

New Guidelines Regarding Employee Reimbursement

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To: Personnel(Active Only) <personnel@uwlax.edu>;

 1 attachments (28 KB)

UWLF Requisition Guidelines 2017.docx;

Campus Colleagues:

In late April, we sent an email to the campus community providing everyone with an early alert that the process for reimbursement with funds held by the UWL Foundation would be changing significantly in response to the issues at UW-Oshkosh and their Foundation. We recognize that these changes will fundamentally affect many activities that currently occur on campus but hope you recognize that every institution in the UW System is going through a similar process.

The new policy is attached and it will also soon be available on the Business Services Gift Funds webpage. We have begun communications with specific colleges and departments to review details and answer questions. If you are interested in hosting a session for your team or department, please reach out to Sandy Chapman in Business Services to arrange a meeting. Also please note that we don't have the answer to every question as we are learning more each and every day but will do our best to find a resolution that works.

There are a few points that we want to highlight as they represent a major change from past practices:

- 1) To the greatest extent possible, the Foundation should not be providing a direct reimbursement to a University employee. University employee business expenses that are allowable under University rules and guidelines should be reimbursed through the University's business expense system rather than through direct reimbursement from the Foundation. In addition, the Foundation should not be used to pay invoices to vendors directly. There are a few exceptions listed at the top of page 2 within the policy.
- 2) If your program or department has a non-scholarship fund at the Foundation, we will be creating a matching Fund 233 Gift Account with the University. Business Services will work with each program/department to give you access in WISDM so you can track fund balances.
- 3) To the extent that funds are available, the Foundation will make a gift to the University that will be deposited in a university Fund 233 Gift Account so the funds are in the account prior to expending. For FY18, which just started, the goal is to base that amount on the average spent during the last three years. In future years, you will have to work with your budget analyst as it will become a part of the annual budget process. Neither the Fund 233 Gift Account nor the Foundation's related fund will not be allowed to carry a negative balance.
- 4) All expenses, except for the very limited exceptions listed on page 2 of the policy where the Foundation may provide a direct reimbursement, should be incurred through the use of a university P-card, purchase order, invoice or the e-Reimbursement system.
- 5) To be considered for payment and/or reimbursement, all travel must follow the UW System Administrative Travel Policies which include the use of Fox World Travel or Concur when making airline and lodging reservations, as well as the Big Ten Alliance Contract through Enterprise or National when reserving rental vehicles.
- 6) All goods and services must be acquired through the purchasing process governed by the State Bureau of Procurement, UW System Administrative Procurement Policies, and UWL Purchasing.
- 7) Please review the list of expenditures that are now considered ineligible for reimbursement from any source. There are several items that have traditionally been reimbursed that no longer meet the criteria – in particular gift cards and meetings/meals that do not have a specific business purpose according to System policies.

These guidelines are effective immediately. There are a few related Business Services policies that are near completion, covering items such as memberships and apparel, as those types of expenditures will also be impacted moving forward. It is best at this point to direct your specific questions to Sandy Chapman.

Thank you for your patience and understanding with this new process.

Bob Hetzel & Greg Reichert

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