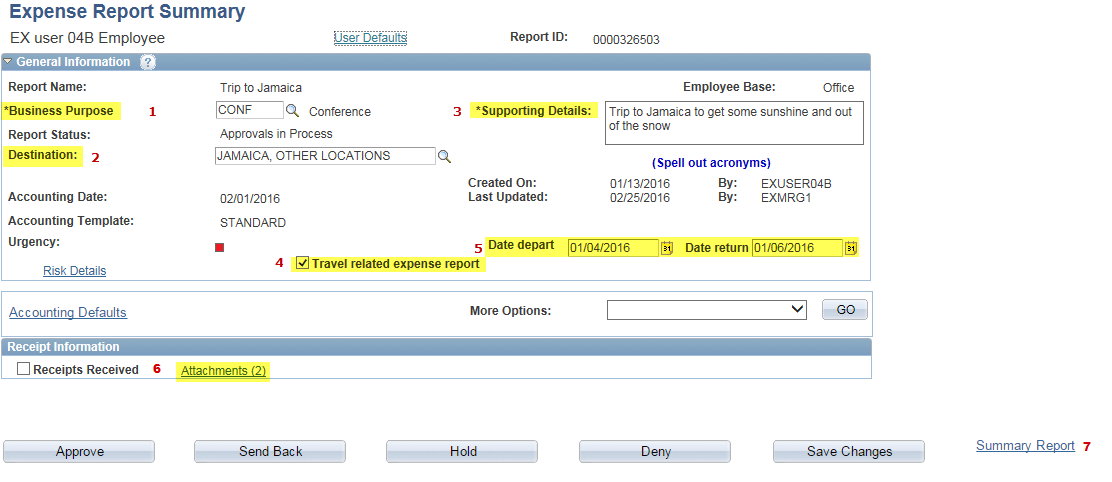
**Logging On:**

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

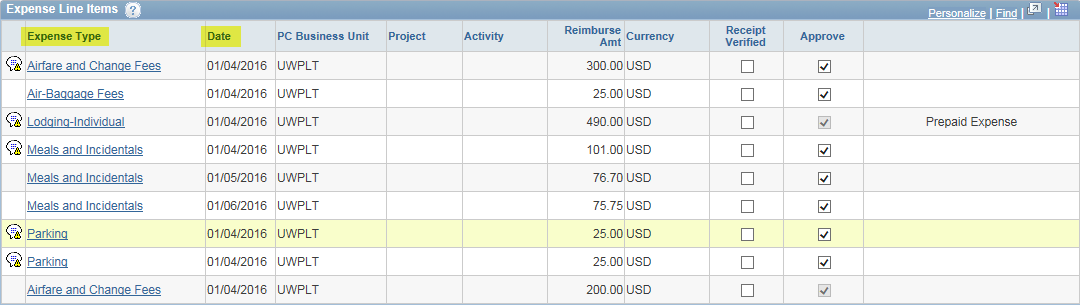


Verify that the following is correct/complete:

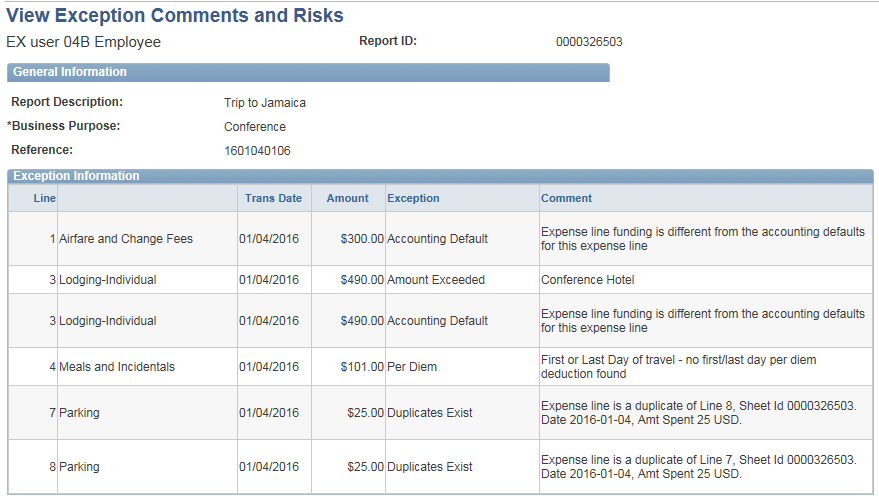
1. Business purpose
2. Destination
3. Supporting details – enter a detailed explanation of the business purpose for the expenses
4. Travel related expense - not selected for non-travel reimbursements
5. Trip dates – will not be visible on non-travel reimbursements
6. Attachments – open and confirm all 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.



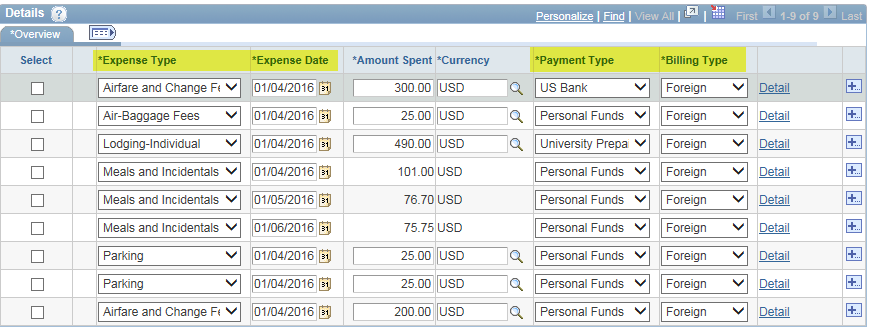
Alert Bubble



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

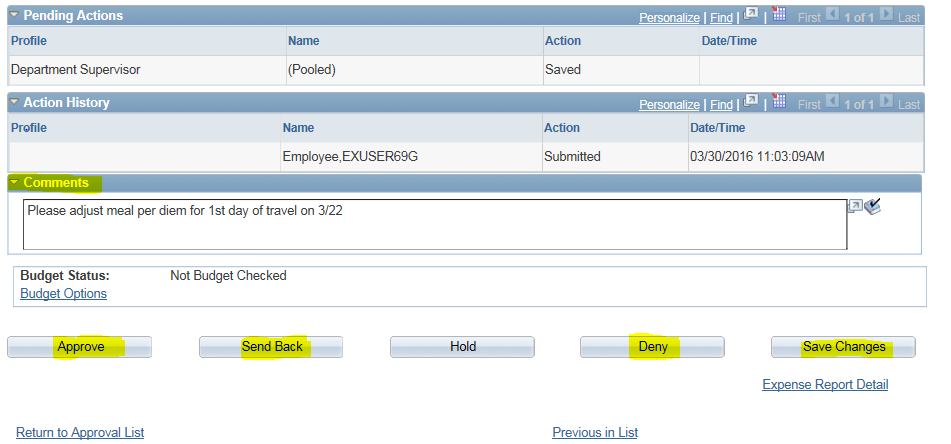
**Expense Report Detail**

* 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 |