

Expense Reports for Reimbursement

Getting Started:

Give Debbie and Marilyn AUTHORIZATION to approve your Expense Reports –

- Use the shortcut - <https://authhub.wisconsin.edu/?app=SFS> which will take you directly to login - change Campus to “Madison”

OR

- *Enter through MY UW and sign in using your NetID and password*
- *Click on “Services”*
- *Click on “e-Reimbursement Log-in” under Employee Financial Resources*

THEN

- Click on “Assign an Alternate”
- Enter Marilyn’s Authorization number: 00353285

AND

- Enter Debbie’s Authorization number: 00161767

Create Your Expense Report:

- Log on as explained above
- Click on “Create” (instead of “Assign an Alternate”)
- Click the ADD [+] button and your Expense Report will be ready for your data entry.
- **Note:** You can check your previous Expense Reports for similar expenses and use them as guides for your new report.

Creating a New Expense Report

Create Expense Report

Expense Report Entry

MARILYN PRICE

User Defaults

Report ID: NEXT

Quick Start:

A Blank Report

*Description: <input type="text"/>		Comment: <input type="text"/>	
*Business Purpose: <input type="text"/>		Reference: <input type="text"/>	
Default Location: <input type="text"/>		Travel dates format: YYMMDDMMDD	

Accounting Defaults More Options:

Details Customize | Find | View All | 1-4 of 4

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Totals			
Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals

[Expense Report Project Summary](#)
[Printable View](#)

[Return to Travel and Expense Shortcuts](#)

Filling in the Description Box

- Begin with the Acronym of the event.
 - For Colloquiums use:
 - IRC = International Relations Colloquium
 - APC = American Politics Colloquium
 - CPC = Comparative Politics Colloquium
 - PTW = Political Theory Workshop
- Follow with the last name of the speaker, if applicable
- Follow with date of event if not a travel expense report
- Use a specific identifier - like city of event, research, books, computer, etc.
- Please do not just put “dinner with Baker” or “Travel.” Too vague.
- Recruitment + Field + last name = “Recruit, AP, Smith”
- Research trip Moscow
- Books

Filling in the Comment Box

- Begin by identifying the expense event.
- Include date and time you left home and date and time you returned home if traveled.
- Include the funding source to be used.
 - ◆ Also if you have a limit in grad travel money for expenses for Political Science – state that here.
- Identify the place/s traveled for an event.
- If it's foreign travel be sure to put the conversion rate here.
- If you bought books – include that the “titles are on the receipts.”
- If you paid for a meal for a recruitment, etc. say that here & the candidate's full name.
- If you were at a conference in Barcelona, but extended the trip for personal reasons from date to date - say that here.
- If your airfare was paid by a third party, indicate that here.
- If you lost your bus ticket receipt – say that here.
- Title or short description of your research – “My research project deals with, *analysis of tyranny during the political uprising in the world's ...*”
- Explain why you hosted a meal... “Due to the short period of time he/she was here, it was necessary to meet during a meal to discuss similar topics.”

Business Purpose Choices

There can only be ONE **Business Purpose** per Expense Report. For example: If you attended a conference and also want to be reimbursed for a computer, these would go on two different expense reports with different Business Purposes.

Business	For activities when traveling OR performing regularly defined duties as part of your position, but which does not fall under the umbrella of another business purpose. Includes expenses such as books for teaching, membership, computer items, office materials, printing or subscriptions that are not research or fieldwork related).
Conference	For any special-purpose, large group meeting that may have a registration fee.
Event	For hosted events sponsored by the University such as: colloquia, dinners, and receptions.
Field Work	For research conducted in a field of work such as gathering data and interviewing subjects, some things you would include here are travel, lodging, meals and printing of data.
Local Non-Overnight	For any business activity where one incurs travel expenses not associated with an overnight stay (e.g. meals, mileage, etc. for a same day trip). The key is that it is non-overnight.
Job Applicant Interview (i.e. recruiting)	Job applicant's expenses as a result of an interview for a university position. In-state rates apply to all job applicants.
Recruiting (Students)	When recruiting students for the University (e.g. recruiting graduate students, or other targeted demographic groups).
Research Assignment	For travel for any studies and collaborative projects such as meeting with co-authors for a book project. Any books purchased for research.
Development	For any expenses incurred to bring funds into the University, including donor relations.

Expense Type Choices

EXPENSE TYPE	DESCRIPTION
Airfare - Cancel/Change Fee	Additional fees charged by an airline after an air reservation has been ticketed. Most airlines charge fees to change or rebook unused airline tickets or to provide optional services such as checked baggage or window or aisle seating. Also <u>baggage check fees</u> .
Airfare – Coach	Airline tickets for travel via common carrier (major airline). Reimbursement limited to coach class airfare. You must fill in description of your travel from where to where and time you left home and time you returned home. Your ticket number is required. You will need the airfare proof of payment as well as your itinerary for your receipt. (If ticket was paid by 3 rd party only the itinerary is required)
Airfare – Travel Agency Service Fee	Booking, reservation or service fee billed as a separate item and paid to travel agency to provide travel reservation related services.
Bus/Train – Long Distance	Long-distance (between cities) bus and train expenses. Fill in the description box indicating the mode of travel and from where to where.
Business Communications	Business related communication charges such as phone calls, teleconferencing charges, photocopy charges under \$50, prepaid phone cards, internet or e-mail connectivity, faxing, telegrams, postage & non-relocation shipping charges.
Car Rental	Car rental where renting a vehicle is the most cost-efficient means of transportation or when the efficient conduct of UW business precludes the use of other means of transportation. You will need to show a comparison as to what your savings were for car rental instead of airfare. Provide a copy of rental agreement as well as an itemized receipt.
Gas	Purchase of gasoline for: <ul style="list-style-type: none"> • personal vehicle in lieu of claiming mileage • refueling car rentals • fleet vehicles when State/UW gas card is not accepted
Local Transport/Shuttle Not Taxi	Local transportation charges (within a city) incurred via local rail, ferry, subway, city bus, airport/hotel shuttle, rail or ferry. Fill in the description box indicating the mode of travel and from where to where.
Lodging	Expenses incurred by the traveler for overnight lodging at facilities licensed as a hotel, motel, or tourist rooming house. In description box indicate the rate for one night plus the amount for room tax.
Meals – Hosted (Paid for other's meals)	Meals purchased on behalf of others, including the person requesting reimbursement, including tax, gratuity and/or service charges. Documentation of business purpose must include details of the UW business topics discussed and/or business conducted during the meal AND list of attendee names and their affiliation. Receipt material includes a copy of announcement or other data about the visit.

Expense Types Cont.	
Lodging - Extended	Weekly/monthly lodging for employees who are required to remain in one location for an extended period and may include apartments or private homes if the cost is more economical.
Meals Over-night travel	<p>Meal reimbursement is entered by the total dollar amount spent EACH DAY on breakfast, lunch & dinner COMBINED, including maximum 15% tip. Note: Meals included in the cost of lodging, airfare or registration fees are not reimbursable.</p> <p>We will still follow the guidelines that determine whether to claim a meal for reimbursement: Breakfast when you leave before 6:00 am; Lunch when you leave home before 10:30 am or return home after 2:30 pm; and Dinner when you leave home before 6:00 pm or return home after 7:00 pm.</p> <p>The maximum claim per day at in-state rates is \$34 (\$8, \$9, \$17) The maximum claim per day at out-of-state rates is \$40 (\$10, \$10, \$20) International maximums vary by country (see Debbie) If you go over these maximums – please explain why.</p>
Meals – Taxable Same Day Travel	<p>Meal costs in connection with same day travel (no overnight lodging involved) and do not include business with others, are generally considered taxable income to the employee.</p> <p>The meal reimbursement might be considered nontaxable when the meal has a documented business purpose. If business was conducted during a meal on a same day trip, documentation of business purpose must include details of the UW business topics discussed and/or business conducted during the meal AND list of attendee names and their affiliation.</p>
Mileage	Reimbursement for miles driven for UW-related business when the traveler takes his/her privately owned vehicle. Round trips under 300 miles are reimbursed at the higher rate.
Other Non-Travel	Purchase of incidental supplies and low dollar purchases where special approvals are not required. The purchases may or may not be associated with being in travel status. Some examples are books, computer related items, membership fees, office supplies.
Other Travel	Incidental travel-related expenses not identified by any other category. Such as: passport, visa, travelers checks, currency exchange fees, tips/gratuities (not associated with meals or events), airport luggage carts, laundry, toll charges, portage, bottled water (during foreign travel), etc.
Parking	Parking charges incurred at locations other than the employee's permanent work site while on authorized official business.
Phone Calls - Personal	One personal phone call, not exceeding \$5.00, per night of stay.
Registration Fee	Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting.
Taxi	Local taxi charges. Be sure to fill in the description box indicating travel from where to where. Also include the purpose or business reason (going to and from restaurants is not reimbursable).

Limits/Detailed Receipt Requirements

Travel Related Receipts	DESCRIPTION
Translate your foreign receipts	Please be sure to translate all of your receipts that are not in English. Include what the receipt is for, the items that you want to be reimbursed for, and the tax and total amounts in US dollars.
Registration	You will need a copy of the brochure or registration form showing dates, location, title of conference, amount of fee and breakdown of items included in the cost. If membership fees are included in the receipt the amount goes on its own expense line as "Other non-Travel.
Airfare	The airline itinerary must include traveler's name, destination, departure/return dates and times, amount of fare, and service fee amounts and proof of payment. This traveling by air, your itinerary MUST always be included in your receipts for your Expense Report to be approved. (If your ticket was paid by a 3 rd party, only you do not need to show payment).
Lodging	Detailed receipt showing daily room rate (up to the maximums allowed), taxes, dates of stay for single accommodations, all other room charges. Meal and internet charges need to be entered separately from lodging if on same receipt.
Taxis	Receipt required for one way trip, including tip, in excess of \$25.00. Include destinations on your report for each taxi ride.
Bus	Receipt required for one way trip in excess of \$25.00. Between city travel requires receipt regardless of amount.
Tips to Hotel Employees	\$2.00 on day of arrival & departure. \$2.00 per night of stay.
Parking	Receipts are required for parking claims in excess of \$25.00.
Bottled Water	\$7.50 per day allowed during foreign travel.
Laundry	Laundry with receipt is reimbursable for stays exceeding three days, not more than once a week.
Passports, Visas and Inoculations	Passports & Visas are reimbursable and require receipt if in excess of \$25.00. Inoculations not covered by insurance are reimbursable with explanation. Receipt required if over \$25.00.
Gas for personal vehicle	Receipts required for all purchases and cost cannot exceed the mileage rate that would have been allowed.

Filling in the Default Location

Type in the 1st four letters of the city you traveled to and click on the pull down arrow for choices.

Only use the drop down list to choose your city.

If this is a travel reimbursement, use the default location for all expenses on this report even if, for example, the airline ticket was purchased in Madison, etc.

If you just made a purchase - the city should be Madison.

Check your Accounting Default

Enter this accounting default fund -

- Fund = 101
- Dept = 487200
- Program = 2

Tips for Completing an Expense Report

- Registration fees may not be reimbursed until after the conference has occurred.
- Membership fees may be reimbursed on the same expense report - the "Expense Type" is "Other Non-Travel."
- Airfare itinerary must be included even if you are not requesting reimbursement for your ticket. It is necessary for proof of travel & determining meal reimbursements on dates of travel. If you want to be reimbursed for your airfare, there must be proof of payment.
- If you are traveling out-of-state, every "Billing Type" must be "Out-of-state." The same thing is true for Foreign travel even if you are taking a taxi from home to Dane Co. Airport you should indicate "Billing Type" as Foreign. Don't forget that the default is "Out-of-state" and you need to change this when making purchases or traveling in state or out of the country (Foreign).
- Please list the meals you are requesting reimbursement for each day. Do not put "*Per Diem.*"
- If you pay for another's meal you should use "Meals-Hosted." You will have to justify why you needed to meet over a meal rather than at another time. Also be sure to list all who attended the meal in the appropriate area called "Add Additional Attendees". Usually the maximum allowance for meals still holds for each person -- \$8 each for breakfast; \$9 each for lunch and \$17 each for dinner in-state. If there are special circumstances please let Debbie know.
- Requesting meals out-of-state: breakfast if you leave before 6:00 a.m.; for lunch if you leave home before 10:30 a.m. or return home after 2:30 p.m.; for dinner if you leave home before 6:00 p.m. or return home after 7:00 p.m.
- Email reimbursement Expense Type is "Business Communications."
- Non-Research books purchased while not in travel status are entered under "Business Purpose" and then use Expense Type - "Other Non-Travel." In the Comments box indicate that "all book titles are on their receipts".
- Books purchased while traveling can be entered under "Other Non-Travel" on the same e-Reimbursement as the rest of the trip. Be sure to put in the Comment Box "*Book titles are on their receipts in the file.*"
- All days of stay in the hotel should be entered in one expense line. In the detail of the expense line, in the comment box break down the cost of room per day and the tax per day. Do not include other expenses on the receipt such as internet charges, or room service, etc.
- When traveling out of country and you want to know the maximum you will be reimbursed for meals and lodging, please go to:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> Choose the Foreign query. You will have to split this amount by breakfast - 20%, lunch - 30% and dinner - 50%. Please print a copy of this document and submit it with your receipts.

- For foreign travel currency, do not use the currency converter in the expense detail area. Instead please use the converter found here: <http://www.oanda.com/currency/converter/>. Find the conversion of \$1USD on the first date of your trip. Be sure to put the conversion amount that you are using for your trip in the “Comment Box.” Please make a copy of this document and submit it with your receipts.
- For out-of-state travel and you want to know the maximum lodging you can get reimbursed for go to <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> and choose the Contiguous US query for Per diem rates. Out-of-state maximum for meals is \$10/\$10/\$20. Please make a copy of this document and submit it with your receipts.

Links

<http://www.bussvc.wisc.edu/acct/TEWeb/index.html> Travel Expense Report Web Information.

<http://www.polisci.wisc.edu/default.aspx> Political Science web page and then click on “Internal Resources” – will give you this handout and more.

<http://www.oanda.com/currency/converter/> Currency exchange rates.

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> Out-of-Country maximum lodging and meal rates per city. ALSO use to find maximum lodging for Out-of-State travel.