**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
* Select approve transactions from the homepage quick link



Verify that the following is correct/complete:

1. Business purpose
2. Destination
3. Supporting details – enter a detailed explanation of the business purpose for the expenses
4. Travel related expense - not selected for non-travel reimbursements
5. Trip dates – will not be visible on non-travel reimbursements
6. Attachments – open and confirm all documentation is included to support the business purpose and amount of each expense being reimbursed
7. Summary Report – Click to see department funding break down for the expense report.

**Default View** - **Expense Summary view** (access using the more options drop down)

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



Alert Bubble



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

* System generated alerts to assist an approver with review
* An approver can edit/change many of these errors, however changes made by an approver will not be seen by the traveler. It is recommended changes are “sent back” for revision by the traveler – see below for further instructions.

**Alternate View** – Select more options drop down and select expense report detail

**Expense Report Detail**

* This view can be used by an approver to make changes.
* Select details for additional information on an expense line

Note: A single expense line can be charged to a different department funding within the details link.

* To return to approval page – select “expense report summary” from the more options drop down and click go.

**It is recommended approvers enter comments and “send back” an expense report to the traveler for any revisions. If an approver makes a change, the traveler is not notified of the change. This may cause confusion when the final reimbursement does not match what was originally submitted.**



**Comments** – Used for communication to the traveler or auditor. Comments will appear in red when a report is sent back.

**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.

| **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 over $25
 | * Correct expense type selected – not combined with airline ticket.
* Receipt attached
* Explanation of additional charges beyond limits (2 – 1 checked and 1 carry on)
 |
| **Travel Agency Service Fee**Booking, reservation or service fees billed as a separate item, paid to travel agencies or tour companies, for travel reservation services. | * Expense date
* Payment type (cardholder name if University Prepaid)
* Amount
* Billing Type (based on destination)
* Merchant – entry of name for non-preferred.
* Description –
	+ Additional expense details or justifications
	+ If University prepaid, cardholder name
 | * Travel agency receipt if over $25
 | * Correct expense type selected – not combined with airline ticket.
* Merchant
 |
| **Airfare** Airline tickets for travel via common carrier and additional fees charged by an airline when a ticket is issued (e.g. aisle, window, or exit row seating fee) | * Expense date
* Payment
* Amount
* Billing type (based on destination i.e. for interview candidates coming to UW = In-state)
* Ticket Number (if dup ticket instead of new ticket – add letter A after 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.
* Travel agency receipt if over $25
 | * 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.
 |
| **Airline Change/Cancellation Fees****Record fees associated with change/cancel of airline tickets –** **travel agency fee to do so record under existing Travel Agency** **Service Fee** | * Expense date
* Payment type
* Amount
* Billing type
* Merchant – entry of name for non-preferred
* Description: Justification of any change/cancel fees in expense line description
 | * Travel agency receipt if over $25
 | * Correct expense type selected – not combined with airline ticket.
* Merchant
* Supervisor approved justification for change/cancel fees
 |
| **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)
 |
| **Gasoline for Rental/Fleet** | * Expense date
* Payment type
* Billing type
* Location
* Amount
* Separate entry for each expense
 | * Receipt regardless of amount
* Explanation if for fleet (why fleet card wasn’t used)
 | * Correct expense type selected
* Required receipts provided
* Enforce use of fleet card unless justification provided
* Deduction for any fuel related to personal use of rental vehicle.
 |
| **Event** | * Expense date
* Payment type
* Amount
* Separate entry for each expense (i.e. break, breakfast, lunch, dinner, reception, etc.)
* Number of attendees
 | * Agenda/Announcement – including dates, times, location(s)
* Attendee list with names and affiliations – if general public, number of attendees anticipated
* Itemized supplier receipt(s)
* Justification for headquarter city provided meals for majority of attendees
 | * Correct expense type selected
* Required receipts provided
* Supporting documentation provided
* Ensure no alcohol included
* Provided meals deducted from M&IE per diem
* Expenses within maximums allowable for type and location of event
 |
| **Lodging – Individual** | * Expense date
* Number of nights
* Payment type
* Amount – less tax if within the State of Wisconsin
* Location
* Merchant – select from preferred or enter non-preferred
* 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 (50 miles)
* Required receipts provided
* Supporting documentation for conference hotel
* Single/standard room
* Justification if over rate max
* Lodging meets distance requirements
* Tax exemption if within the State of Wisconsin
* No resort/use fees claimed
 |
| **Lodging – Group - Overnight lodging expenses for two or more** **people** | * Expense date
* Number of nights
* Number of people - enter the number of attendees
* Payment type
* Amount – less tax if within the State of Wisconsin
* Location
* Merchant – select from preferred or enter non-preferred
* Enter external 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 per person
* Required receipts provided
* Supporting documentation for conference hotel
* Single/standard room
* Justification if over rate max
* Lodging meets distance requirements (50 miles)
* Tax exemption if within the State of Wisconsin
* No resort/use fees claimed
 |
| **Meals – Hosted****Meals purchased on behalf of others including tax and tip** | * 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**  | * Expense date
* Location
* Select per diem deductions link
* Deduction for first/last Day of travel
* Provided meals with conference or meeting
 |  | * Correct expense type used
* Per diem rate not exceeded for location/date
* Full rate given unless documentary evidence of provided meals
* 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** | * Expense – Trip Date
* Transportation ID.
* Miles - enter the number of miles traveled round trip.
* Originating Location
* Destination Location
* Description of business and location (addresses, etc.) of route
 | * For Institutions that require use of fleet, non-availability slip required

**Standard Rate:*** UW State vehicle is not available/fleet waiver is on file or
* Mileage is under 100 miles round trip/per day

**Turndown Rate:*** UW State vehicle is available and mileage is 100 miles round trip/per day
 | * Correct expense type used
* Tolerance of 10% of one-way mileage used from point-to-point – explanation required for excess beyond
* Correct/full mileage rate is used
* Non-availability slip
 |
| **Misc. – Purchases/ Supplies, Best judgment UW - business-****related purchases such as books, shipping, etc.** | * Expense date
* Payment type
* Billing type
* Merchant - non-preferred field
* Location
* Amount
* Description: Provide a description of the purchase and the UW business purpose.
 | * Receipts
 | * Expense appropriate for personal reimbursement (best judgment qualifying)
* Required receipts provided
 |
| **Parking** | * Parking date
* Billing type
* Daily amount
* Location
* Description – reason for parking
 | * Receipt if over $25
 | * 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:
	+ Type of event and what is included in registration fee.
	+ Training/conference dates
	+ Cardholder name if PCard
 | * 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
* For conference, meeting, events w/registration fee – require review of other expense types to ensure the following:
* Provided meals not claimed under per diem
* Attendees lodged at specified conference/meeting location and at appropriate rate
* If conference site, additional transportation not claimed
 |
| **Taxi/Subway/City Bus/Car Services** | * Expense date
* Location
* Description of transport, origin/destination and business purpose
* Amount + gratuity
 | * Receipts over $25
 | * Correct expense type used
* Transportation seems appropriate for business need
* Required receipts provided
 |
| **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
 | * Rental agreement as 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
 |