

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/>

Needs Action 13Creating 1My Orders 20My Trips 7On Call 6Pending 279

13 projects associated with inactive users' OneDrives

Needs Action 13 Orders

These orders need your review, approval, or a task completed.

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 'Travel & Requisitions' dashboard. At the top, there's a navigation bar with a menu icon, 'TREQ', a 'Test Server' button, a search bar, and a 'W' logo. Below the navigation bar, the 'Travel & Requisitions' section is displayed. It contains six buttons: 'Travel Pre-Authorization', 'Other Pre-Authorization', 'Make a Purchase', 'Travel Reimbursement', 'Other Reimbursement' (highlighted with an orange circle), and 'Pay an Invoice'. Below these buttons, there's a status bar with counts for 'Needs Action' (13), 'Creating' (1), 'My Orders' (20), 'My Trips' (7), 'On Call' (6), and 'Pending' (279). A yellow banner indicates '13 projects associated with inactive users: OneDrive'. Below this, a section titled 'Needs Action' (13 Orders) shows a table of orders needing review.

PROJECT #	SUBMITTED	TITLE	LAST ACTION	STAGE
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TREQ014448	8/26/2024	Invoice: Knight - research assistance from	Fiscal Approval GR049910	Enter in Workday

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

The screenshot shows the TREQ 'Create New Order' form for 'Reimbursement'. The 'Project Title' field is highlighted with an orange circle. The form includes fields for 'Project Title', 'Project Owner', 'Business Purpose', 'Food', and 'Research Subject Payments'. A 'Help: Create a Project' section on the right provides guidance on filling out the form.

Project Title

Reimbursement: Finance Office Supplies

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 for 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

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

☰

TREQ

Test Server
What does this mean?

Search

W

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
☐

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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 AFRA Annual Conference

Update the Name and contact information

Reimbursement: Parking for Dr.Jackson Guest Speaker	
Project Owner Darshini Stark	
<input type="radio"/> Project Owner will receive reimbursement <input checked="" type="radio"/> Other payee will receive reimbursement	
PAYEE Name: Jessie Jackson	
Email: 	Phone:
Business Purpose <div></div>	
Food <input checked="" type="radio"/> No food <input type="radio"/> Food will be purchased as part of this project	
Research Subject Payments	

Project Title
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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

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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- 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

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7 Click "+ Item" to add lime items

TREQ

Test Server

What does this mean?

Search

W

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 reimbursement form for 'TREQ018042' titled 'Reimbursement: Parking for Dr.Jackson Guest Speaker'. The form is in 'Creating' mode by 'Darshini Stark'. A modal window is open for editing an item. The modal has a table with columns: Qty, Item, URL, Amount, and Line Total. The first row shows Qty '1', Item 'Parking', and Line Total '0.00'. Below the table is a 'URL' field with a placeholder '(Optional) Provide a link to a specific item to purchase'. At the bottom of the modal are 'Save', 'Delete', and 'Cancel' buttons. A 'Save & Continue' button is also visible on the main form.

Qty	Item	URL	Amount	Line Total
1	Parking			0.00

URL
(Optional) Provide a link to a specific item to purchase

Save Delete Cancel

Save & Continue

9 Click "Save"

This screenshot shows the same reimbursement form as the previous one, but with the 'Save' button in the modal highlighted with an orange circle. The 'Amount' field in the modal now contains the value '10'. The 'Item' field is 'Parking' and the 'Line Total' is '0.00'. The 'URL' field is empty. The 'Save', 'Delete', and 'Cancel' buttons are at the bottom of the modal. The 'Save & Continue' button is still visible on the main form.

Qty	Item	URL	Amount	Line Total
1	Parking		10	0.00

URL
(Optional) Provide a link to a specific item to purchase

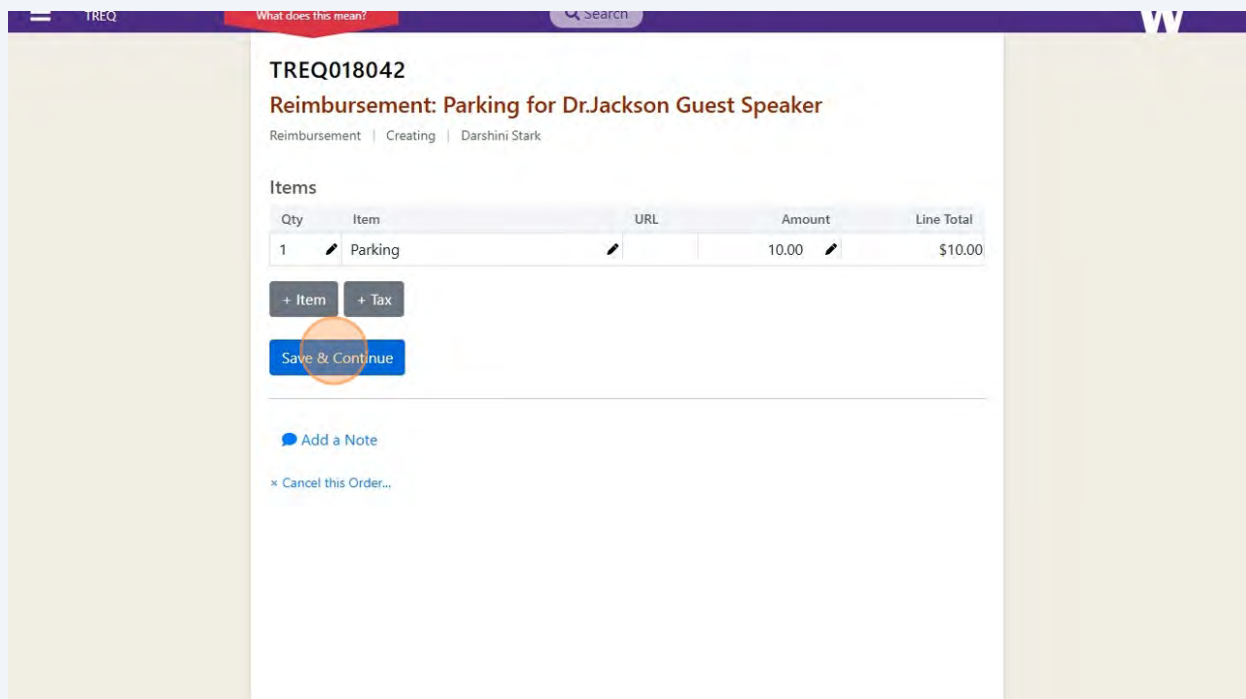
Save Delete Cancel

Save & Continue

Add a Note

Cancel this Order...

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

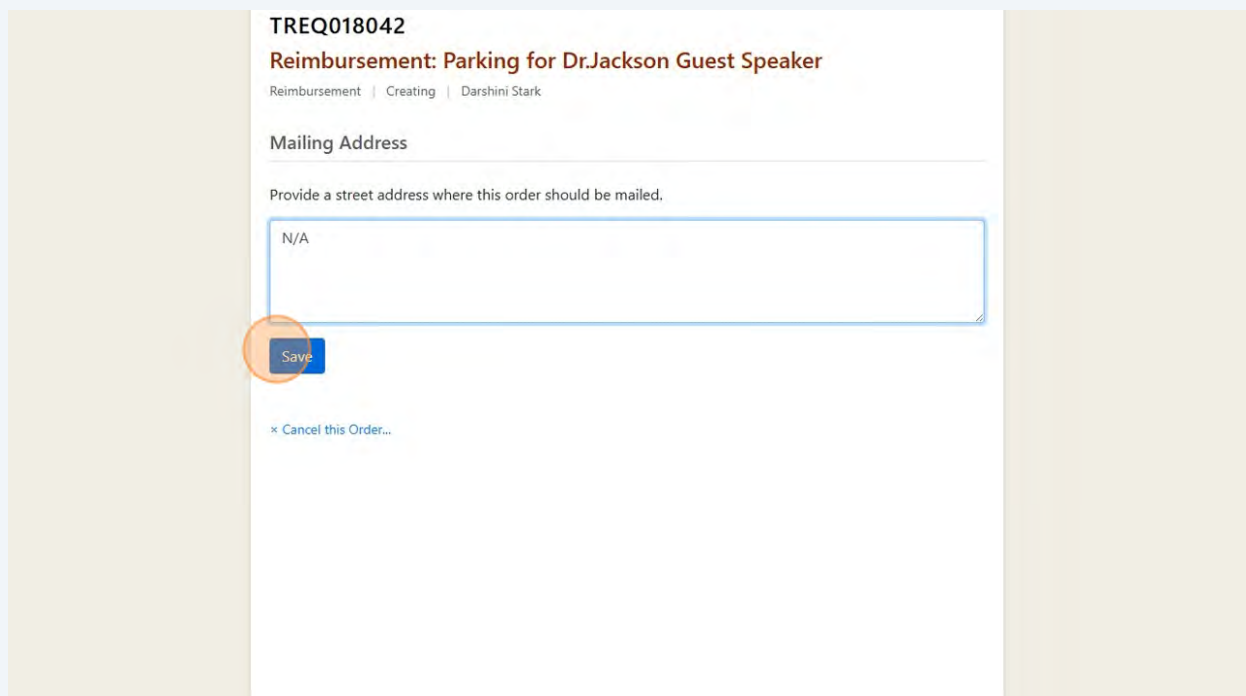
+ Item + Tax

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"

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

Upload Attachments
Create folder in OneDrive named
TREQ018042 **Copy**

Open OneDrive Folder
OneDrive Folder

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Done Uploading

Help: Attachments
Frequently supplemental files are needed to process requests in TREQ. For example:

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Invoice to be paid

OneDrive
To make managing files easier for you and the fiscal team we are storing files related to TREQ in a OneDrive file share. This gives you drag-and-drop file management, ability to preview files online, and to share files with your team.

The fiscal office will designate a specific OneDrive folder you should use for your TREQ requests. A link will be provided to that folder within your TREQ Projects and Orders.

If you don't have a TREQ OneDrive folder yet, contact your budget manager to get set up.

Project Folder Name
Your budget manager will give you instructions for how to organize your TREQ attachments in OneDrive. Generally they want you to create a folder per TREQ project, using the Project Number as the folder name. TREQ Project Numbers look like "TREQ001234".

These folder names are just suggestions. It is up to you to create the folder in OneDrive. If your project has its own organization, understood by your fiscal budget manager, you should continue to use that.

13 Click "OneDrive Folder"

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

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Create folder in OneDrive named
TREQ018042 **Copy**

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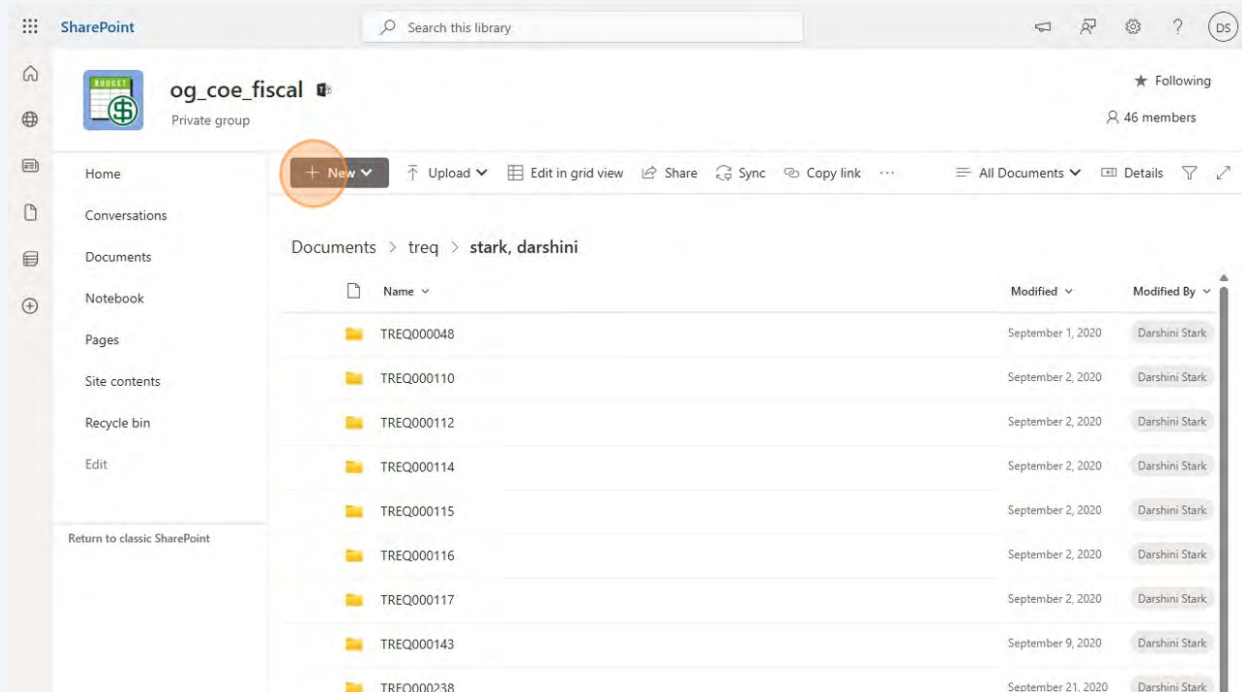
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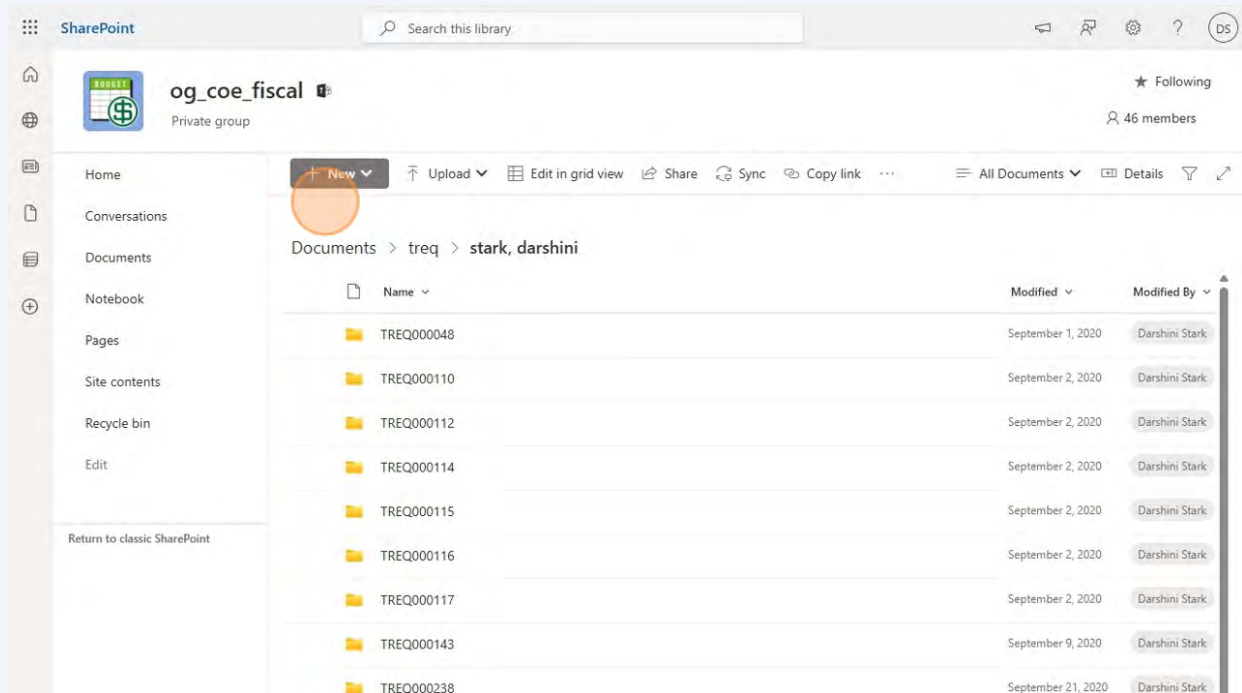
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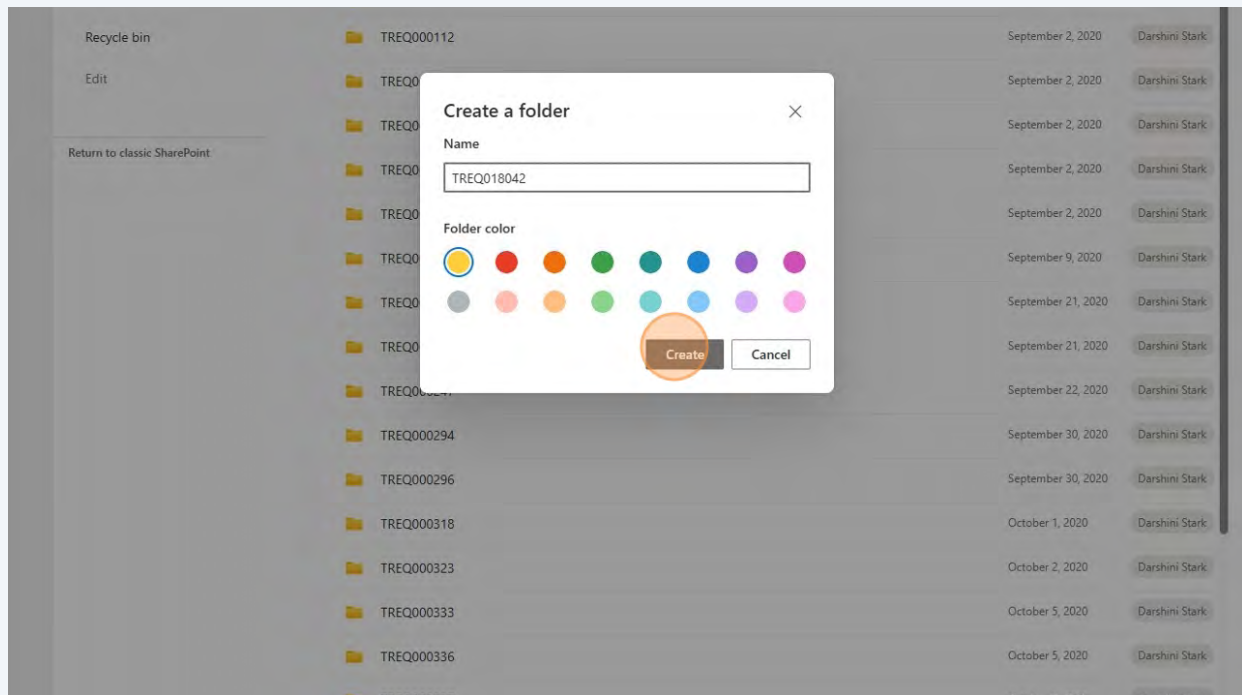
14 Click "Next".



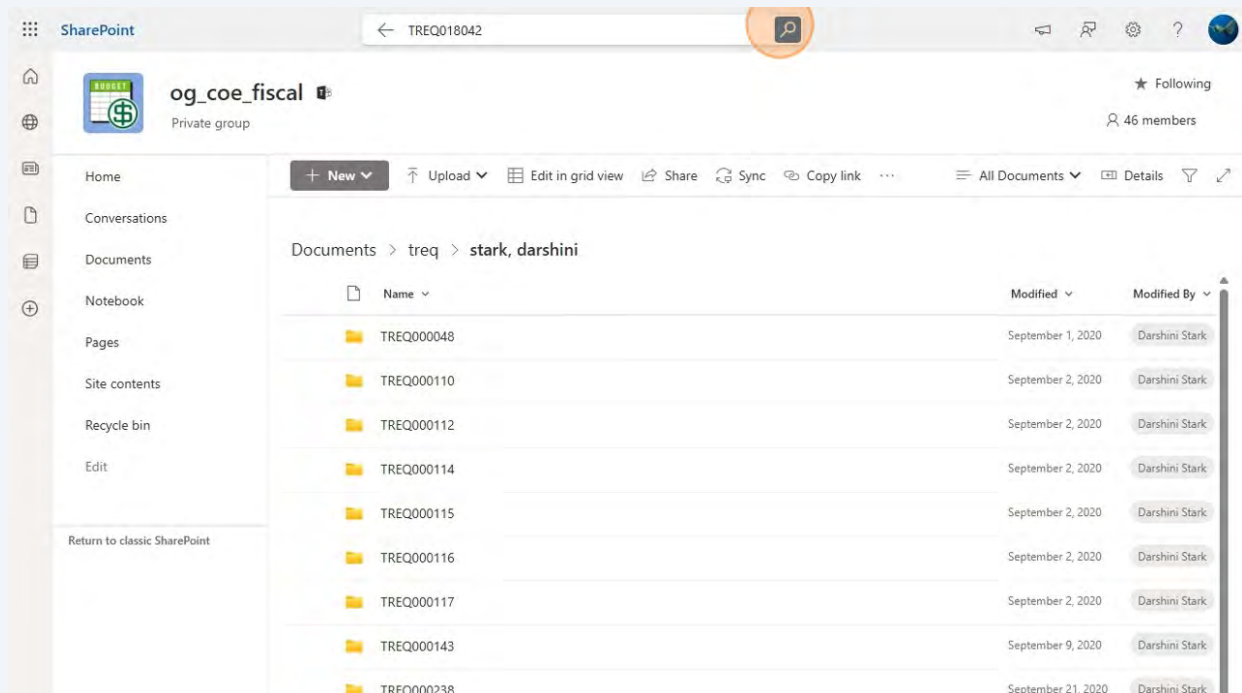
15 Click "Folder"



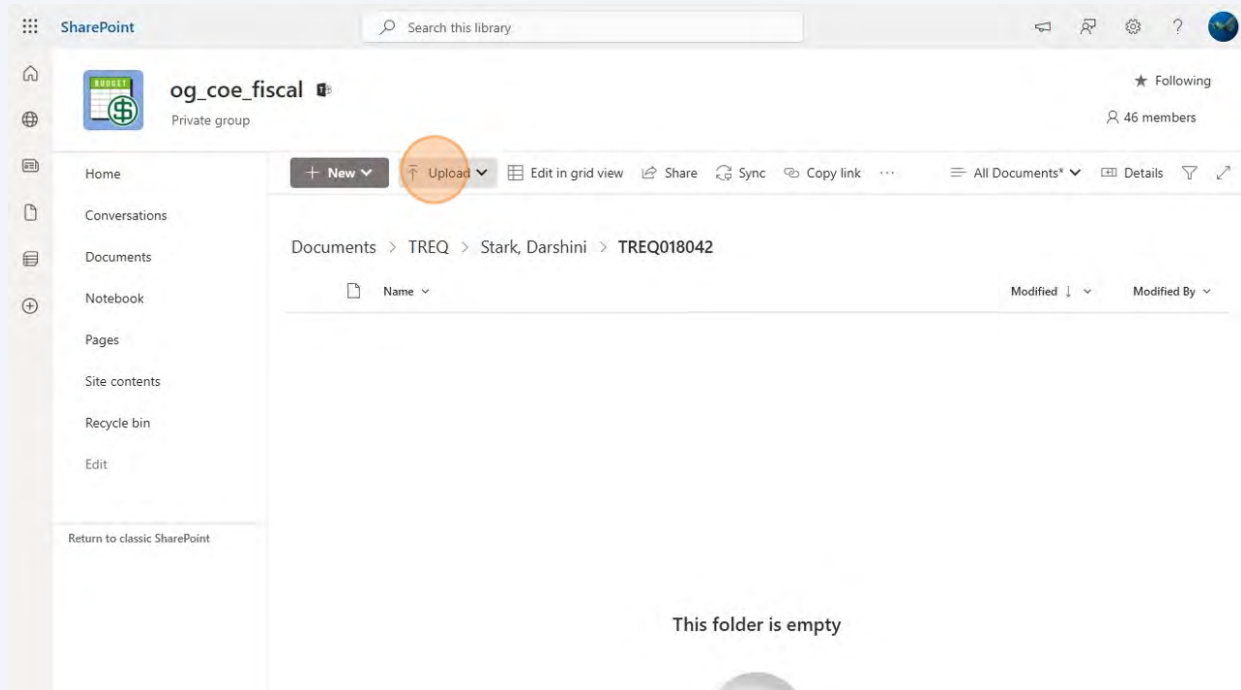
16 Paste the TREQ number in the "Name" then press "Create"



17 Open the folder you just created



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



19 Click "Done Uploading"

Upload Attachments

Create folder in OneDrive named

TREQ018042 Copy

Open OneDrive Folder
OneDrive Folder

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Done Uploading

- Signed Food Policy documents
- Conference agendas
- Invoice to be paid

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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

faculty

Name

Name of Fiscal Tag

Split

Split Type

* 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

Assignee Tag

AS000000

Search by employee name or worktag number

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

or description of the Fiscal Tag. If you choose a suggestion in the Fiscal

21 Click the correct tag

faculty

Name of Fiscal Tag

Split

Split Type

* 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

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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"

The screenshot shows a 'Fiscal Tags' form with the following fields and values:

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG121788	Faculty Search		

Below the table, there are two more fields:

Activity Tag	Assignee Tag
AC000000	AS000000

Below the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with an orange circle.

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

23 Click "Continue"

The screenshot shows the 'Fiscal Tags' form after the 'Save' action. The form is now a table with the following data:

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG121788	Faculty Search		* Remainder

Below the table, there is a '+ Fiscal Tag' button and an 'Add a Note' button.

Below the form, there is a 'Continue' button highlighted with an orange circle.

Finished entering Fiscal Tags

[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

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

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☐ 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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