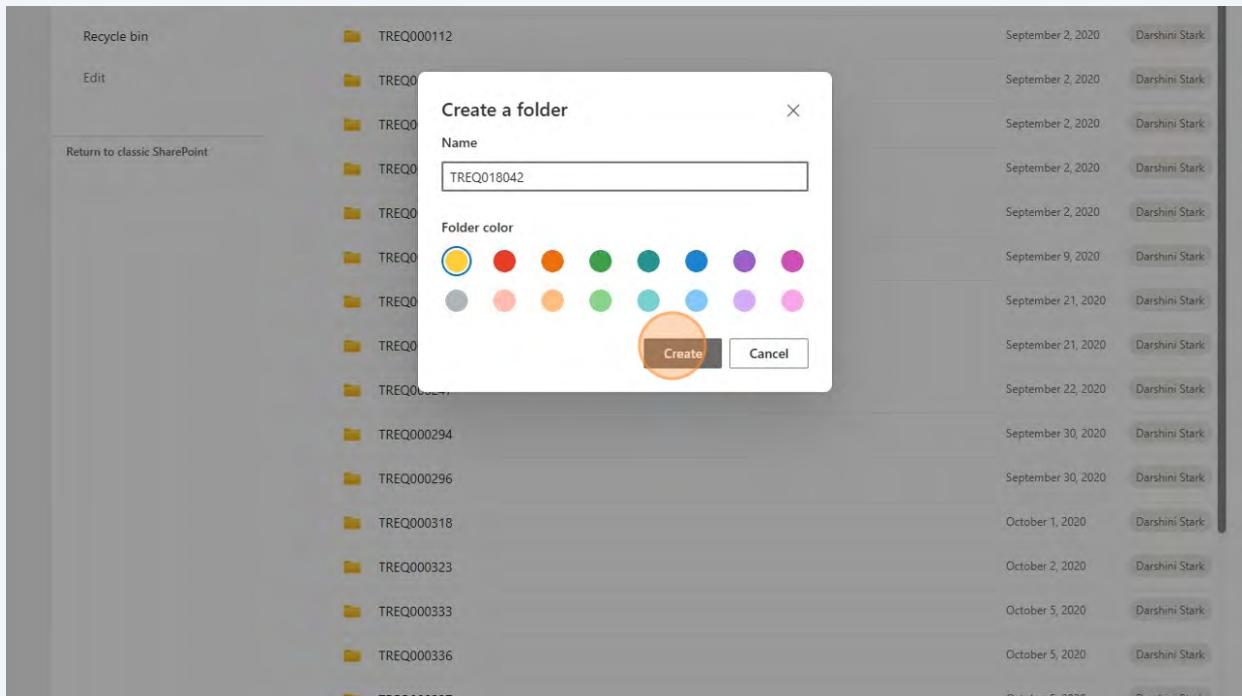
Documents > treq > stark, darshini

+ New

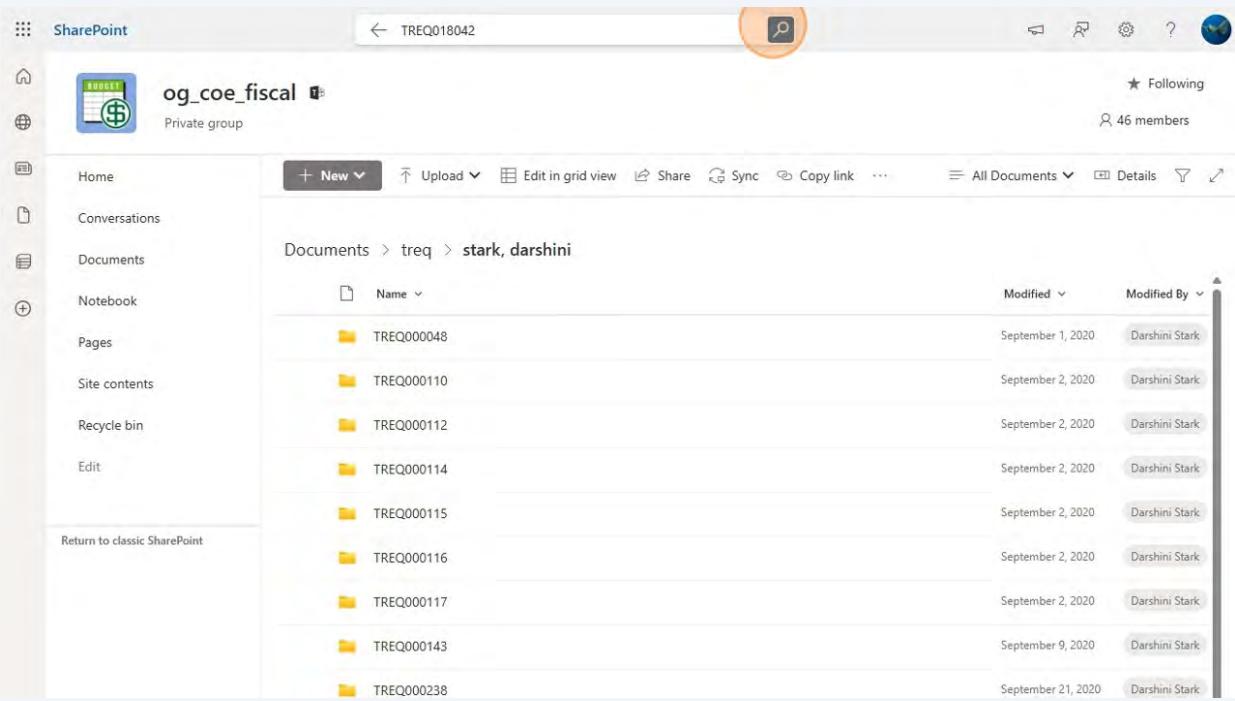
Name	Modified	Modified By
TREQ00048	September 1, 2020	Darshini Stark
TREQ000110	September 2, 2020	Darshini Stark
TREQ000112	September 2, 2020	Darshini Stark
TREQ000114	September 2, 2020	Darshini Stark
TREQ000115	September 2, 2020	Darshini Stark
TREQ000116	September 2, 2020	Darshini Stark
TREQ000117	September 2, 2020	Darshini Stark
TREQ000143	September 9, 2020	Darshini Stark
TREQ000238	September 21, 2020	Darshini Stark

Return to classic SharePoint

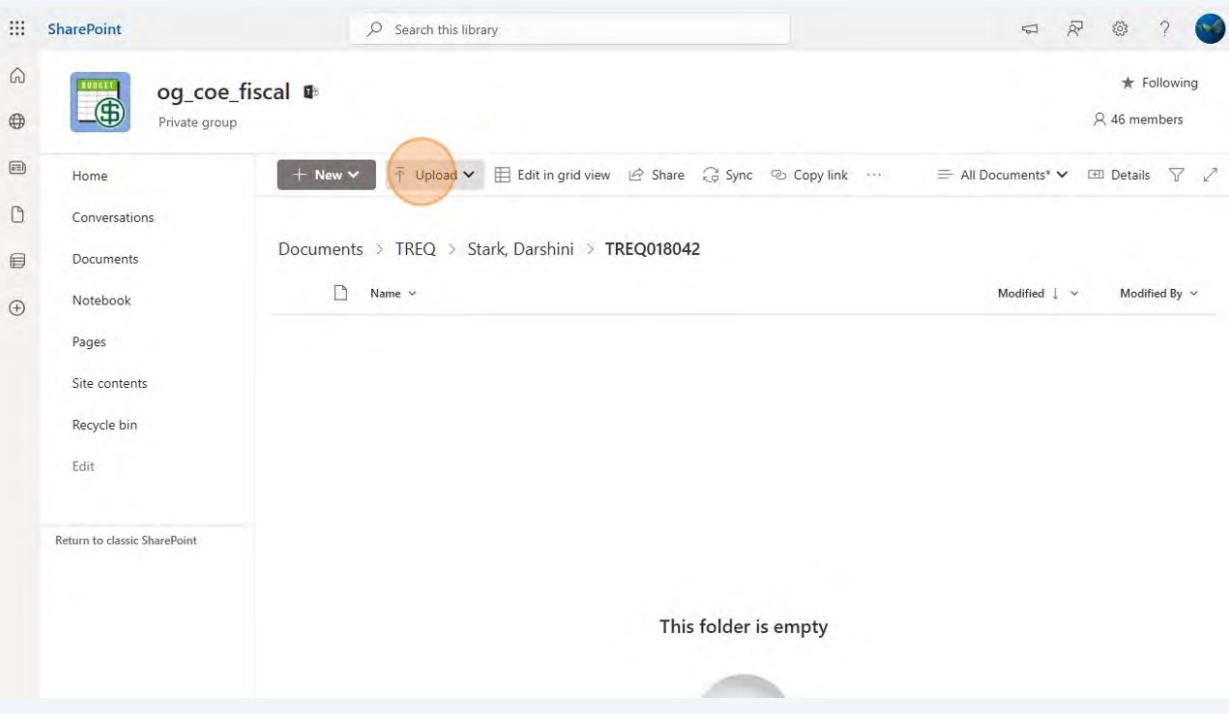
16 Paste the TREQ number in the "Name" then press "Create"



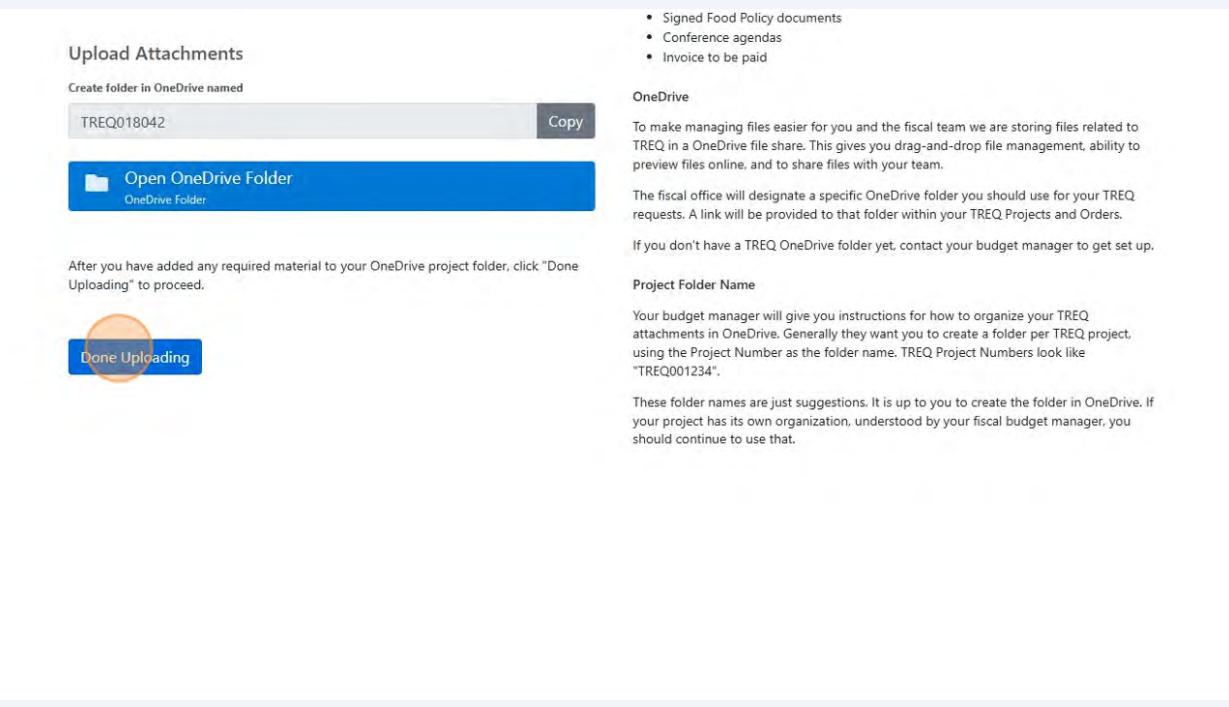
17 Open the folder you just created



18 Click "Upload" to add any supporting documentation like itemized receipts



19 Click "Done Uploading"



20 In the "Fiscal Tag" box, type in the number or name of the fund that will be used

TREQ018042
Reimbursement: Parking for Dr.Jackson Guest Speaker
Reimbursement | Creating | Darshini Stark

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
+ Fiscal Tag			

Fiscal Tag Name

faculty| Name of Fiscal Tag

Assignee Tag

AS000000

* Remainder

GF120731 Education Faculty Endowed Fellowship
Replaces 80-1437 ED FACULTY FELLOWSHIP

GF120732 Faculty Leadership Fund
Replaces 68-0583 FACULTY LEADERSHIP FND

PG101799 Faculty Salary Savings

PG104001 Faculty Professional Development
Replaces 06-8911 FACULTY ALLOCATION

PG104039 Voting Faculty Salaries

PG110743 Faculty Fellowship - X Division
Replaces 80-1437 ED FACULTY FELLOWSHIP

PG121788 Faculty Search
Replaces 75-0885 FACULTY SEARCH

21 Click the correct tag

Name of Fiscal Tag

GF120731 Education Faculty Endowed Fellowship
Replaces 80-1437 ED FACULTY FELLOWSHIP

GF120732 Faculty Leadership Fund
Replaces 68-0583 FACULTY LEADERSHIP FND

PG101799 Faculty Salary Savings

PG104001 Faculty Professional Development
Replaces 06-8911 FACULTY ALLOCATION

PG104039 Voting Faculty Salaries

PG110743 Faculty Fellowship - X Division
Replaces 80-1437 ED FACULTY FELLOWSHIP

PG121788 Faculty Search
Replaces 75-0885 FACULTY SEARCH

Assignee Tag

AS000000

Search by employee name or worktag number

Activity Tag

Certain Fiscal Tags require an Activity Tag. If you know it fill it in. If you are not sure, leave it blank and the fiscal approver will add the correct coding.

Assignee Tag

Certain Fiscal Tags require an Assignee Tag. If you know it fill it in. If you are not sure, leave it blank and the fiscal approver will add the correct coding.

Split for Single Budget

Leave Split blank (or 100). One Fiscal Tag with Split Type “* Remainder” means everything gets charged to this budget.

Split for Multiple Budgets

22 Click "Save"

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG121788	Faculty Search		

+ Fiscal Tag

Fiscal Tag

Enter a Fiscal Tag number, usually a Workday Project, Grant, or Gift Worktag. The system will suggest matching Fiscal Tags by searching for tag numbers, names, and old FIN Budget Nbrs.

Name

Name or description of the Fiscal Tag. If you choose a suggestion in the Fiscal Tag field, this is filled in for you.

Activity Tag

Certain Fiscal Tags require an Activity Tag. If you know it fill it in. If you are not sure, leave it blank and the fiscal approver will add the correct coding.

Assignee Tag

Search by employee name or worktag number

Save Cancel

23 Click "Continue"

Reimbursement | Creating | Darshini Stark

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG121788	Faculty Search		* Remainder

+ Fiscal Tag

Add a Note

Finished entering Fiscal Tags

Continue

Cancel this Order...

24 Review the TREQ order prior to submitting it

Business Purpose
Dr. Jackson was a guest speaker and paid for their own parking

Payee
Jessie Jackson
jj@iamateacher.com
123-234-3456

Items

ITEM	AMOUNT
Parking	\$10.00
Total	\$10.00

Fiscal Tags

Change Fiscal Tags	TAG	NAME	OTHER TAGS	SPLIT
	PG121788	Faculty Search	*	

Department Approval

Send to Department Approver
 Approve this Myself

Send to Department Approver

Specify who will provide the initial department approval. This will be a PI, Director, Area Chair, or Dean who has authority over project and the relevant budgets.

25 Then click "Submit" and you're done!

Department Approval

Send to Department Approver
 Approve this Myself

Send to Department Approver

Specify who will provide the initial department approval. This will be a PI, Director, Area Chair, or Dean who has authority over project and the relevant budgets.

Department Approver

Santhi Perumal

Approver Note

(Optional) Add a note if this project needs additional explanation for the approver.

Submit

[Cancel this Order...](#)

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