

e-Reimbursement Tips and Reminders

5 travel e-Reimbursement requirements:

1. Business Purpose
2. Registration
3. Transportation
4. Lodging
5. Meals & Incidentals

For detailed information visit: <https://www.uwlax.edu/business-services/our-services/expense-reimbursement/>

Justification:

- Describes the reason for the e-Reimbursement request and details about any unique circumstances. All items should be spelled out versus using acronyms.

Expense Line Dates:

- The expense line date should always match your receipt date.

Lodging:

- This expense should not be split-out by night. There should be one expense line per folio/receipt. The date on the expense line should be the receipt date/check-out date, not the check-in date. If lodging is not being claimed, be sure to include a note in the justification box about where you stayed, such as: stayed with family, friends or if another individual paid for the lodging.
- Any non-business related expenses such as room service charges, movies, etc. found on the lodging folio should be excluded or entered as a non-reimbursable expense.
- Parking charges found on a lodging folio/receipt should be split-out from the lodging expense and added using a new expense line with expense type "parking".
- Use of internet based lodging "brokers" or third party sites (Expedia, Hotels.com, Kayak, Priceline, Airbnb, Hotwire, etc.) is prohibited and will not be reimbursed.
- The UW System will not pre-pay individual lodging costs and travelers are expected to pay upon completion of stay. In some circumstances, payment of the first night's lodging may be required as a deposit or guarantee for a multi-night stay and this is allowed if the requirement is documented.

Meals:

- **Day Trip Meal Allowance** expense type should be used to claim meal expenses when no overnight stay was required. However, if the traveler was provided a meal, then they cannot claim this allowance.
- **Meal and Incidental Per Diem** expense type should be used to claim meal and incidental expenses when the travel required an overnight stay. Please make sure the "first/last day of trip" box is checked on the "per diem deductions screen" of the Meal and Incidental lines for the first and last days of the trip.
 - If reimbursement for meals are limited based on budget or departmental policy.
 - Add an expense line and select expense type Travel Reduction.
 - Enter as a negative number the meal and incidental reduction amount for the entire report.
- The Conference/Meeting Agenda needs to be attached to all e-Reimbursements in which a traveler is claiming meals. Auditors need the agenda/schedule-at-a-glance that shows what meals were provided.
 - If a meeting/conference provides a continental breakfast that is listed on the agenda, the traveler must count that as a provided meal.
 - A continental breakfast provided by the hotel does not count as a provided meal.
- The expense location for **Meal and Incidental Per Diem** allowance must correspond to the location specified for the overnight lodging. Please note for the last day of travel, the location of the previous night stay would be used as the expense location.
 - For example, if you're daily activity is in Milwaukee, WI, but your lodging is in Brookfield, WI, the expense location for the meals & incidental calculation would be Brookfield, WI.
 - If you are traveling overnight (with no hotel stay), the expense location would then coincide with the overnight lodging location for the evening after the overnight travel.

- When claiming **Meals-Hosted** or **Event-Catering** expense, the attendees must be listed in the justification box or an attachment provided with the report. Additionally, an itemized receipt needs to be attached to the e-Reimbursement, along with the event agenda and approved Food Expense Approval form.
 - A hosted meal implies that the employee requesting reimbursement is serving as the host for the meal by coordinating and rendering payment on behalf of the entire group.

Mileage:

- **For a Day Trip** enter one expense line with the round trip mileage.
- **For Trips with a Departure and Return Date** enter one expense line with the one way mileage for the departure date and a separate expense line with the one way mileage for the return date.
- Google Maps or Mapquest maps are helpful in assisting auditors with processing reports.

Incidental Expense Per Diems:

- Regardless of destination, the Meals & Incidental Expense Per Diem for the location includes \$5 to cover incidental expenses such as:
 - Fees and tips given to restaurant wait staff, porters, baggage handlers, hotel housekeeping or other service staff, valet, train or ship service staff.
 - Transportation between places of lodging or business to obtain meals when not obtainable within the immediate vicinity.
 - Phone calls.
 - Laundry, dry cleaning, and pressing of clothing.
 - Mailing and other expenses associated with filing expense reports.

Sales Tax:

- UWL is tax exempt for purchases in WI and reimbursement will not be provided for sales tax. Contact Business Services for a Tax Exemption Card. The University also has sales tax exemption in other states, visit: <https://uw.foxworldtravel.com/sales-tax-exemption-from-other-states/>

Foreign Travel:

- Options for reporting foreign transactions that require a conversion to US Dollars.
 - Credit Card Transactions
 - Attach a copy of the credit card statement (sensitive information can be redacted) that shows the conversion amount for the transaction along with the receipt for the corresponding transaction.
 - OR**
 - Cash or Credit Card Transactions
 - Use the OANDA calculator: <https://www.oanda.com/currency/converter/> for converting receipts.
 - For each receipt, enter the information into the OANDA calculator, print the corresponding report and add as an attachment along with the corresponding receipt.
 - OR**
 - For each day in which you have receipts that require a currency conversion, print a conversion calculation report from ONANDA and add as an attachment.
 - For each receipt, please write the corresponding conversion rate on the receipt (based on the conversion rate for the day) and add as an attachment.

Expense Report Receipt Requirements:

- For detailed information visit : <https://uw.foxworldtravel.com/receipt-requirements/>

Expense Report Submission:

- Expenses must be submitted on one TER via e-Reimbursement within 90 days after the trip completion date or will not be reimbursed by the University.

University of Wisconsin System Central Auditing:

- If you have a question about an e-Reimbursement that has been returned for revision(s), please email expenseauditing@uwsa.edu and a member of the UWSA Central Auditing Team will respond to your inquiry.