

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.

The screenshot displays the 'Expenses WorkCenter' interface. At the top, there is a navigation bar with 'Expenses WorkCenter' and utility icons. Below this, the page title is 'Approve Expense Report - Expense Summary'. The main content area shows details for an expense report submitted for approval by EXUSER69G Employee. Key fields include Business Purpose (Business), Description (Trip to Madison), Reference (INSTATE), Accounting Date (10/01/2018), and Accounting Template (STANDARD). Dates of departure and return are both 09/15/2018. A 'Totals' section at the bottom shows Employee Expenses of 178.50 USD and Non-Reimbursable Expenses of 0.00 USD, with a total amount due to the employee of 178.50 USD. There are also links for 'UW Summary Report', 'Justification and Supporting Details', and 'Attachments'.

Category	Amount	Category	Amount
Employee Expenses (2 Lines)	178.50 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee	178.50 USD	Amount Due to Supplier	0.00 USD

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.

Expense Line ? Expense Details

Expense Line Items									
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 09/23/2018	Lodging-Individual		UWGBY			525.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 09/20/2018	Per Diem		UWGBY			64.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/21/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/22/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/23/2018	Meal and Incidental Per Diem		UWGBY			48.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Alert Bubble

[Approve Expense Report](#)

[View Exception Comments and Risks](#)

EXUSER69G Employee

Report ID 0000609267

General Information

Report Description Reimbursement Conference

*Business Purpose Conference

*Reference

Exception Information

Line	Exception	Comment
1 Air-Baggage Fees	None	No exceptions associated with this line.
2 Lodging-Individual	Amount Exceeded	Conference Hotel
3 Meal and Incidental Per Diem	Per Diem	First or Last Day of travel - no first/last day per diem deduction found
4 Meal and Incidental Per Diem	None	No exceptions associated with this line.
5 Meal and Incidental Per Diem	None	No exceptions associated with this line.
6 Meal and Incidental Per Diem	None	No exceptions associated with this line.

[Return To Expense Report](#)

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.

Expense Line ?									
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/23/2018	Lodging-Individual		UWGBY			525.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/20/2018	Meal and Incidental Per Diem		UWGBY			64.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/21/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/22/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/23/2018	Meal and Incidental Per Diem		UWGBY			48.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Expenses WorkCenter

Approve Expense Report - Expense Details

EXUSER69G Employee Actions:

*Business Purpose: Report: 0000609267 Submitted for Approval

Description: Reimbursement Conference Created: 10/01/2018 EXUSER69G Employee

*Reference: Last Updated: 10/01/2018 EXUSER69G Employee

Accounting Date: 10/01/2018 Accounting Template: STANDARD

Default Location: LAS VEGAS, NV Date of departure:

Urgency: ● Date of return:

Expand Lines | Collapse Lines | **Expand All** | Collapse All Total: 731.00 USD

Receipt Information

Receipts Received

*Date	*Expense Type	Description	*Amount	*Currency	Approve
<input type="text" value="09/20/2018"/>	<input type="text" value="Air-Baggage Fees"/>	<input type="text" value="baggage"/> <small>247 characters remaining</small>	<input type="text" value="25.00"/>	<input type="text" value="USD"/>	<input checked="" type="checkbox"/>

*Payment Type: *Exchange Rate:

*Billing Type: Base Currency Amount: 25.00 USD

Receipt Verified Default Rate Non-Reimbursable

Receipt Split

Accounting Details ?

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr
25.00	UWGBY	25.00	USD	1.00000000	2801	128	030311	0		UWGBY	

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									
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/23/2018	Lodging-Individual		UWGBY			525.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/20/2018	Meal and Incidental Per Diem		UWGBY			64.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/21/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/22/2018	Meal and Incidental Per Diem		UWGBY			34.50	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/23/2018	Meal and Incidental Per Diem		UWGBY			48.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Return to Approval List](#) [Previous in List](#)

Comments – Used for communication to the traveler or auditor.

Approve – All requirements are met and you approve.

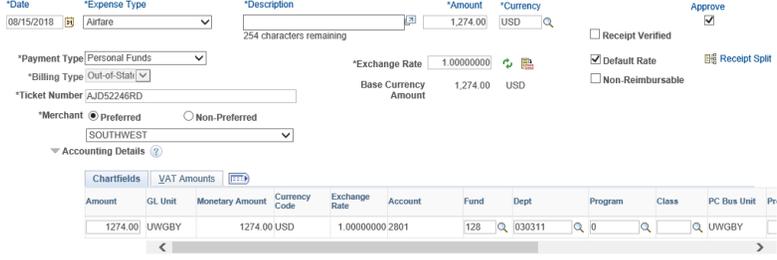
Send Back – Return to the traveler for changes.

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.

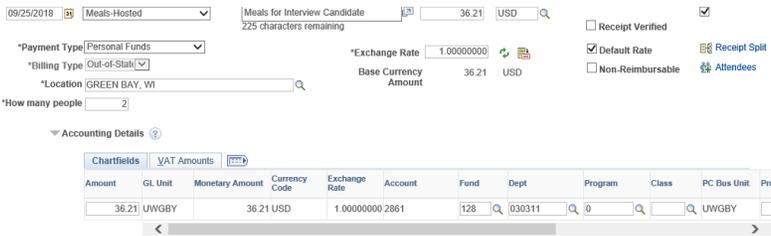
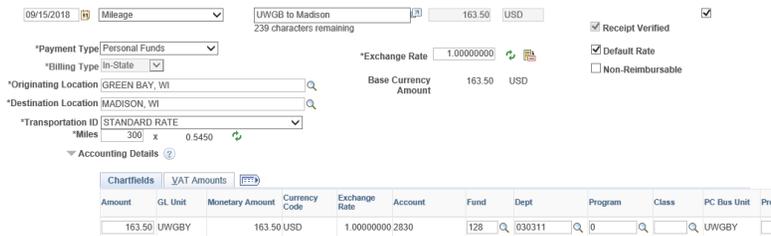
E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT																								
<p>Air – Baggage Fees Airline baggage or equipment fees</p>  <table border="1" data-bbox="199 397 898 479"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>25.00</td> <td>UWGBY</td> <td>25.00 USD</td> <td>USD</td> <td>1.00000000</td> <td>2801</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr	25.00	UWGBY	25.00 USD	USD	1.00000000	2801	128	030311					<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Airline receipt if \$25.01 or over 	<ul style="list-style-type: none"> - Correct expense type selected – not combined with airline ticket. - Receipt attached - Explanation of additional charges beyond limits (2 – 1 checked and 1 carry on)
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																
25.00	UWGBY	25.00 USD	USD	1.00000000	2801	128	030311																				
<p>Airfare Airline tickets for travel via common carrier</p>  <table border="1" data-bbox="199 860 898 950"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>1274.00</td> <td>UWGBY</td> <td>1274.00 USD</td> <td>USD</td> <td>1.00000000</td> <td>2801</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr	1274.00	UWGBY	1274.00 USD	USD	1.00000000	2801	128	030311					<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - Airline receipt - Cost comparison from Concur or FOX World Travel (FWT) if adding any non-business stops or personal days. 	<ul style="list-style-type: none"> - 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.
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																
1274.00	UWGBY	1274.00 USD	USD	1.00000000	2801	128	030311																				
<p>Day Trip Meal Allowance (Tax Reportable) \$15.00 discretionary maximum when travelers are expected to incur meal costs without provided meals or overnight stay</p>  <table border="1" data-bbox="199 1307 898 1388"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>15.00</td> <td>UWGBY</td> <td>15.00 USD</td> <td>USD</td> <td>1.00000000</td> <td>2864</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr	15.00	UWGBY	15.00 USD	USD	1.00000000	2864	128	030311					<ul style="list-style-type: none"> - Expense date - Payment type - Billing type (based on destination) - Merchant - Location of expense - Entry must be listed by day, not combined 	<ul style="list-style-type: none"> - None 	<ul style="list-style-type: none"> - Correct expense type selected - If claimed, ensure full \$15 per day - \$15 for each day (payment is supervisor discretionary)
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																
15.00	UWGBY	15.00 USD	USD	1.00000000	2864	128	030311																				

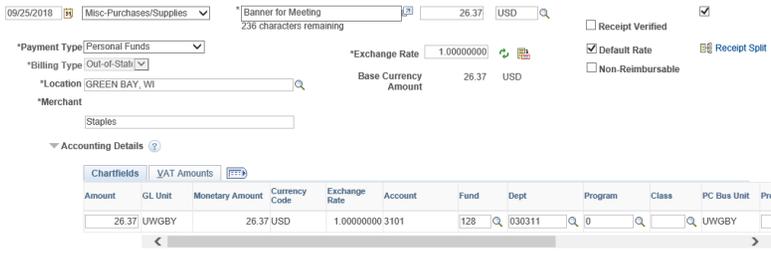
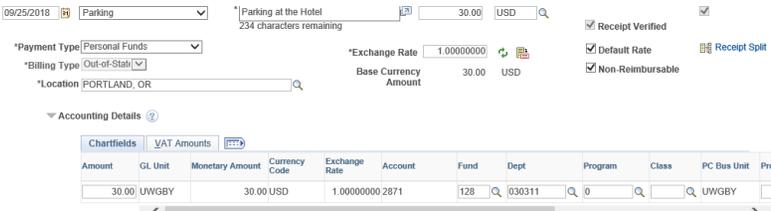
E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT																												
<p>Gasoline for Rental/Fleet</p> <p>09/10/2018 [B] Gas for Vehicle Rental/Fleet 254 characters remaining 25.76 USD</p> <p>*Payment Type: Personal Funds *Billing Type: Out-of-State *Location: LAS VEGAS, NV</p> <p>*Exchange Rate: 1.00000000 Base Currency Amount: 25.76 USD</p> <p>Accounting Details</p> <table border="1"> <thead> <tr> <th>Chartfields</th> <th>VAT Amounts</th> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>25.76</td> <td>UWGBY</td> <td>25.76 USD</td> <td></td> <td>1.00000000</td> <td>2811</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td>UWGBY</td> <td></td> </tr> </tbody> </table>	Chartfields	VAT Amounts	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr			25.76	UWGBY	25.76 USD		1.00000000	2811	128	030311			UWGBY		<ul style="list-style-type: none"> - Expense date - Payment type - Billing type - Location - Amount - Separate entry for each expense 	<ul style="list-style-type: none"> - Receipt regardless of amount 	<ul style="list-style-type: none"> - 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.
Chartfields	VAT Amounts	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																		
		25.76	UWGBY	25.76 USD		1.00000000	2811	128	030311			UWGBY																			
<p>Lodging – Individual</p> <p>09/10/2018 [B] Lodging-Individual 254 characters remaining 1,572.00 USD</p> <p>*Payment Type: Personal Funds *Billing Type: Out-of-State *Location: LAS VEGAS, NV</p> <p>*Exchange Rate: 1.00000000 Base Currency Amount: 1,572.00 USD</p> <p>*Number of Nights: 8 *Merchant: Preferred RADISSON</p> <p>Accounting Details</p> <table border="1"> <thead> <tr> <th>Chartfields</th> <th>VAT Amounts</th> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1572.00</td> <td>UWGBY</td> <td>1572.00 USD</td> <td></td> <td>1.00000000</td> <td>2851</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td>UWGBY</td> <td></td> </tr> </tbody> </table>	Chartfields	VAT Amounts	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr			1572.00	UWGBY	1572.00 USD		1.00000000	2851	128	030311			UWGBY		<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Receipts - Supporting documentation for conference hotel justification 	<ul style="list-style-type: none"> - 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)
Chartfields	VAT Amounts	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																		
		1572.00	UWGBY	1572.00 USD		1.00000000	2851	128	030311			UWGBY																			
<p>Lodging – Group - Overnight lodging expenses for two or more People</p> <p>10/01/2018 [B] Lodging-Group 254 characters remaining 356.58 USD</p> <p>*Payment Type: Personal Funds *Billing Type: In-State *Location: MADISON, WI</p> <p>*Exchange Rate: 1.00000000 Base Currency Amount: 356.58 USD</p> <p>*Number of Nights: 1 *How many people: 2 *Merchant: Preferred COURTYARD BY MARRIOTT</p> <p>Accounting Details</p> <table border="1"> <thead> <tr> <th>Chartfields</th> <th>VAT Amounts</th> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>356.58</td> <td>UWGBY</td> <td>356.58 USD</td> <td></td> <td>1.00000000</td> <td>2850</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td>UWGBY</td> <td></td> </tr> </tbody> </table>	Chartfields	VAT Amounts	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr			356.58	UWGBY	356.58 USD		1.00000000	2850	128	030311			UWGBY		<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - Receipts - Names and affiliations of those sharing room - Supporting documentation for conference hotel justification 	<ul style="list-style-type: none"> - 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)
Chartfields	VAT Amounts	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																		
		356.58	UWGBY	356.58 USD		1.00000000	2850	128	030311			UWGBY																			

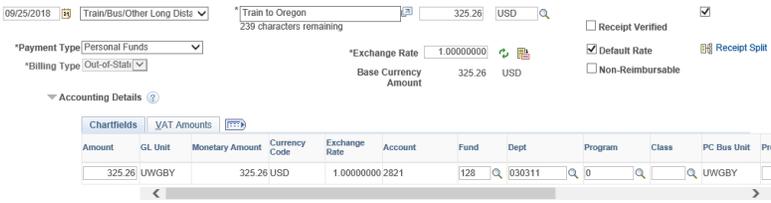
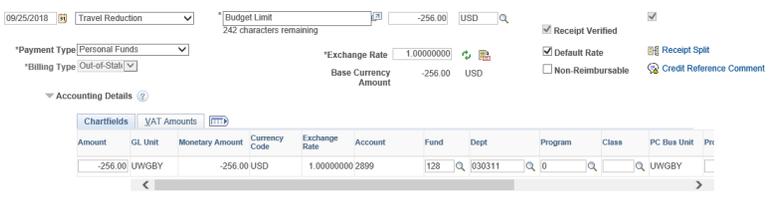
E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT																								
<p>Meals – Hosted Meals purchased on behalf of others including tax and tip</p>  <p>09/25/2018 Meals-Hosted Meals for Interview Candidate 36.21 USD</p> <p>*Payment Type: Personal Funds *Billing Type: Out-of-State *Location: GREEN BAY, WI</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>36.21</td> <td>UWGBY</td> <td>36.21 USD</td> <td></td> <td>1.00000000</td> <td>1000000002861</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td></td> <td>UWGBY</td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr	36.21	UWGBY	36.21 USD		1.00000000	1000000002861	128	030311				UWGBY	<ul style="list-style-type: none"> - 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) 	<ul style="list-style-type: none"> - Receipts - Agenda if required for business activity - Names and affiliations of those attending 	<ul style="list-style-type: none"> - 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
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																
36.21	UWGBY	36.21 USD		1.00000000	1000000002861	128	030311				UWGBY																
<p>Meals and Incidentals – M&IE Per Diem Flat per diem amount based on location</p>  <p>09/01/2018 Meal and Incidental Per Div 64.00 USD</p> <p>*Payment Type: Personal Funds *Billing Type: Out-of-State *Location: LAS VEGAS, NV</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>64.00</td> <td>UWGBY</td> <td>64.00 USD</td> <td></td> <td>1.00000000</td> <td>1000000002861</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td></td> <td>UWGBY</td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr	64.00	UWGBY	64.00 USD		1.00000000	1000000002861	128	030311				UWGBY	<ul style="list-style-type: none"> - Expense date - Location - Select per diem deductions link <ul style="list-style-type: none"> o Deduction for first/last Day of travel o Provided meals with conference or meeting 		<ul style="list-style-type: none"> - 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
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																
64.00	UWGBY	64.00 USD		1.00000000	1000000002861	128	030311				UWGBY																
<p>Mileage - Reimbursement for miles driven in a privately owned vehicle while conducting UW business</p>  <p>09/15/2018 Mileage UWGB to Madison 163.50 USD</p> <p>*Payment Type: Personal Funds *Billing Type: In-State *Originating Location: GREEN BAY, WI *Destination Location: MADISON, WI</p> <p>*Transportation ID: STANDARD RATE *Miles: 300 x 0.5450</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>163.50</td> <td>UWGBY</td> <td>163.50 USD</td> <td></td> <td>1.00000000</td> <td>1000000002830</td> <td>128</td> <td>030311</td> <td></td> <td></td> <td></td> <td>UWGBY</td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr	163.50	UWGBY	163.50 USD		1.00000000	1000000002830	128	030311				UWGBY	<ul style="list-style-type: none"> - 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 		<ul style="list-style-type: none"> - 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
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Pr																
163.50	UWGBY	163.50 USD		1.00000000	1000000002830	128	030311				UWGBY																

E-Reimbursement – Approver Requirements

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
<p>Misc. – Purchases/ Supplies, Non Travel UW - business-related purchases such as books, shipping, etc.</p> 	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - Itemized Receipts 	<ul style="list-style-type: none"> - Expense appropriate for personal reimbursement (best judgment qualifying) - Required receipts provided
<p>Parking</p> 	<ul style="list-style-type: none"> - Parking date - Billing type - Amount - Location - Description – reason for parking 	<ul style="list-style-type: none"> - Receipt if \$25.01 or over 	<ul style="list-style-type: none"> - Correct expense type used - Ensure parking is not office location - Required receipts provided
<p>Registration Fee Fee charged to attend an event such as a conference, workshop, seminar, training</p> 	<ul style="list-style-type: none"> - Expense date - Payment type - Billing type - Location - Description: <ul style="list-style-type: none"> o Type of event and what is included in registration fee. o Training/conference dates o Cardholder name if PCard 	<ul style="list-style-type: none"> - Itemized receipts - Conference/Meeting/Training brochure or agenda listing included or advisory items (i.e. meals, conference lodging requirements, etc.) 	<ul style="list-style-type: none"> - Correct expense type used - Required receipts and supporting documentation provided
<p>Taxi/Subway/City Bus/Car Services</p> 	<ul style="list-style-type: none"> - Expense date - Location - Description of transport, origin/destination and business purpose - Amount + gratuity 	<ul style="list-style-type: none"> - Receipt if \$25.01 or over 	<ul style="list-style-type: none"> - 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
<p>Train/Bus/Other Long Distance</p> 	<ul style="list-style-type: none"> - Expense date - Location - Description of transport, origin/destination and business purpose - Explanation for additional fees and bags, etc. - Amount (include additional fees) 	<ul style="list-style-type: none"> - Receipts - Cost comparisons for non-business travel dates or in cases where transportation option not most logical (i.e. train versus air). 	<ul style="list-style-type: none"> - Correct expense type used - Transportation option seems appropriate for business need - Expenses align with trip dates - Receipts provided
<p>Travel Miscellaneous</p> 	<ul style="list-style-type: none"> - Expense date - Location - Description – type of expense (i.e. tolls, Visa, Internet etc. and business purpose) 	<ul style="list-style-type: none"> - Receipts as required 	<ul style="list-style-type: none"> - Correct expense type used - Receipts are attached as required
<p>Vehicle Rental</p> 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Itemized Receipt 	<ul style="list-style-type: none"> - 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.
<p>Travel Reduction</p> 	<ul style="list-style-type: none"> - Enter negative expense line amount to limit overall reimbursement to lesser amount - Justification for using travel reduction expense type 		<ul style="list-style-type: none"> - Correct expense type used