Business Services

Sandy Chapman, Controller
Scott Holzem, Contracts/Risk Management/Records
Christina Rickert, Accounts Payable Manager
Cash Handling

Sandy Chapman, Controller

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Cash Handling Responsibilities

- Complying with University, UW System, & Wisconsin rules/regulations
- Educating employees handling cash
- Documenting policies and procedures
- Establishing & maintaining internal controls
- Segregating duties
- Cashiering / Collecting / Receipting
- Record Keeping
- Safeguarding
- Transporting / Depositing
Cash Handling Questionnaire

- Distributed by Business Services to departments collecting cash
- Self-assessment tool for departments
- Starting point for Business Services to assist departments
- Identify weaknesses in internal controls
- Identify strengths in internal controls
- Review policies and procedures
- Determine next steps to ensure proper cash handling
Drivers Authorization

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Driver Authorization Application

Information Requested:
- Driver Name, Contact Information & Date of Birth
- Driver’s Relationship to University
- Supervisor Name & Contact Info.
- Department and Travel Purpose
- Drivers License Number, Issuing State & Expiration Date
- Drivers License Status, Number of Years Driving & List of Violations

Application Process:
- Driver Complete, Sign, & Submit to Supervisor
- Supervisor Review, Sign, & Submit to University Police
- University Police obtains driving record & reviews
- University Police notifies supervisor of outcome
- Supervisor notifies driver of outcome
Drivers Authorization Policy Communication

- Campus Connection - August 24
- First Campus Email - September 8
- Second Campus Email - September 22
- Business Services Newsletter - Fall
- Human Resources - New Employee Onboarding
- Ongoing - Procurement Card Auditing
- Ongoing - Travel e-Reimbursement Processing
Travel Goes Paperless with e-Reimbursement September 1st

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Travel e-Reimbursement Workflow

Workflow
- Traveler - Alternate
- Direct Supervisor
- WISDM Manager - Designee
- Grant Accountant
- Accounts Payable

Process
- Enters expenses, adds attachments
- Approves travel, payment
- Approves travel, payment
- Approves payment, within grant
- Audits expenses to ensure compliance with travel policies
Travel e-Reimbursement Attachments

- **Business Purpose** (i.e. agenda, schedule of events, itinerary)
  - Includes dates, location, event name, etc.
- **Registration**
- **Transportation**
- **Lodging**
- **Meals**
- **Receipt Requirements** - always keep your receipts
  - Required
  - Over $25
  - Not Required
Travel Receipt Requirements

The I.R.S. recommends that business travelers always keep receipts for personal tax filing purposes. University policy requires that the following receipts be provided with any reimbursement request. For E-Reimbursement users, attach receipts and supporting documents using the attachment features in the application.

<table>
<thead>
<tr>
<th>Receipt Requirements For All Expenses</th>
<th>Receipt Requirements For Expenses $25 and over</th>
<th>No Receipts Required For Expenses Within Allowed Maximums</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Airfare and penalty fees (Change/Cancel)</td>
<td>• Checked Baggage</td>
<td>• Personal meals, as allowed, within established maximums</td>
</tr>
<tr>
<td>• Travel agency service fees</td>
<td>• Parking</td>
<td>• Tips and gratuities for hotel employees: $2.00/day</td>
</tr>
<tr>
<td>• Amtrak or other long-distance rail carrier</td>
<td>• Taxis/Shuttles</td>
<td>• Porter/Skycap tips: $1.00/bag</td>
</tr>
<tr>
<td>• Lodging</td>
<td>• Commuter Rail/Subways</td>
<td>• Bottled water for international travel: $7.50/day</td>
</tr>
<tr>
<td>• Vehicle rentals</td>
<td>• Tolls</td>
<td>• Personal call from international travel destination: $10/day</td>
</tr>
<tr>
<td>• Gasoline</td>
<td>• Registration fees</td>
<td>• Business communications – $5.00/por charge</td>
</tr>
<tr>
<td>• Laundry services</td>
<td>• Passports, visas, and required immunizations</td>
<td>WI-FI/Internet</td>
</tr>
<tr>
<td>• Hospitality/Hosted meals</td>
<td></td>
<td>Fax</td>
</tr>
<tr>
<td>• Other reimbursable expenses within policy</td>
<td></td>
<td>Landline phones</td>
</tr>
<tr>
<td>• Any expense in excess of established maximums (with justification)</td>
<td></td>
<td></td>
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</tbody>
</table>