E-Reimbursement – Approver Requirements

Logging On:

Follow the link provided in the email you received to inform you an expense report is ready for review
Or
UW Travel Wise - https://uw.foxworldtravel.com/

- Select Reimbursement
- Select E-Reimbursement Log In from drop down list
- Enter your campus credentials to log in
- Click on the Expense WorkCenter tile
- Click on Approve Transactions under Links on the left side of the screen.
- Click on the report you want to review.

Verify that the following is correct/complete:

1. Business purpose
2. In State, Out of State, Foreign, or Non Travel
3. Trip dates – will not be visible on non-travel reimbursements
4. Summary Report – Click to see department funding break down for the expense report.
5. Supporting details – A detailed explanation of the business purpose for the expenses, click to view.
6. Attachments – open and confirm all documentation is included to support the business purpose and amount of each expense being reimbursed

Note: You must scroll down to see the expenses.

E-Reimbursement – Approver Requirements

Default View - **Expense Summary view**

Exceptions are highlighted by the **alert bubbles** shown below.

Click on an alert bubble above to view exception comments and alerts.

Review the exception comments, if needed send the report back for revision with notes.

When finished click Return to Expense Report.

E-Reimbursement – Approver Requirements

Detail View – Click **Expense Details** in the upper right to see the details.

Click on **Expand All** to see the details of the items. Click **Summary and Approve** in the upper right to approve or send back the report.

E-Reimbursement – Approver Requirements
Approving or Sending back a Report
Approvers can attach documents. For all other revisions, the report must be sent back to the traveler.

Comments	
Please check the First/Last Day deduction on the 9/20 meals	

Approve	Send Back	Hold	Deny	Save Changes

▼ Receipt Information
☐ Receipts Received

▼ Expense Line ⓘ   Expense Details

Expense Line Items
Personalize | Find | 📷 | 📊

	Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Approve
	09/20/2018	Air-Baggage Fees	baggage	UWGBY			25.00	USD	☑	☑
🔍	09/23/2018	Lodging-Individual		UWGBY			525.00	USD	☐	☑
🔍	09/20/2018	Meal and Incidental Per Diem		UWGBY			64.00	USD	☑	☑
	09/21/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	☑	☑
	09/22/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	☑	☑
	09/23/2018	Meal and Incidental Per Diem		UWGBY			48.00	USD	☑	☑

Return to Approval List   Previous in List

Comments – Used for communication to the traveler or auditor.

Approve – All requirements are met and you approve.
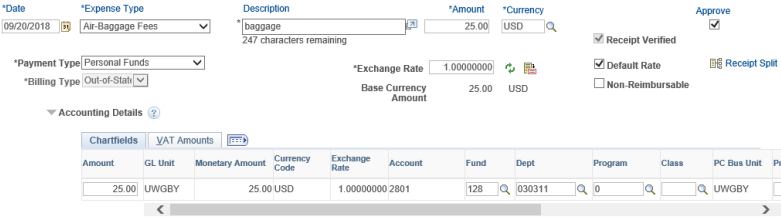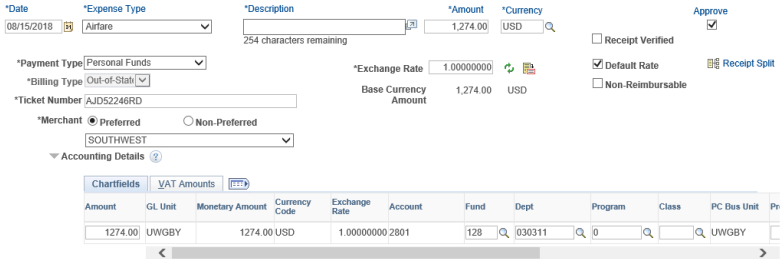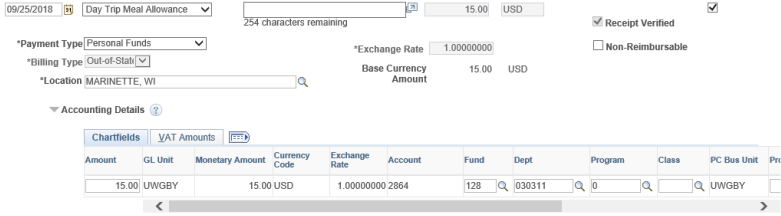
Send Back – Return to the traveler for changes.

Deny – **Do not use as the expense report will be deleted.**
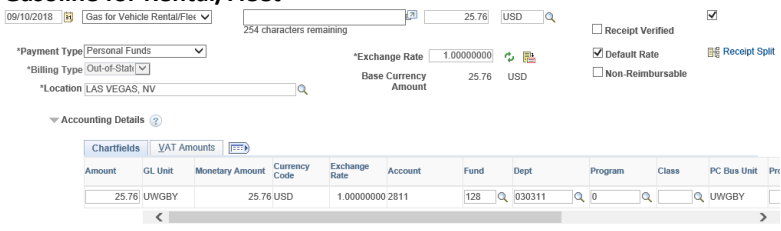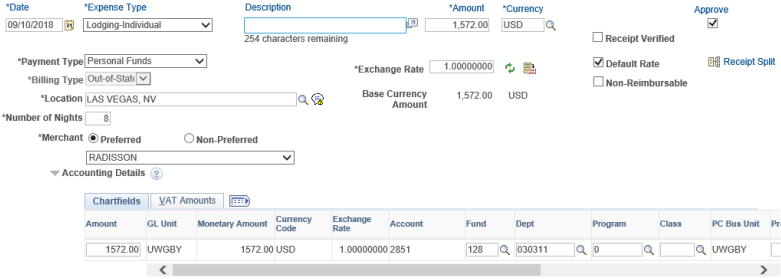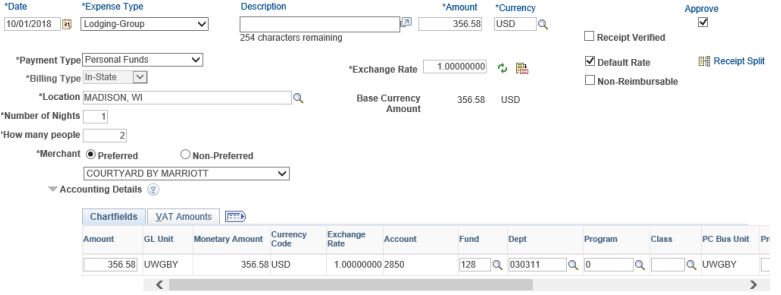
Save Changes – Saves any changes and allows you to return to the report at a future time.

Return to Approval List – Brings user to the list of items pending approval.

E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Air – Baggage Fees Airline baggage or equipment fees 	- Expense date - Payment type - Amount - Billing type (based on destination) - Description - If more than one piece, business purpose for additional expense - Explanation of charges associated with overhead bin in addition to checked baggage	- Airline receipt if $25.01 or over	- Correct expense type selected – not combined with airline ticket. - Receipt attached - Explanation of additional charges beyond limits (2 – 1 checked and 1 carry on)
Airfare Airline tickets for travel via common carrier 	- Expense date - Payment - Amount - Billing type (based on destination i.e. for interview candidates coming to UW = In-state) - Ticket Number - Merchant – entry of name for non-preferred - Description: Point to point itinerary routing in expense line description – explanation for any deviations.	- Airline receipt - Cost comparison from Concur or FOX World Travel (FWT) if adding any non-business stops or personal days.	- Correct expense type selected – - Merchant - Ticket number - Cost comparison from Concur or FWT if adding any non-business stops or personal days – reimbursement limited to lowest cost for business only days.
Day Trip Meal Allowance (Tax Reportable) $15.00 discretionary maximum when travelers are expected to Incur meal costs without provided meals or overnight stay 	- Expense date - Payment type - Billing type (based on destination) - Merchant - Location of expense - Entry must be listed by day, not combined	- None	- Correct expense type selected - If claimed, ensure full $15 per day - $15 for each day (payment is supervisor discretionary)

E-Reimbursement – Approver Requirements

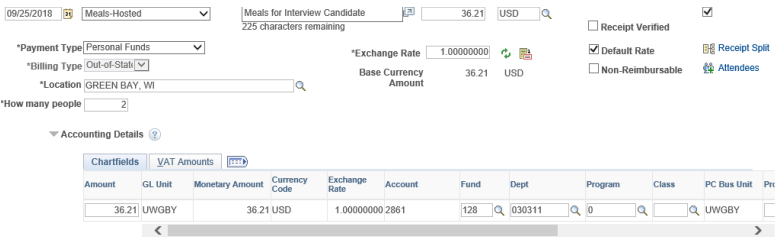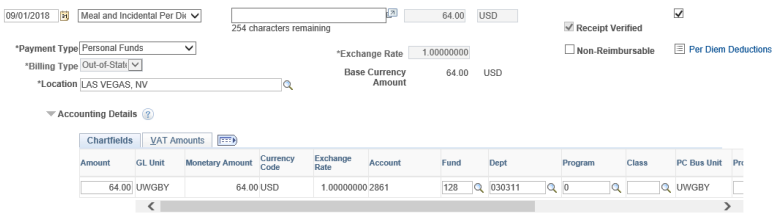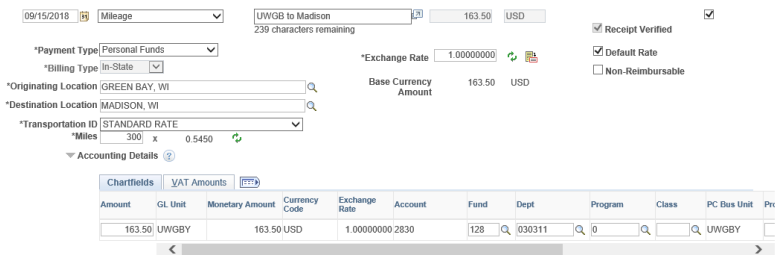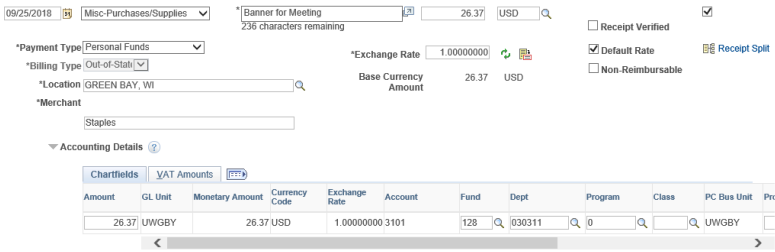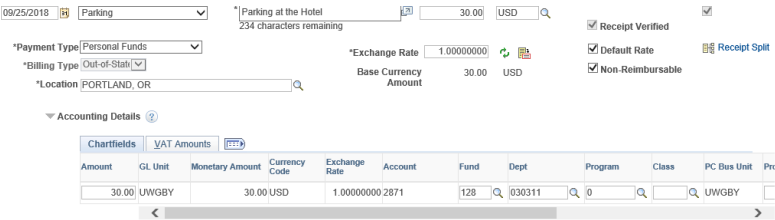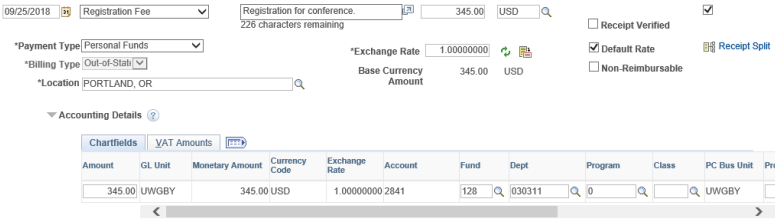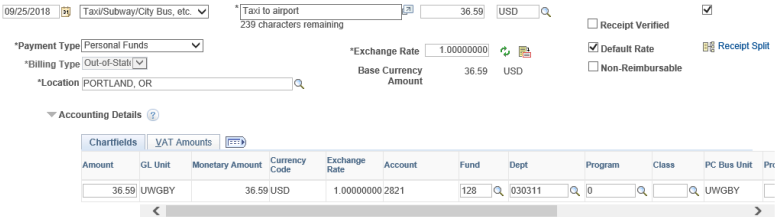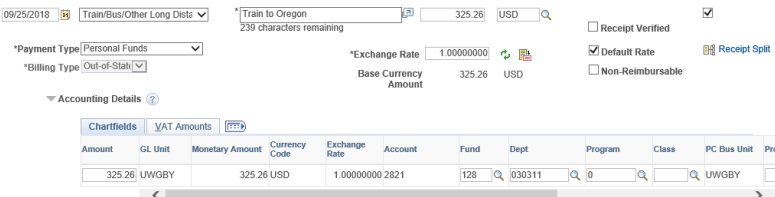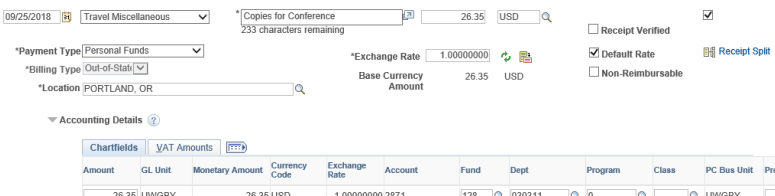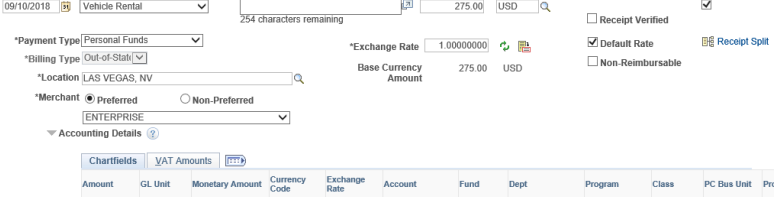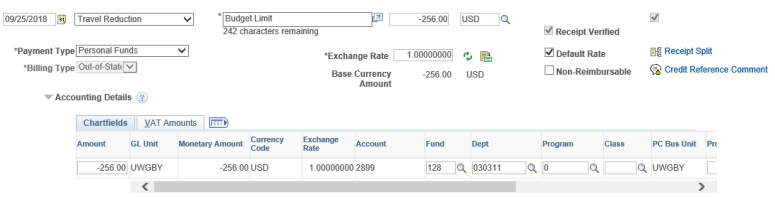| EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Gasoline for Rental/Fleet	- Expense date - Payment type - Billing type - Location - Amount - Separate entry for each expense	- Receipt regardless of amount -	- Correct expense type selected - Required receipts provided - Verify Rental Car expense is accounted for - Deduction for any fuel related to personal use of rental vehicle.
Lodging – Individual	- Expense date (Check out date) - Number of nights - Payment type - Amount – less tax if within the State of Wisconsin - Location - Merchant – Name of the hotel - Description: Enter external conference justification or justification if over maximum allowed for location/date of expense	- Receipts - Supporting documentation for conference hotel justification	- Correct expense type selected - Daily location amount not exceeded - Required receipts provided - Supporting documentation for conference hotel - Single/standard room - Justification if over rate max - Tax exemption if within the State of Wisconsin - No resort/use fees claimed - No room service claimed - Parking on a separate line. - Lodging meets distance requirements (50 miles)
Lodging – Group - Overnight lodging expenses for two or more People	- Expense date (Check out date) - Number of nights - Number of people - enter the number of attendees - Payment type - Amount – less tax if within WI - Location - Merchant – Name of the hotel - Enter conference justification or justification if over maximum allowed per person, location/date of expense - Description: Provide the name(s) and affiliation(s) of all individuals included in the lodging payment.	- Receipts - Names and affiliations of those sharing room - Supporting documentation for conference hotel justification	- Correct expense type selected - Daily location amount not exceeded - Required receipts provided - Supporting documentation for conference hotel - Single/standard room - Justification if over rate max - Tax exemption if within the State of Wisconsin - No resort/use fees claimed - No room service claimed - Parking on a separate line. - Lodging meets distance requirements (50 miles)

E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Meals – Hosted **Meals purchased on behalf of others including tax and tip** *(screenshot of Meals-Hosted expense entry form)*	- Expense date - Number of people - enter the number of attendees. - Payment type - Amount – less tax if within the State of Wisconsin - Location - Description: Business justification, description of meal (breakfast, lunch, dinner) - Additional Attendees: list name and affiliation (may use attachment upload with complete list of attendees)	- Receipts - Agenda if required for business activity - Names and affiliations of those attending	- Correct expense type used - Daily location amount not exceeded per person - Required, itemized receipts provided - Ensure no alcohol charged to UW funding source - Justification if over rate max - Tax exemption if within the State of Wisconsin - No resort/use fees claimed

Meals and Incidentals – M&IE Per Diem
Flat per diem amount based on location
 	
(screenshot of Meal and Incidental Per Diem expense entry form)
	- Expense date
	- Location
	- Select per diem deductions link
	  o Deduction for first/last Day of travel
	  o Provided meals with conference or meeting
			- Correct expense type used
			- Deductions checked for First/Last day of travel and provided meals (see agenda)
			- Incidentals included in M&IE not claimed as separate expense
			- Per diem not claimed for others
			- Per diem not claimed for headquarter city travel or travel w/o overnight stay

Mileage - Reimbursement for miles driven in a privately owned vehicle while conducting UW business *(screenshot of Mileage expense entry form)*	- Expense Date - Transportation ID. (Always Standard) - Miles - enter the number of miles traveled round trip. - Originating Location - Destination Location - Description of business and location (addresses, etc.) of route		- Correct expense type used - One mileage line per day - Tolerance of 10% of one-way mileage used from point-to-point – explanation required for excess beyond - Standard Rate is used

E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Misc. – Purchases/ Supplies, Non Travel UW - business-related purchases such as books, shipping, etc. 	- Expense date - Payment type - Billing type - Merchant – Name of company purchased from - Location - Amount - Description: Provide a description of the purchase and the UW business purpose.	- Itemized Receipts	- Expense appropriate for personal reimbursement (best judgment qualifying) - Required receipts provided
Parking 	- Parking date - Billing type - Amount - Location - Description – reason for parking	- Receipt if $25.01 or over	- Correct expense type used - Ensure parking is not office location - Required receipts provided

Registration Fee
 Fee charged to attend an event such as a conference, workshop, seminar, training
 	
	- Expense date
	 - Payment type
	 - Billing type
	 - Location
	 - Description:
	   o Type of event and what is included in registration fee.
	   o Training/conference dates
	   o Cardholder name if PCard
		- Itemized receipts
		 - Conference/Meeting/Training brochure or agenda listing included or advisory items (i.e. meals, conference lodging requirements, etc.)
			- Correct expense type used
			 - Required receipts and supporting documentation provided
			 -

Taxi/Subway/City Bus/Car Services 	- Expense date - Location - Description of transport, origin/destination and business purpose - Amount + gratuity	- Receipt if $25.01 or over	- Correct expense type used - Transportation seems appropriate for business need - Required receipts provided

E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Train/Bus/Other Long Distance	- Expense date - Location - Description of transport, origin/destination and business purpose - Explanation for additional fees and bags, etc. - Amount (include additional fees)	- Receipts - Cost comparisons for non-business travel dates or in cases where transportation option not most logical (i.e. train versus air).	- Correct expense type used - Transportation option seems appropriate for business need - Expenses align with trip dates - Receipts provided
Travel Miscellaneous	- Expense date - Location - Description – type of expense (i.e. tolls, Visa, Internet etc. and business purpose)	- Receipts as required	- Correct expense type used - Receipts are attached as required
Vehicle Rental	- Expense date - Daily rate - Merchant – select preferred or enter non-preferred - Location - Description – include business purpose and daily use information/routing - Justification for non-contract supplier use	- Itemized Receipt	- Correct expense type used - Rental agreement attached - Ensure use of contract vendor or sufficient justification - Use seems appropriate for business need - For business rental days only, deduction for personal use.
Travel Reduction	- Enter negative expense line amount to limit overall reimbursement to lesser amount - Justification for using travel reduction expense type		- Correct expense type used