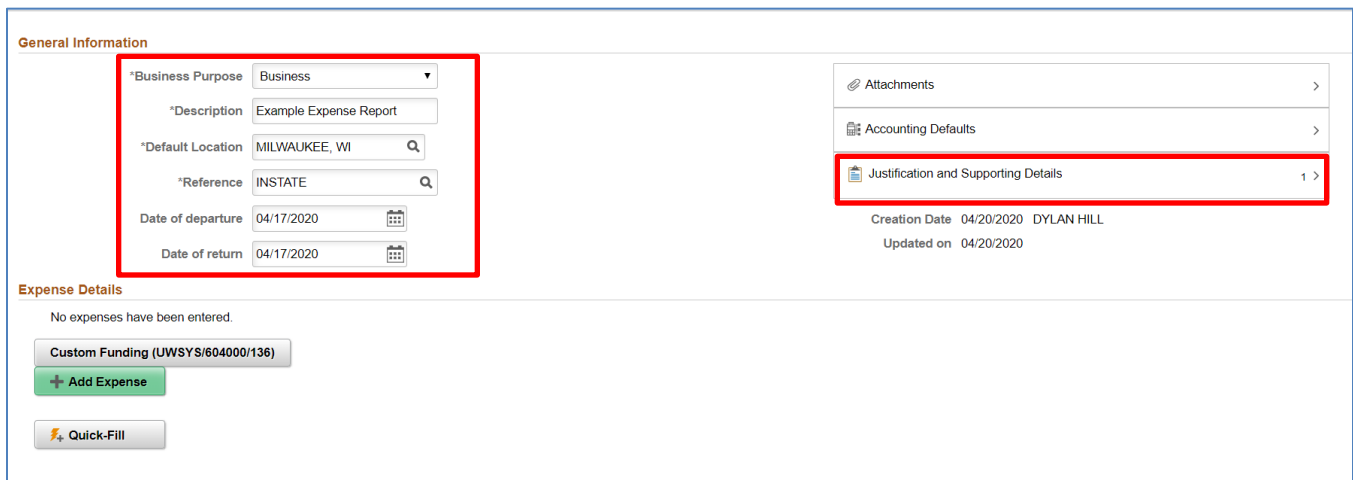


Entering an Expense Report Header

This tip sheet will show you how to complete the header portion of an expense report. This portion of the expense report will include general information about your travel and adding any necessary attachments.

General Travel Information

Before you begin, check the account code of your expense report. Checking this code prior to starting the report will prevent data loss. Each employee has a default accounting code corresponding to their department, which automatically gets assigned to their expense report. This account code may be changed using either the **Custom Funding** or **Accounting Defaults** section. Changing accounting at this header screen affects the whole report. To change specific expenses, please change the accounting when you enter that expense line.



- Please select the purpose that best fits your travel from the Business Purpose dropdown list. The business purposes are defined as:
 - Business** – For routine travel. Use this unless one of the more specific reasons below apply.
 - Conference** – For those attending or presenting at a conference.
 - Professional Development** – For teaching or attending training courses. Tuition requires campus approval paperwork and final grades uploaded in addition to the receipt.
 - Fundraising** – For meeting with university donors.
 - Job Candidate Hosting** – For expenses related to hosting and interviewing UW job candidates.
 - Recruiting** – For expenses related to the recruitment of students.
 - Relocation** – For moving expenses offered with a new position appointment, either as direct costs or stipend. Must upload a copy of your offer letter indicating the relocation terms offered.
 - Research** – For conducting academic research, which includes speaking engagements and paper presentations in a non-conference format.
 - Student Travel** – For travel done specifically by students, not university employees.
 - Study Abroad** – For expenses related to programming put on by the university’s study abroad department.
 - Team Travel** – For expenses related to university athletics teams.
 - Non-Travel** – For any expenses incurred when no travel has been conducted or will be conducted in the future. Should only be used if the expense doesn’t fit in any of the above categories. **Note:** Non-travel expenses should be purchased with university payment methods,

such as a university purchasing card or PO. Purchase of non-travel expenses with personal funds should only occur in emergency situations.

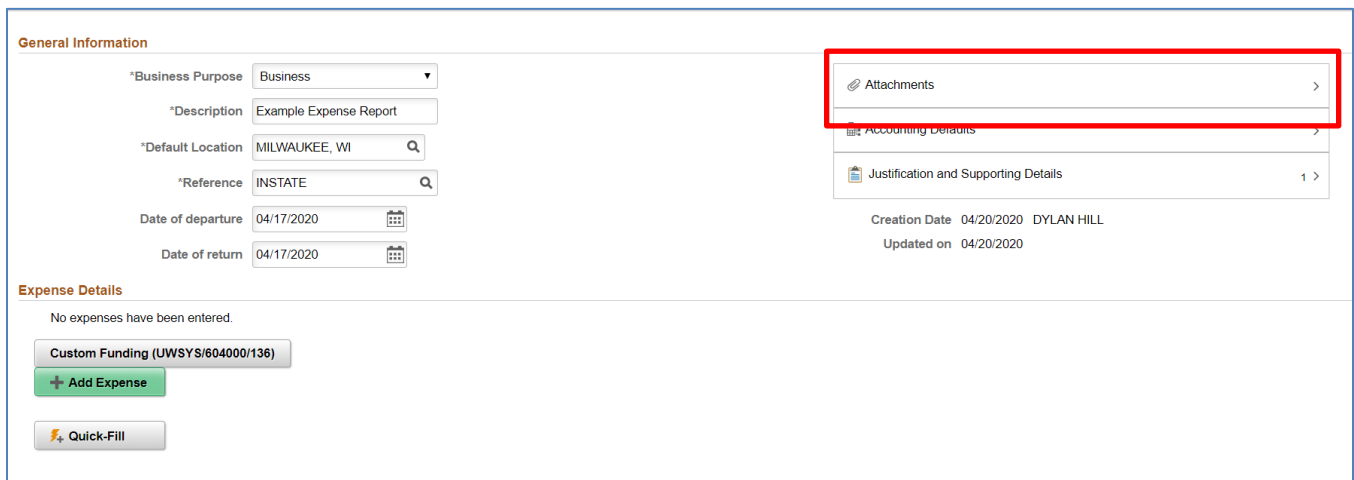
2. Enter a brief description of your travel in the **Description** field (e.g., MIDHEUG, UWSA Summer Conference, etc.)
3. Enter the city and state/country of travel in the **Default Location** field. Added expense lines will have their locations set to this location. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France"). If the destination isn't an option, select the destination's county for domestic travel, or "Country, Other Locations" for foreign travel (e.g. "Japan, Other Locations").
4. Select the category of travel that corresponds with your destination in the **Reference** field. The options are **INSTATE** for travel within Wisconsin, **OUTSTATE** for domestic travel outside of Wisconsin, **FOREIGN** for international travel and **NONTRAV** for expenses unrelated to travel.
5. Enter the date you'll be leaving for travel in the **Date of Departure** field. This may be a future date. Non-travel expense reports should leave this blank.
6. Enter the date you'll be returning from travel in the **Date of Return** field. This may be a future date. Non-travel expense reports should leave this blank. Expense reports must be submitted within 90 days of this date to be reimbursable.
7. Click **Justification and Supporting Details** to enter more detailed notes about your travel. This section must include a brief description of the business conducted. This section may also be used to provide details about unusual circumstances or clarifications on your travel. Notes from your expense report approvers and auditors also will appear here.

Adding Attachments

The following must be added as attachments to justify your travel claims:

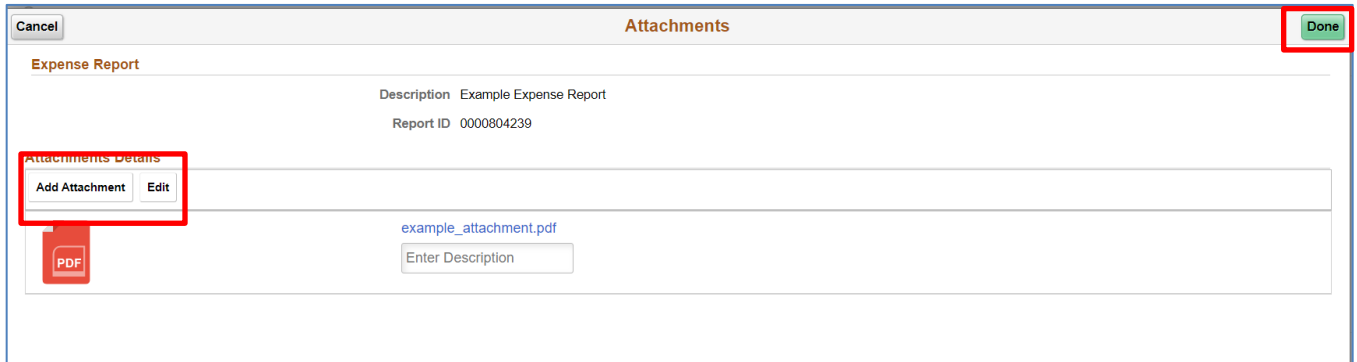
- **Proof of the Event** – This must include the event's name, location and dates. If claiming meals, a full schedule of the event is required as evidence of any provided meals.
- **Receipts** – Please see [UW Receipt Requirements](#) for more information.

PDFs are the preferred format for attachments. Please note that file names for attachments may not exceed 65 characters.



The screenshot shows a web form for an expense report. The 'General Information' section includes fields for Business Purpose (Business), Description (Example Expense Report), Default Location (MILWAUKEE, WI), Reference (INSTATE), Date of departure (04/17/2020), and Date of return (04/17/2020). On the right side, there is a header area with three sections: 'Attachments' (highlighted with a red box), 'Accounting Details', and 'Justification and Supporting Details'. Below the header, it shows 'Creation Date 04/20/2020 DYLAN HILL' and 'Updated on 04/20/2020'. The 'Expense Details' section at the bottom indicates 'No expenses have been entered.' and contains buttons for 'Custom Funding (UWSYS/604000/136)', '+ Add Expense', and 'Quick-Fill'.

Add attachments by clicking on the **Attachments** section of the expense report header. This will open a pop-up box listing all attachments currently added to the expense report. Click on **Add Attachments** to open the dialogue box to add attachments. You may delete added attachments by clicking **Edit**, checking each attachment you'd like to delete, then pressing the **Trash Can** button. When you are finished adding attachments, click **Done**.



Cancel Attachments Done

Expense Report

Description Example Expense Report

Report ID 0000804239

Attachments Details

Add Attachment Edit

example_attachment.pdf

Enter Description

Wrapping Up the Header

Once the header is complete, move on to your individual expense lines by clicking the green **Add Expense** button at the bottom of the page. These individual expenses will be covered in expense type specific guides.

To return to the header page, click the **Pencil and Notepad** icon in the upper left corner of the screen.