

Travel and Expense Overview  
For  
Approvers and Auditors

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## Business Purposes

Within the Expense Module, the Business Purpose is used to summarize the official purpose of the travel or expense. The selected business purpose summary is used together with the business purpose details provided by the traveler in the “Expense Justification and Supporting Details” field of the expense report.

**There can only be one business purpose per expense report or travel authorization request.**

The following table briefly describes each business purpose category:

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BUSINESS PURPOSE	DESCRIPTION
Business	Expenses for routine business travel, such as mileage or per diem to attend a meeting, not better classified in a category below.
Conference	Expenses incurred to attend or host a conference, such as airfare or registration.
Fundraising	Expenses incurred for University fundraising, such as mileage or hosted meal.
Job Candidate Hosting	Expenses incurred for hosting job candidates, such as airfare, lodging, hosted meals.
Local Travel – Within headquarter location or surrounding areas	Non-overnight, mileage or day trip meal allowance when traveling within the headquarter city or surrounding area.  <b><i>Expenses can be accumulated and filed on a weekly, bi-weekly, or monthly basis rather than on a per-trip basis.</i></b>
Non-Travel	Non-Travel related expense reimbursement for low dollar purchases allowed by purchasing policy.
Professional Development	Expenses incurred by employees for education or job/professional trainings such as tuition, fees, training registration.
Recruiting	Expenses incurred for recruiting employees and students to the University such as airfare, hosted meals.
Relocation	Expenses incurred for employee relocation such as household moving, stipend, temporary lodging.
Research	Expenses incurred for research or research related activities including fieldwork or faculty presentation of papers, speaking engagements, etc. such as airfare, truck rental, M&IE per diem.
Student Travel	Expenses incurred <b>by students</b> for business (conferences, etc.) or educational (field trips, etc.) travel such as airfare, lodging.  <b><i>Does not include Study Abroad or International Education Programs.</i></b> See Study Abroad & International Programs.  <b><i>Employee expenses to accompany students select from other business purpose categories.</i></b>
Study Abroad & International Education Programs	Expenses incurred by travelers (faculty or students) for study abroad or other international education program such as airfare, lodging, hosted meals, etc.
Team Travel	Expenses for sport team travel such as airfare, hosted meals, lodging.

## Billing Types

Within the Expense Module, the Billing Type is used to define the major location of the trip while the expense type detail defines the actual location of where the expense was incurred.

When visiting non-employees, students, consultants/contractors are traveling to Wisconsin from other locations, the Billing Type will always be **In-State**.

- **In-state:** travel within the State of Wisconsin Includes *all expenses for visiting non-employees, consultants and/or students when traveling to Wisconsin from other locations regardless of where expenses were incurred*
- **Out-of-state:** travel outside of Wisconsin within the other 49 states of the U.S.
- **International/Foreign:** travel outside the 50 states of the U.S

## Expense Report Summary

For Approvers: *As an Approver, you cannot change the expense type on an existing expense line. You should do one of the following:*


- Add a new expense line and enter the required information for the expense
- Mark the incorrect expense line non-reimbursable
- Send the expense report back for revision with notes

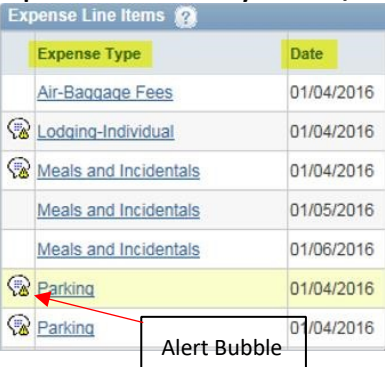












You can edit/change most of the expense line detail through the Expense detail view (i.e., accounting detail for an expense line, expense date, payment type, etc.). On the Expense Summary, General Information you can edit/change Business Purpose, Location, Supporting Details, Travel dates.

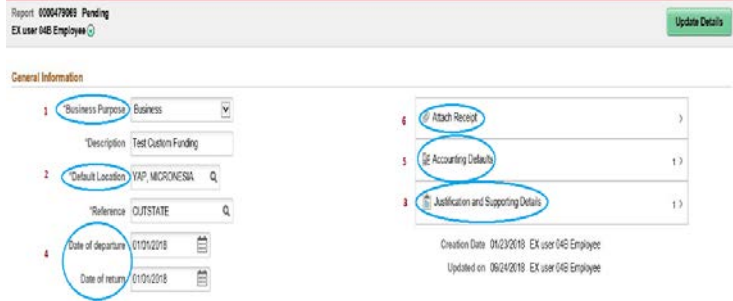
For Auditors: *As an Auditor, you only have the ability to change funding both at the Expense Summary and the expense line level.*

***Only travelers and/or alternates can add attachments. Attachments cannot be added after final approval.***

***All attachments must be in the following standard document or image formats: pdf, doc, xls, png, jpg, etc. Do not attach email unless it has been converted to one of the recognized formats.***

Expense Report Summary	DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Billing /Payment Types</b>  <a href="#">405 General Travel &amp; Expense Policy</a></p> 	<p>Billing:</p> <ul style="list-style-type: none"> <li>- In-State</li> <li>- Out-of-State</li> <li>- Foreign</li> </ul> <p>Payment Types:</p> <ul style="list-style-type: none"> <li>- Personal Funds</li> <li>- University Prepaid (P-Card)</li> <li>- US Bank (Corp Card)</li> </ul>		<p>In-State - includes all expenses for visiting nonemployees, consultants and/or students when traveling to Wisconsin from other locations, regardless of where expenses were incurred.</p> <p>Out-of-State – travel outside of Wisconsin within the other 49 states of the continental U.S.</p> <p>International/Foreign – travel outside the 50 states of the continental U.S.</p>

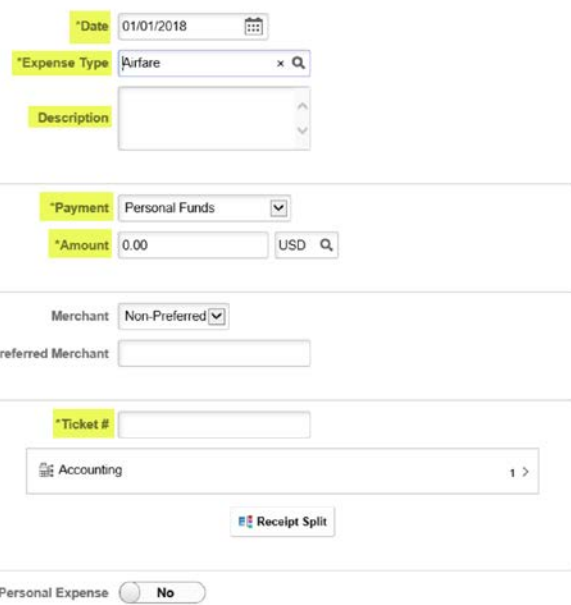
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<p><b>Expense Line Summary – Alerts/Messages</b></p>  <p><b>Expense Line Items</b></p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Air-Baggage Fees</a></td> <td>01/04/2016</td> </tr> <tr> <td> <a href="#">Lodging-Individual</a></td> <td>01/04/2016</td> </tr> <tr> <td> <a href="#">Meals and Incidentals</a></td> <td>01/04/2016</td> </tr> <tr> <td><a href="#">Meals and Incidentals</a></td> <td>01/05/2016</td> </tr> <tr> <td><a href="#">Meals and Incidentals</a></td> <td>01/06/2016</td> </tr> <tr> <td> <a href="#">Parking</a></td> <td>01/04/2016</td> </tr> <tr> <td> <a href="#">Parking</a></td> <td>01/04/2016</td> </tr> </tbody> </table> <p>Alert Bubble</p> <p><b>View Exception Comments and Risks</b></p> <p>EX user 04B Employee      Report ID: 0000326503</p> <p><b>General Information</b></p> <p>Report Description: Trip to Jamaica  *Business Purpose: Conference  Reference: 1601040106</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Trans Date</th> <th>Amount</th> <th>Exception</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>01/04/2016</td> <td>\$490.00</td> <td>Amount Exceeded</td> <td>Conference Hotel</td> </tr> <tr> <td>3</td> <td>01/04/2016</td> <td>\$490.00</td> <td>Accounting Default</td> <td>Expense line funding is different from the accounting defaults for this expense line</td> </tr> <tr> <td>4</td> <td>01/04/2016</td> <td>\$101.00</td> <td>Per Diem</td> <td>First or Last Day of travel - no first/last day per diem deduction found</td> </tr> <tr> <td>7</td> <td>01/04/2016</td> <td>\$25.00</td> <td>Duplicates Exist</td> <td>Expense line is a duplicate of Line 8, Sheet Id 0000326503. Date 2016-01-04, Amt Spent 25 USD.</td> </tr> <tr> <td>8</td> <td>01/04/2016</td> <td>\$25.00</td> <td>Duplicates Exist</td> <td>Expense line is a duplicate of Line 7, Sheet Id 0000326503. Date 2016-01-04, Amt Spent 25 USD.</td> </tr> </tbody> </table>	Expense Type	Date	<a href="#">Air-Baggage Fees</a>	01/04/2016	 <a href="#">Lodging-Individual</a>	01/04/2016	 <a href="#">Meals and Incidentals</a>	01/04/2016	<a href="#">Meals and Incidentals</a>	01/05/2016	<a href="#">Meals and Incidentals</a>	01/06/2016	 <a href="#">Parking</a>	01/04/2016	 <a href="#">Parking</a>	01/04/2016	Line	Trans Date	Amount	Exception	Comment	3	01/04/2016	\$490.00	Amount Exceeded	Conference Hotel	3	01/04/2016	\$490.00	Accounting Default	Expense line funding is different from the accounting defaults for this expense line	4	01/04/2016	\$101.00	Per Diem	First or Last Day of travel - no first/last day per diem deduction found	7	01/04/2016	\$25.00	Duplicates Exist	Expense line is a duplicate of Line 8, Sheet Id 0000326503. Date 2016-01-04, Amt Spent 25 USD.	8	01/04/2016	\$25.00	Duplicates Exist	Expense line is a duplicate of Line 7, Sheet Id 0000326503. Date 2016-01-04, Amt Spent 25 USD.	<ul style="list-style-type: none"> <li>- Lodging Maximum exceeded for location, justification entered location amount field</li> <li>- Duplicate ticket</li> <li>- Duplicate expense</li> <li>- M&amp;I per diem – first last day of trip indicated</li> <li>- Funding change at expense line level</li> </ul>		<ul style="list-style-type: none"> <li>- You must click on the alert notification (bubble) next to the expense type to see the exception comment.</li> <li>- Approver needs to send back or make the appropriate corrections prior to approving</li> <li>- Auditor can only adjust funding.</li> </ul>
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<p><b>Non-Travel Expense</b>  <a href="#">405 General Travel &amp; Expense Policy</a></p>	<ul style="list-style-type: none"> <li>- Submitted within 90 day of earliest expense date</li> <li>- Transaction below best judgment dollar threshold of \$5,000.</li> <li>- Business purpose and explanation of purchase.</li> <li>- Use with Non-Travel business purpose.</li> </ul>	<ul style="list-style-type: none"> <li>- Receipt required regardless of dollar amount</li> </ul>																																															

Expense Report Summary	DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Overall Expense Report – General, Summary Information</b></p>  <p>Report: 00047908 Pending EX User: 048 Employee <span>Update Details</span></p> <p><b>General Information</b></p> <p>1 Business Purpose: Business Description: Test Custom Funding 2 Default Location: YAP, MICRONESIA Reference: OUTSTATE 4 Date of departure: 01/01/2018 Date of return: 01/01/2018 Creation Date: 01/23/2018 EX user 048 Employee Updated on: 06/24/2018 EX user 048 Employee</p> <p><a href="#">405 General Travel &amp; Expense Policy</a></p>	<ul style="list-style-type: none"> <li>- Business Purpose</li> <li>- Destination</li> <li>- Supporting Details - Business purpose details that support the trip expense</li> <li>- Trip Dates</li> <li>- Accounting Defaults</li> <li>- Attachments</li> </ul>	<ul style="list-style-type: none"> <li>- Foreign receipts – translated and converted</li> <li>- Headquarter City = campus, approved justification for change in headquarter city</li> <li>- CBO Approved Justification for any reimbursement submitted beyond 90 days.</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts and documentation is consistent with expense location listed in both summary and expense line detail.</li> <li>- Send back if further clarification is needed.</li> <li>- Expenses submitted within 90 days, if not return unless supported by CBO approved justification.</li> </ul>
<p><b>Travel Authorization (TA)/Travel Authorization with Cash Advance (CA)</b></p>	<ul style="list-style-type: none"> <li>- Meets approval requirements for department</li> <li>- Approved prior to travel dates or expense incurred.</li> </ul>		<ul style="list-style-type: none"> <li>- Original advance accounted for within 30 day of trip end date.</li> <li>- Check made payable to UW for unused portion</li> </ul>

## Expense Type Line Detail Matrix

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Air – Baggage Fees</b>  <a href="#">410 Purchase &amp; Payment of Business Air Travel</a>                      Airline baggage or equipment fees. If additional baggage beyond the first piece and/or overweight/oversized baggage.</p> <p><b>Air-Baggage Fees - 01/01/2018</b></p> <p>*Date: 01/01/2018</p> <p>*Expense Type: Air-Baggage Fees</p> <p>*Description:</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 0.00 USD</p> <p><b>Additional Information</b></p> <p>Accounting</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Expense type</li> <li>- Description - If more than one piece or overweight business purpose for additional expense</li> <li>- Payment Type</li> <li>- Amount</li> <li>- Explanation of charges associated with overhead bin in addition to checked baggage</li> </ul>	<ul style="list-style-type: none"> <li>- Airline issued receipt if over \$25</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected – <b>not combined with airline ticket.</b></li> <li>- Receipt attached</li> <li>- Explanation of additional charges beyond limits (2 – 1 checked and 1 carry on) or overweight</li> </ul>



EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Airfare</b>  <a href="#">410 Purchase &amp; Payment of Business Air Travel</a>            Commercial coach/economy or charter air carrier tickets, including allowable charges for seat assignments.</p> <p>Airfare - 01/01/2018</p> 	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Expense Type</li> <li>- Payment Type</li> <li>- Ticket Number (<i>if dup ticket instead of new ticket – add letter A after ticket number if ticketless, enter FWT invoice number</i>)</li> <li>- Merchant – entry of name for non-preferred - Description:             <ul style="list-style-type: none"> <li>• Point to point itinerary routing in expense line description – explanation for any deviations.</li> <li>• Cardholder Name if University Prepaid</li> </ul> </li> <li>- Amount</li> </ul>	<ul style="list-style-type: none"> <li>- Fox World Travel e-receipt</li> <li>- Cost comparison from Concur or FOX World Travel (FWT) if adding any non-business stops or personal days.</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected –</li> <li>- Merchant</li> <li>- Ticket number</li> <li>- Cost comparison from Concur or FWT if adding any non-business stops or personal days – reimbursement limited to lowest cost for business only days.</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Airline Change/Cancellation Penalty</b>  <a href="#">410 Purchase &amp; Payment of Business Air Travel</a>  Charges imposed by the airline to change, re-issue or cancel tickets</p> <p><b>Airfare Change/Cancel Penalty - 01/01/2018</b></p> <p>*Date: 01/01/2018</p> <p>*Expense Type: Airfare Change/Cancel Penal</p> <p>*Description: Cancellation</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 0.00 USD</p> <p><b>Merchant</b></p> <p>Non-Preferred Merchant</p> <p><b>Additional Information</b></p> <p>Accounting</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: No</p>	<ul style="list-style-type: none"> <li>Expense date</li> <li>Payment type</li> <li>Amount</li> <li>Merchant – entry of name for non-preferred</li> <li>Description: Justification for any change/cancel fees in expense line description detail</li> <li>Cardholder name if University Prepaid</li> </ul>	<p>- Receipt regardless of amount</p>	<ul style="list-style-type: none"> <li>Correct expense type selected – <b>not combined with airline ticket.</b></li> <li>Verification of receipt</li> <li>Verification of justification in expense details</li> <li>Merchant</li> <li>Supervisor approved justification for change/cancel fees</li> </ul>


EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Athletics Meals</b>  <a href="#">435 Headquarter City &amp; UW System Sponsored Events Policy</a> Athletics Use Only: Team provided meals. Includes meal money distribution as allowed by UW Sponsored Event policy.</p> <p><b>Athletics Team Meals - 09/02/2018</b></p> <p>*Date: 09/02/2018</p> <p>*Expense Type: Athletics Team Meals</p> <p>*Description: Athletics Meal</p> <hr/> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 200.00 USD</p> <hr/> <p><b>Additional Information</b></p> <p>*How many people: 4</p> <p>*Expense Location: BOSTON, MA</p> <p>+ Add Additional Attendees 1 &gt;</p> <p>+ Accounting 1 &gt;</p> <p>Receipt Split</p> <hr/> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Amount</li> <li>- Expense Location</li> <li>- Number of people</li> <li>- Description</li> <li>- Add additional attendees – for name list. <ul style="list-style-type: none"> <li>•Name <input type="checkbox"/> Affiliation</li> <li>•Title</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Itemized receipt including any taxes and gratuity. <ul style="list-style-type: none"> <li><input type="checkbox"/> Name list with participant’s signature for receipt of meal money distribution.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Required, itemized receipts provided</li> <li>- Name list provided, with signatures to receipt meal money distribution.</li> <li>- Meals are within the UW Sponsored Event maximums.</li> <li>- Tax exemption if within the State of Wisconsin</li> </ul>

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<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Cancel</span> <span style="color: #a52a2a; font-weight: bold;">Attendees Entry</span> <span style="background-color: #90ee90; padding: 2px 5px;">Done</span> </div> <p style="text-align: center; margin-top: 10px;">Date 09/02/2018</p> <p style="text-align: center;">Expense Type Athletics Team Meals</p> <p style="text-align: center;">Amount 200.00 USD</p> <p style="margin-top: 10px;"><b>Attendees</b></p> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">+</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 2px;">Name</th> <th style="text-align: left; padding: 2px;">Company</th> <th style="text-align: left; padding: 2px;">Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Approver,EXMRG9</td> <td style="padding: 2px;">UW Madison</td> <td style="padding: 2px;">Manager</td> </tr> <tr> <td style="padding: 2px;">Guest,Member1</td> <td style="padding: 2px;">UW Madison</td> <td style="padding: 2px;">Team Member</td> </tr> <tr> <td style="padding: 2px;">Guest,Member2</td> <td style="padding: 2px;">UW Madison</td> <td style="padding: 2px;">Team Member</td> </tr> <tr> <td style="padding: 2px;">Guest,Member3</td> <td style="padding: 2px;">UW Madison</td> <td style="padding: 2px;">Team Member</td> </tr> </tbody> </table> </div>	Name	Company	Title	Approver,EXMRG9	UW Madison	Manager	Guest,Member1	UW Madison	Team Member	Guest,Member2	UW Madison	Team Member	Guest,Member3	UW Madison	Team Member	<p>- Additional attendees Entry – for name list.</p> <ul style="list-style-type: none"> <li>•Name</li> <li>•Affiliation (Company)</li> <li>•Title</li> </ul>		
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<p><b>Day Trip Meal Allowance (Tax Reportable)</b>  <a href="#">420 Meal and Incidental Expense (M&amp;IE) Per Diem Allowance Reimbursements</a>            \$15.00 discretionary maximum when travelers are expected to incur meal costs without provided meals or overnight stay</p> <hr/> <p><b>Day Trip Meal Allowance - 09/04/2018</b></p> <p>*Date: 09/04/2018</p> <p>*Expense Type: Day Trip Meal Allowance</p> <p>Description: Day Trip Meal</p> <hr/> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 15.00 USD</p> <hr/> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <hr/> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Expense Type</li> <li>- Location of expense</li> <li>- Amount (\$15 prepopulated)</li> <li>- Entry must be by day, not combined</li> </ul>	<p>- None</p>	<ul style="list-style-type: none"> <li>- Correct expense type selected</li> <li>- \$15 for each day (payment is supervisor discretionary)</li> <li>- Location is consistent with business location</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Event - Audio Visual (AV) Equipment</b>  <u><a href="#">435 Headquarter City &amp; UW System Sponsored Events Policy</a></u>            Costs for the rental of audio visual equipment or related technologies (Wi-Fi, screens, microphones, etc.) for the purpose of hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University.</p> <p><b>Event-Audio Visual Equipment - 09/04/2018</b></p> <p>*Date: 09/04/2018</p> <p>*Expense Type: Event-Audio Visual Equipment</p> <p>*Description: Event Audio Video equipment</p> <hr/> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 35.00 USD</p> <hr/> <p><b>Merchant</b></p> <p>Non-Preferred Merchant: Holiday Inn</p> <hr/> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Expense Type</li> <li>- Payment</li> <li>- Merchant</li> <li>- Description: business justification for expenses incurred and specify what type of event was held (reception, conference, etc.). Cardholder name if University Prepaid</li> <li>- Amount</li> </ul>	<ul style="list-style-type: none"> <li>- Agenda/Announcement – including dates, times, location(s)</li> <li>- Itemized supplier receipt(s)</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected</li> <li>- Required receipts provided</li> <li>- Supporting documentation provided</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Event - Catering</b>  <a href="#">435 Headquarter City &amp; UW System Sponsored Events Policy</a>            Cost of food/beverage, allowable decorations, service fees, gratuities or delivery fees related to hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University.</p> <p><b>See Hosted Meals expense type for meal purchases that are not part of a University Sponsored Event, such as business meetings, interview candidates etc.</b></p> <p>Event-Catering - 09/04/2018</p> 	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Number of People</li> <li>- Merchant</li> <li>- Location</li> <li>- Description: Cardholder name if University Prepaid</li> <li>- Amount</li> <li>- Separate entry for each expense (i.e. breakfast, lunch, dinner, reception, etc.</li> <li>- Number of Attendees</li> <li>- Description: Cardholder name if University Prepaid</li> </ul>	<ul style="list-style-type: none"> <li>- Agenda/Announcement – including dates, times, location(s)</li> <li>- Attendee list with names and affiliations – if general public, number of attendees anticipated</li> <li>- Itemized supplier receipt(s)</li> <li>- Justification for headquarter city provided meals for majority of attendees</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected</li> <li>- Required receipts provided</li> <li>- Supporting documentation provided</li> <li>- Ensure no alcohol included</li> <li>- Provided meals deducted from attendees M&amp;IE per diem</li> <li>- Expenses within maximums allowable for type and location of event</li> </ul>

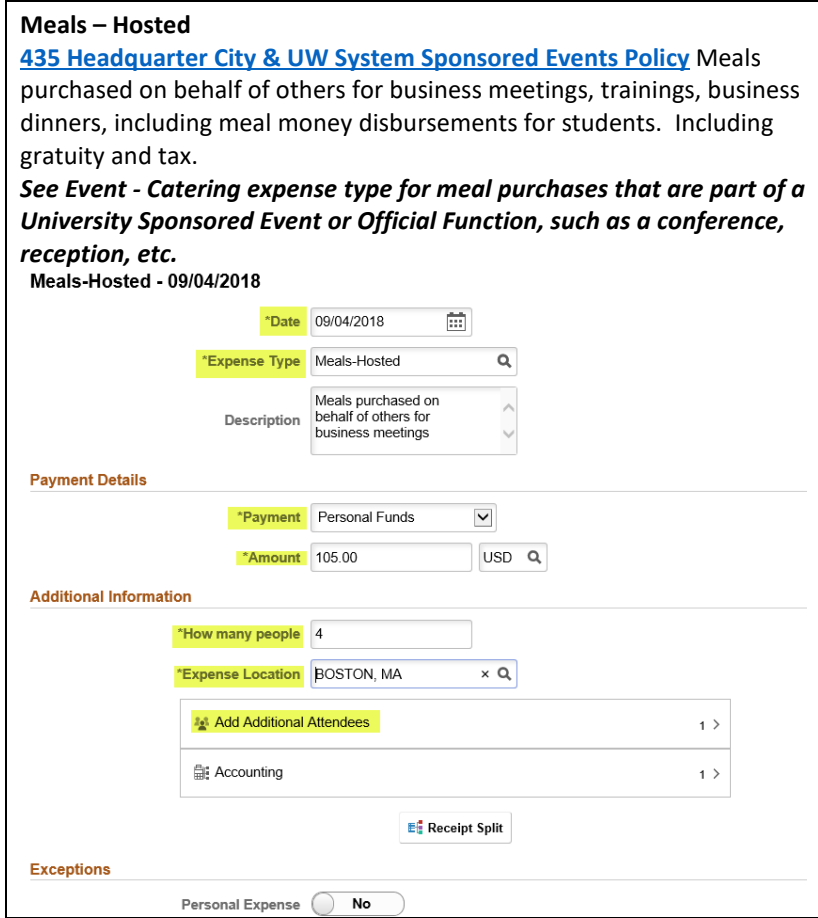


EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Event – Meeting Space</b>  <a href="#">435 Headquarter City &amp; UW System Sponsored Events Policy</a>  Costs for meeting space or room rental for the purpose of hosting a University sponsored event Official Function or educational program, such as a conference, reception, workshop etc., with multiple attendees from both inside and outside the University.</p> <p><b>Event-Meeting Space - 09/04/2018</b></p> <p>*Date: 09/04/2018</p> <p>*Expense Type: Event-Meeting Space</p> <p>*Description: Event Meeting Space</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 500.00 USD</p> <p><b>Merchant</b></p> <p>Non-Preferred Merchant: Holiday Inn</p> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Merchant</li> <li>- Location</li> <li>- Description: business justification for expenses incurred and specify what type of event was held (reception, conference, etc.). Cardholder name if University Prepaid</li> <li>- Amount</li> </ul>	<ul style="list-style-type: none"> <li>- Agenda/Announcement – including dates, times, location(s)</li> <li>- Itemized supplier receipt(s)</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected</li> <li>- Required receipts provided</li> <li>- Supporting documentation provided</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Gas - Vehicle Rental/Fleet Fueling</b>  <a href="#">425 Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation</a></p> <p>Purchase of fuel for:</p> <ul style="list-style-type: none"> <li>rental vehicles</li> <li>fleet vehicles when State/UW Fuel card is not accepted <i>for gas/fuel required for U-Haul Trucks, etc. related to relocation see Relocation – Direct Moving Costs expense type.</i></li> </ul> <p><b>Gas-Vehicle Rental/Fleet - 09/04/2018</b></p> <p><b>Date</b> 09/04/2018</p> <p><b>*Expense Type</b> Gas-Vehicle Rental/Fleet</p> <p><b>Description</b> Vehicle rental and fleet fueling</p> <hr/> <p><b>Payment Details</b></p> <p><b>*Payment</b> Personal Funds</p> <p><b>*Amount</b> 74.85 USD</p> <hr/> <p><b>Additional Information</b></p> <p><b>*Expense Location</b> BOSTON, MA</p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <hr/> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Billing type</li> <li>- Location</li> <li>- Description: Explanation why Voyager Card not used for Fleet fueling</li> <li>- Amount</li> <li>- Separate entry for each expense by date</li> </ul>	<ul style="list-style-type: none"> <li>- Receipt regardless of amount</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Receipts attached</li> <li>- Claim for fuel appears to be appropriate for mileage incurred and for business rental dates only.</li> <li>- Enforce use of Voyager card unless justification provided</li> <li>- For business rental days only, deduction for any fuel related to personal use of rental vehicle.</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Lodging – Group</b>  <a href="#">415 Purchase &amp; Payment of Lodging</a>  Lodging accommodations for multiple individuals <b>paid on one invoice.</b>  Including tax when non-exempt.</p> <p><b>Lodging-Group - 09/04/2018</b></p> <p><b>*Date</b> 09/04/2018</p> <p><b>*Expense Type</b> Lodging-Group</p> <p><b>Description</b> Lodging accommodations for multiple individuals</p> <p><b>*Number of Nights</b> 1</p> <p><b>Payment Details</b></p> <p><b>*Payment</b> Personal Funds</p> <p><b>*Amount</b> 480.00 USD</p> <p><b>Merchant</b></p> <p>Merchant Preferred</p> <p>Preferred Merchant LA QUINTA INN AND SUITES</p> <p><b>Additional Information</b></p> <p><b>*How many people</b> 3</p> <p><b>*Expense Location</b> BOSTON, MA</p> <p>Accounting 1 &gt;</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Number of nights</li> <li>- Number of People: Enter the number of attendees.</li> <li>- Merchant – select from preferred (contracted hotels) or enter nonpreferred - Location - Description: <ul style="list-style-type: none"> <li>• Provide the name(s) and affiliation(s) of all individuals included in the lodging payment.</li> <li>• Enter external conference justification</li> <li>• Cardholder name if University Prepaid</li> </ul> </li> <li>- Amount – less tax if within the State of Wisconsin - Location amount: justification for exceeding location maximum</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts</li> <li>- Names and affiliations of those sharing room</li> <li>- Supporting documentation for conference hotel justification</li> <li>- Explanation for any policy exception, including use of non-contract hotels when available in the location</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected</li> <li>- Daily location amount not exceeded per person</li> <li>- Single/standard room or appropriate room type for number of travelers (double, quad, etc.)</li> <li>- Required receipts provided</li> <li>- Supporting documentation for conference hotel</li> <li>- Justification if over rate max</li> <li>- Lodging meets distance requirements</li> <li>- Tax exemption if within the State of Wisconsin</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Lodging – Individual</b>  <a href="#">415 Purchase &amp; Payment of Lodging</a>            Single/Standard lodging accommodation for one individual. Including tax when not exempt.</p> <p><b>Lodging-Individual - 09/04/2018</b></p> <p>*Date: 09/04/2018</p> <p>*Expense Type: Lodging-Individual</p> <p>Description: Single/Standard lodging accommodation for one individual</p> <p>*Number of Nights: 1</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 150.00 USD</p> <p><b>Merchant</b></p> <p>Merchant: Preferred</p> <p>Preferred Merchant: EMBASSY SUITES</p> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Number of nights</li> <li>- Merchant</li> <li>- Location</li> <li>- Merchant – select from preferred (contracted hotels) or enter nonpreferred</li> <li>- Description:               <ul style="list-style-type: none"> <li>• Enter external conference justification or justification if over maximum allowed for location/date of expense.</li> <li>• Cardholder name if University Prepaid</li> </ul> </li> <li>- Amount – less tax if within the State of Wisconsin</li> <li>- Location amount: justification for exceeding location maximum</li> </ul>	<ul style="list-style-type: none"> <li>- E-Confirmation from Fox World Travel for reservation</li> <li>- Hotel supplied itemized receipt</li> <li>- Supporting documentation for conference hotel justification</li> <li>- Explanation for any policy exception, including use of non-contract hotels when available in the location</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected</li> <li>- Required E-Confirmation of reservation</li> <li>- Required receipts provided</li> <li>- Daily location amount not exceeded</li> <li>- Supporting documentation for conference hotel or justification for any exception</li> <li>- Single/standard room type</li> <li>- Lodging meets distance requirements</li> <li>- Tax exemption if within the State of Wisconsin</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Meals – Hosted</b>  <a href="#">435 Headquarter City &amp; UW System Sponsored Events Policy</a> Meals purchased on behalf of others for business meetings, trainings, business dinners, including meal money disbursements for students. Including gratuity and tax.  <b>See Event - Catering expense type for meal purchases that are part of a University Sponsored Event or Official Function, such as a conference, reception, etc.</b>  Meals-Hosted - 09/04/2018</p>  <p>The screenshot shows a web form for reporting an expense. It includes fields for Date (09/04/2018), Expense Type (Meals-Hosted), Description (Meals purchased on behalf of others for business meetings), Payment (Personal Funds), Amount (105.00 USD), and Expense Location (BOSTON, MA). There are also sections for Additional Information (How many people: 4, Add Additional Attendees, Accounting) and Exceptions (Personal Expense: No).</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Amount – less tax if within the State of Wisconsin</li> <li>- Number of People: Enter the number of attendees. - Location - Description: <ul style="list-style-type: none"> <li>• Business justification, description of meal (breakfast, lunch, dinner)</li> <li>• Cardholder name if University Prepaid</li> </ul> </li> <li>- Additional Attendees: list name and affiliation (by standard, require attachment upload if more than two or three) - Location amount: justification for exceeding location maximum</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts</li> <li>- Agenda if required for business activity</li> <li>- Names and affiliations of those attending</li> <li>- Signed participant list for meal money distribution (i.e. student travel)</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Daily location amount not exceeded per person</li> <li>- Required, itemized receipts provided</li> <li>- Ensure no alcohol charged to UW funding source</li> <li>- Justification if over rate max</li> <li>- Tax exemption if within the State of Wisconsin</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT										
<p><b>Meals and Incidentals – M&amp;IE Per Diem</b>  <a href="#">420 Meal and Incidental Expense (M&amp;IE) Per Diem Allowance Reimbursements</a>  M&amp;IE per diem amount reimbursed to individual travelers based on location. Includes required deductions for first/ last days of travel and any provided meals.</p> <p><b>Meal and Incidental Per Diem - 09/04/2018</b></p> <p>*Date 09/04/2018</p> <p>*Expense Type Meal and Incidental Per Diem</p> <p>Description M&amp;IE per diem amount reimbursed to individual travelers based on location.</p> <p><b>Payment Details</b></p> <p>*Payment Personal Funds</p> <p>*Amount 69.00 USD</p> <p><b>Additional Information</b></p> <p>*Expense Location BOSTON, MA</p> <p>Per Diem Deductions &gt;</p> <p>Accounting 1 &gt;</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p> <p><b>Cancel</b> <b>Per Diem Deductions</b> <b>Done</b></p> <p>Date 09/04/2018</p> <p>Expense Type Meal and Incidental Per Diem</p> <p>Per Diem Amount 69.00 USD</p> <p><b>Deduction Details</b></p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Deduction Percentage</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> First/Last Day of Trip</td> <td>75.00</td> </tr> <tr> <td><input type="checkbox"/> Provided Meal 1-Breakfast</td> <td>20.00</td> </tr> <tr> <td><input type="checkbox"/> Provided Meal 2-Lunch</td> <td>30.00</td> </tr> <tr> <td><input type="checkbox"/> Provided Meal 3-Dinner</td> <td>50.00</td> </tr> </tbody> </table>	Expense Type	Deduction Percentage	<input type="checkbox"/> First/Last Day of Trip	75.00	<input type="checkbox"/> Provided Meal 1-Breakfast	20.00	<input type="checkbox"/> Provided Meal 2-Lunch	30.00	<input type="checkbox"/> Provided Meal 3-Dinner	50.00	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Billing Type</li> <li>- Per Diem Range (prepopulated)</li> <li>- Description</li> <li>- Amount</li> <li>- Location amount: justification for exceeding location maximum</li> <li>- Per Diem Deductions: <ul style="list-style-type: none"> <li>• Check box - Deduction for 1st/Last Day</li> <li>• Check box – Conference/Meeting provided meal</li> </ul> </li> </ul>	<p>-</p>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Per diem rate not exceeded for location/date</li> <li>- Full rate given unless documentary evidence of provided meals</li> <li>- Incidentals included in M&amp;IE not claimed as separate expense</li> <li>- Per diem not claimed for others</li> <li>- Per diem not claimed for headquarter city travel or travel w/o overnight stay</li> </ul>
Expense Type	Deduction Percentage												
<input type="checkbox"/> First/Last Day of Trip	75.00												
<input type="checkbox"/> Provided Meal 1-Breakfast	20.00												
<input type="checkbox"/> Provided Meal 2-Lunch	30.00												
<input type="checkbox"/> Provided Meal 3-Dinner	50.00												

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Mileage</b>  <a href="#">425 Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation</a>  Reimbursement for miles driven in a privately-owned vehicle while conducting UW business.</p> <p><b>Mileage - 09/04/2018</b></p> <p>*Date: 09/04/2018</p> <p>*Expense Type: Mileage</p> <p>Description: Reimbursement for miles drive</p> <hr/> <p><b>Mileage</b></p> <p>*Transportation ID: STANDARD RATE</p> <p>Transportation Type: STDRT</p> <p>*Miles: 75 x 0.5450</p> <hr/> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 40.88 USD</p> <hr/> <p><b>Additional Information</b></p> <p>*Originating Location: MADISON, WI</p> <p>*Destination Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <hr/> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense – Trip Date</li> <li>- Payment Type</li> <li>- Transportation ID.</li> <li>- Miles: Enter the number of miles by origin/destination</li> <li>- Originating Location</li> <li>- Destination Location</li> <li>- Description of business and location (addresses, etc.) of route</li> </ul>	<ul style="list-style-type: none"> <li>- For Institutions that require use of fleet, Non-availability slip</li> <li>- If routing entry is not done by day then MapQuest/Google Maps must be attached for verification.</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Tolerance of 10% of oneway mileage used from point-to-point – explanation required for excess beyond</li> <li>- Correct/full mileage rate is used</li> <li>- Non-availability slip – if required by Institution.</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Mileage Relocation Non-Taxable</b>  <a href="#">240 Relocation (Household Moves) and Temporary or Indefinite Work Assignments</a>  Non-taxable mileage rate for one-way vehicle transport of employee and immediate family from former residence to new residence.</p> <p><b>Mileage Relocation-Non Taxable - 09/04/2018</b></p> <p><b>*Date</b> 09/04/2018</p> <p><b>*Expense Type</b> Mileage Relocation-Non Tax</p> <p>Description Non-taxable mileage rate for o</p> <hr/> <p><b>Mileage</b></p> <p><b>*Transportation ID</b> RELOCATION RATE</p> <p>Transportation Type RELOC</p> <p>*Miles 260 x 0.1800</p> <hr/> <p><b>Payment Details</b></p> <p><b>*Payment</b> Personal Funds</p> <p><b>*Amount</b> 46.80 USD</p> <hr/> <p><b>Additional Information</b></p> <p><b>*Originating Location</b> MADISON, WI</p> <p><b>*Destination Location</b> BOSTON, MA</p> <p>Accounting 1 &gt;</p> <hr/> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Transportation ID: Select Relocation Transportation ID from the drop-down menu.</li> <li>- Enter the number of miles traveled round trip.</li> <li>- Originating Location</li> <li>- Destination Location</li> <li>- Description: Include addresses of originating/destination locations and any additional stops.</li> </ul>	<ul style="list-style-type: none"> <li>- Offer letter/form preapproved by hiring authority detailing relocation costs, including travel support to be provided</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Tolerance of 10% of oneway mileage used from point-to-point – explanation required for excess beyond</li> <li>- Correct/full mileage rate is used</li> <li>- Offer letter/form from hiring authority attached</li> </ul>



EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Misc. – Purchases/ Supplies</b>            Low Dollar, best judgment UW business-related purchases such as books, shipping, etc.  <i>*Note: These expenses may or may not be connected with travel. When not in travel status, use the <b>Non-Travel business purpose</b>.</i>  <b>Misc-Purchases/Supplies - 09/04/2018</b></p> <p><b>*Date</b> 09/04/2018</p> <p><b>*Expense Type</b> Misc-Purchases/Supplies</p> <p><b>*Description</b> Low Dollar, best judgment UW business-related purchases such as books, shipping, etc.</p> <p><b>Payment Details</b></p> <p><b>*Payment</b> Personal Funds</p> <p><b>*Amount</b> 50.00 USD</p> <p><b>Merchant</b></p> <p>Non-Preferred Merchant</p> <p><b>Additional Information</b></p> <p><b>*Expense Location</b> BOSTON, MA</p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Merchant - Non-preferred field</li> <li>- Location</li> <li>- Description: Provide a description of the purchase and the UW business purpose.</li> <li>- Amount spent</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts required regardless of amount</li> </ul>	<ul style="list-style-type: none"> <li>- Expense appropriate for personal reimbursement (best judgment qualifying)</li> <li>- Required receipts provided</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Parking</b>  <a href="#">430 Travel &amp; Expense – Purchase &amp; Payment Miscellaneous Travel Expenses</a>  <a href="#">425 Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation</a>            Parking charges incurred while conducting UW business.</p> <p><b>Parking - 09/04/2018</b></p> <p>*Date 09/04/2018</p> <p>*Expense Type Parking</p> <p>*Description Parking charges incurred while conducting UW business</p> <p><b>Payment Details</b></p> <p>*Payment Personal Funds</p> <p>*Amount 15.00 USD</p> <p><b>Additional Information</b></p> <p>*Expense Location BOSTON, MA</p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense Date (Parking date)</li> <li>- Payment type</li> <li>- Billing type</li> <li>- Location</li> <li>- Description – reason and location details for parking</li> <li>- Amount Spent</li> </ul>	<ul style="list-style-type: none"> <li>- Receipt if over \$25</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Ensure parking is not office location</li> <li>- Required receipts provided</li> <li>- Valet service non-reimbursable</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Registration Fee</b>  <a href="#">430 Travel &amp; Expense – Purchase &amp; Payment Miscellaneous Travel Expenses</a>  <a href="#">420 Meal and Incidental Expense (M&amp;IE) Per Diem Allowance Reimbursements</a>  <a href="#">435 Headquarter City &amp; UW System Sponsored Events Policy</a>            Fees charged to attend an event such as a conference, workshop, seminar, training or meeting.</p> <p><b>Registration Fee - 09/03/2018</b></p> <p>*Date: 09/03/2018</p> <p>*Expense Type: Registration Fee</p> <p>Description:</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 0.00 USD</p> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type</li> <li>- Location</li> <li>- Description:               <ul style="list-style-type: none"> <li>• Type of event and what is included in registration fee.</li> <li>• event attendance dates</li> <li>• Cardholder name if University Prepaid - Amount Spent</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Receipts</li> <li>- Conference/Meeting/Training brochure or agenda listing included or advisory items (i.e. meals, conference lodging requirements, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Required receipts and supporting documentation provided</li> <li>- For conference, meeting, events w/registration fee – review for M&amp;IE per diem deduction</li> <li>- Attendees lodged at specified conference/meeting location and at conference rate or maximum – review with lodging expenses.</li> <li>- If conference site - review for additional transportation costs and justification.</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Relocation – Direct Moving Costs</b>  <a href="#">240 Relocation (Household Moves) and Temporary or Indefinite Work Assignments</a>            Direct costs (i.e. van line, packing/unpacking, rental truck/trailer &amp; fuel of rental for self-move, etc.) to move household contents/personal effects from the old primary residence to the new primary residence.</p> <p><b>Relocation-Direct Moving Costs - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Relocation-Direct Moving Co: Q</p> <p>*Description: Direct costs (i.e. van line, packing/unpacking, rental truck/trailer &amp; fuel of rental for self-move, etc.)</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 300.00 USD</p> <p><b>Merchant</b></p> <p>Merchant: Preferred</p> <p>Preferred Merchant: GRAEBEL VAN LINES</p> <p><b>Additional Information</b></p> <p>*Originating Location: MADISON, WI</p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Originating Location</li> <li>- Merchant: <i>select preferred or enter non-preferred</i></li> <li>- Location: Destination</li> <li>- Description: Justification for using a non-preferred vendor or details of self-move (i.e. U-Haul, packing service, Pods, etc.)</li> <li>- Amount Spent</li> </ul>	<ul style="list-style-type: none"> <li>- Paid bill of lading from mover or receipts if self-move</li> <li>- Offer letter/form detailing relocation costs to be provided – pre-approved by hiring authority</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Use of contract supplier or justification</li> <li>- Only direct costs charged to expense type</li> <li>- Required receipts provided</li> <li>- Pre-approval (letter/form) from hiring authority</li> <li>- Move is from primary residence, <b>not multiple</b>.</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Relocation – Stipend (Tax Reportable)</b>  <a href="#">240 Relocation (Household Moves) and Temporary or Indefinite Work Assignments</a>            A stipend payment, paid through e-reimbursement in advance of the move. The stipend is used to defray incidental (indirect) and en-route travel (lodging, per diem, taxable mileage) costs associated with the move.  <b><i>Includes cost for tax reportable portion of one-way mileage.</i></b></p> <p>Relocation-Stipend - 09/06/2018</p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Relocation-Stipend</p> <p>*Description: A stipend payment, paid through e-reimbursement in advance of the move.</p> <p>Payment Details</p> <p>*Payment: Personal Funds</p> <p>*Amount: 250.00 USD</p> <p>Additional Information</p> <p>*Originating Location: MADISON, WI</p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p>Exceptions</p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date (date of request)</li> <li>- Payment type</li> <li>- Originating Location</li> <li>- Location</li> <li>- Description: Details of future move</li> <li>- Amount = \$1000</li> </ul>	<ul style="list-style-type: none"> <li>- Offer letter/form detailing stipend award and amount–pre-approved by hiring authority</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Tax reportable</li> <li>- No receipts – <b>if received return receipts to traveler</b></li> <li>- Ensure non-tax reportable one-way mileage is coded to Relocation – Mileage expense type</li> <li>- Ensure incidental expenses not claimed on future expense reports</li> <li>- Pre-approval (letter/form) from hiring authority</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Relocation - Temporary Lodging (Tax Reportable)</b>  <a href="#">240 Relocation (Household Moves) and Temporary or Indefinite Work Assignments</a>            Up to 45 days temporary lodging, at the new headquarters.</p> <p><b>Relocation-Temporary Lodging - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Relocation-Temporary Lodging</p> <p>*Description: Up to 45 days temporary lodging, at the new headquarters.</p> <p>*Number of Nights: 5</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 583.00 USD</p> <p><b>Merchant</b></p> <p>Merchant: Preferred</p> <p>Preferred Merchant: BOSTON MA-CLUB QUARTERS</p> <p><b>Additional Information</b></p> <p>*Originating Location: MADISON, WI</p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Number of Nights</li> <li>- Originating Location</li> <li>- Merchant – select or enter non-preferred</li> <li>- Location</li> <li>- Description</li> <li>- Amount Spent</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts</li> <li>- Lease or rental agreement if not using commercial hotel</li> <li>- Offer letter/form detailing stipend award – pre approved by hiring authority specifying amount/allowed number of days for temp lodging.</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Tax reportable</li> <li>- Location lodging max not exceeded</li> <li>- Number of nights does not exceed 45 in total</li> <li>- Tax not claimed</li> <li>- Required receipts provided</li> <li>- Lease or rental agreement if not using commercial hotel</li> <li>- Pre-approval (letter/form) from hiring authority</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Taxi/Subway/City Bus/Car Services</b>  <a href="#">430 Travel &amp; Expense – Purchase &amp; Payment Miscellaneous Travel Expenses</a>            Local transportation charges for taxi, car share service (i.e. Uber) shuttle, city bus, ferry, subway, commuter rail etc. and related gratuities.</p> <p><b>Taxi/Subway/City Bus, etc. - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Taxi/Subway/City Bus, etc.</p> <p>*Description: Local transportation charges for taxi, car share service</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 55.00 USD</p> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Expense Location</li> <li>- Description of transport, origin/destination and business purpose</li> <li>- Amount spent (amount + gratuity)</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts over \$25</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Transportation seems appropriate for business need</li> <li>- Required receipts provided</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Train/Bus/Other Long Distance</b>  <a href="#">430 Travel &amp; Expense – Purchase &amp; Payment Miscellaneous Travel Expenses</a>            Long-distance transportation charges (non-airfare) such as bus, train, etc. and related gratuities.</p> <p><b>Train/Bus/Other Long Distance - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Train/Bus/Other Long Distanc</p> <p>*Description: Long-distance transportation charges (non-airfare)</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 75.00 USD</p> <p><b>Additional Information</b></p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Description of transport, origin/destination and business purpose</li> <li>- Explanation for additional fees and bags, etc.</li> <li>- Amount (include additional fees)</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts</li> <li>- Cost comparisons for nonbusiness travel dates or in cases where transportation option not most logical (i.e. train versus air).</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Transportation option seems appropriate for business need</li> <li>- Expenses align with trip dates</li> <li>- Receipts provided</li> </ul>



EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Training &amp; Development-Job Related</b>  <a href="#">UW System Administrative Policy 210 Educational Assistance for Faculty &amp; Staff</a>            Payments on behalf of employees or reimbursements to employees for costs related job-related training not classified as tuition.</p> <p><b>Training/Dev-Job - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Training/Dev-Job</p> <p>*Description: Costs related job-related training not classified as tuition.</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 200.00 USD</p> <p><b>Merchant</b></p> <p>Non-Preferred Merchant</p> <p><b>Additional Information</b></p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Amount</li> <li>- Merchant – non-preferred field</li> <li>- Location</li> <li>- Description – include name of course being taken</li> </ul>	<ul style="list-style-type: none"> <li>- Receipt</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Required receipts and supporting documentation</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Travel Agency Service Fee</b>  <a href="#">410 Purchase &amp; Payment of Business Air Travel</a>            Booking, reservation or service fees billed as a separate item, paid to travel agencies, tour companies, international program services, etc. for travel or program related reservation services.</p> <p><b>Travel Agency Service Fee - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Travel Agency Service Fee</p> <p>Description: Booking, reservation or service fees billed as a separate item</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 20.00 USD</p> <p><b>Merchant</b></p> <p>Merchant: Preferred</p> <p>Preferred Merchant: FOX WORLD TRAVEL/CONCUR</p> <p><b>Additional Information</b></p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment type (cardholder name if University Prepaid)</li> <li>- Amount</li> <li>- Merchant – entry of name for non-preferred.</li> <li>- Description –               <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional expense details or justifications</li> </ul> </li> <li>- If University prepaid, cardholder name</li> </ul>	<ul style="list-style-type: none"> <li>- Travel agency receipt regardless of amount.</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type selected – <b><i>not combined with airline ticket or any other travel related service.</i></b></li> <li>- Merchant</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Travel Miscellaneous</b>  <a href="#">430 Travel &amp; Expense – Purchase &amp; Payment Miscellaneous Travel Expenses</a>            Allowable travel related expenses <b>not identified by specific expense type or included as part of M&amp;IE per diem</b> (tolls, internet use, visa fees, currency conversion fees, etc.).</p> <p><b>Travel Miscellaneous - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Travel Miscellaneous</p> <p>*Description: Allowable travel related expenses not identified by specific expense type</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 50.00 USD</p> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Location</li> <li>- Description – type of expense (i.e. tolls, visa fees, internet use etc. and business purpose to support need</li> <li>- Amount Spent</li> </ul>	<ul style="list-style-type: none"> <li>- Receipts as required</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Receipts are attached as required</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Travel Reduction</b> Reduces the <b>overall</b> expense report to a fixed dollar/budget amount for a trip.</p> <p><b>Travel Reduction - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Travel Reduction</p> <p>*Description: Reduces the overall expense report to a fixed dollar/budget amount for a trip.</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: -50.00 USD</p> <p><b>Additional Information</b></p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="radio"/> No</p> <hr/> <p><b>Exception Comment</b></p> <p>Date: 09/06/2018</p> <p>Expense Type: Travel Reduction</p> <p>Expense Amount: -50.00 USD</p> <p><b>Credit Reference Comment</b></p> <p>Expense amount is negative. Provide credit reference information.</p> <p>Credit Information</p>	<ul style="list-style-type: none"> <li>- Expense Date</li> <li>- Payment Type</li> <li>- Description: Justification for using travel reduction expense type</li> <li>- Amount Spent: Enter negative expense line amount to limit overall reimbursement to lesser amount</li> <li>- Credit Reference: Justification/Reason for reduction</li> </ul>		<ul style="list-style-type: none"> <li>- Correct expense type used</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Tuition &amp; Training Development-Career Related</b>  <a href="#">UW System Administrative Policy 210 Educational Assistance for Faculty &amp; Staff</a>            Tuition and Training fees related to taking a class or course a UW campus or other accredited University, Technical College, etc.) for the purpose of meeting the minimum educational requirements for a job or will qualify the employee for a new trade or business.  <b>Reimbursement is post completion and may be tax reportable.</b></p> <p><b>Tuition/Training-Career - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Tuition/Training-Career</p> <p>*Description: Tuition and Training fees relat</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 300.00 USD</p> <p><b>Merchant</b></p> <p>Non-Preferred Merchant</p> <p><b>Additional Information</b></p> <p>Accounting 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Amount</li> <li>- Merchant – non-preferred field</li> <li>- Location</li> <li>- Description – include name of course being taken</li> </ul>	<ul style="list-style-type: none"> <li>- Receipt</li> <li>- Certification/statement of course completion</li> <li>- Passing grade</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Required receipts and supporting documentation</li> </ul>

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p><b>Vehicle Rental</b>  <a href="#">425 Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation</a>            Cost of renting a vehicle to conduct UW business.</p> <p><b>Vehicle Rental - 09/06/2018</b></p> <p>*Date: 09/06/2018</p> <p>*Expense Type: Vehicle Rental</p> <p>Description: Cost of renting a vehicle to conduct UW business</p> <p><b>Payment Details</b></p> <p>*Payment: Personal Funds</p> <p>*Amount: 55.60 USD</p> <p><b>Merchant</b></p> <p>Merchant: Preferred</p> <p>Preferred Merchant: ENTERPRISE</p> <p><b>Additional Information</b></p> <p>*Expense Location: BOSTON, MA</p> <p>Accounting: 1 &gt;</p> <p>Receipt Split</p> <p><b>Exceptions</b></p> <p>Personal Expense: <input type="radio"/> No</p>	<ul style="list-style-type: none"> <li>- Expense date</li> <li>- Payment Type</li> <li>- Daily rate</li> <li>- Merchant – select preferred or enter non-preferred</li> <li>- Location</li> <li>- Description – include business purpose and daily use information/routing.</li> <li>- Location amount: justification for exceeding location maximum</li> <li>- Justification for Non-Preferred Merchant contract supplier use</li> </ul>	<ul style="list-style-type: none"> <li>- Rental agreement as receipt</li> <li>- For Institutions that require use of fleet, Non-availability slip</li> </ul>	<ul style="list-style-type: none"> <li>- Correct expense type used</li> <li>- Rental agreement attached</li> <li>- Ensure use of contract vendor or sufficient justification</li> <li>- Use seems appropriate for business need</li> <li>- For business rental days only, deduction for personal use.</li> <li>- Non-availability slip – if required by Institution.</li> </ul>

## Receipt Requirements

ALL EXPENSES REGARDLESS OF AMOUNT	EXPENSES OVER \$25	NO RECEIPTS REQUIRED
<ul style="list-style-type: none"> <li>• Airline Tickets</li> <li>• Airline Penalty Fees (Change/Cancel)</li> <li>• Rail Tickets/Passes</li> <li>• Travel or Tour Company Service Fees</li> <li>• Registration Fees</li> <li>• Lodging</li> <li>• Vehicle Rentals (including rental agreements)</li> <li>• Vehicle Rental Gas</li> <li>• Hospitality/Hosted Meals</li> <li>• Visas for International Travel</li> <li>• Vaccines/Inoculations for International Travel</li> <li>• Foreign Transaction Fees on Corporate Cards</li> <li>• Relocation – Moving Company/U-Haul</li> <li>• ATM or banking fees associated with cash withdrawal on a University corporate card.</li> <li>• Non-travel related expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Airline Baggage</li> <li>• Parking</li> <li>• Bus Tickets/Passes</li> <li>• Taxis/Shuttles/Car Services</li> <li>• Subway Passes</li> <li>• Business Use of Internet Access</li> <li>• Tolls</li> </ul>	<ul style="list-style-type: none"> <li>• Meals &amp; Incidental (M&amp;IE) Per Diem Allowance</li> <li>• Day Trip Meal Allowance</li> <li>• Relocation Stipends</li> </ul>

## Account Codes

<b>EXPENSE TYPE</b>	<b>In-State</b>	<b>Out-of-State</b>	<b>Foreign</b>
Air – Baggage Fees	2800	2801	2802
Airfare	2800	2801	2802
Airfare Change/Cancel Penalty	2800	2801	2802
Athletic Team Meals	2860	2861	2862
Athletics Pre/Post Game Meal	2860	2861	2862
Day Trip Meal Allowance	2863	2864	N/A
Event – Audio Visual Equipment	2894	2894	2894
Event – Catering	2893	2893	2893
Event – Meeting Space	2895	2895	2895
Gas - Vehicle Rental/Fleet Fueling	2810	2811	2812
Lodging – Group	2850	2851	2852
Lodging – Individual	2850	2851	2852
Meal & Incidental Per Diem	2860	2861	2862
Meals – Hosted	2860	2861	2862
Mileage	2830	2831	2832
Mileage Relocation-Non-Taxable	2880	2881	N/A
Misc. – Purchases/ Supplies	3101	3101	3101
Parking	2870	2871	2872
Registration Fee	2840	2841	2842
Relocation – Direct Moving Costs	2880	2881	N/A
Relocation – Stipend (Tax Reportable)	2884	2884	2884
Relocation – Temporary Lodging (Tax Reportable)	2883	2883	2883
Taxi/Subway/City Bus, etc.	2820	2821	2822
Train/Bus/Other Long Distance	2820	2821	2822
Training & Development-Job Related	2184	2184	2184
Travel Miscellaneous	2870	2871	2872
Travel Agency Service Fee	2800	2801	2802



<b>EXPENSE TYPE</b>	<b>In-State</b>	<b>Out-of-State</b>	<b>Foreign</b>
Travel Reduction	2899	2899	2899
Tuition and Training-Career Related	2180	2180	2180
Vehicle Rental	2810	2811	2812

### Travel Expense Queries:

1. Post audit
2. Pre-approval: Prior to approval the Auditor must run the query for expense reports that have been identified as being over 90 days for both travel related and non-travel related expense reports:
  - a. SFS\_EX\_CAMPUS\_NONTVL\_90DAY (Non-Travel)
  - b. SFS\_EX\_CAMPUS\_TRVL\_90DAY (Travel)
3. Workflow
4. Cash advance