



DEM Session: Reimbursement/Travel Policy Refresher Training

Office of the Vice Provost

Kelly Layton, Divisional Financial Manager

Reminders

- Ask Questions!
 - Raise your Hand 
 - Chat
 - Unmute and ask a question
 - Wait for Question Section
 - Ask Kelly after the meeting

Road Map

- What to Know Before You Go
 - Pre-trip planning
 - Tax-exempt information
 - Airfare, vehicle usage, and lodging policy
 - Per diem allowance for lodging and meal/incidentals
 - Receipt requirements
 - Payment options
- System Access
 - Driver Authorization
 - Concur
 - Fleet
 - Corporate Card Application
 - E-Reimbursement
- Creating an Expense Report
 - Business Purpose
 - Attachments
 - Expense lines
 - Location Details
 - Submission Deadline

Pre-trip Planning

- Team members should always work with supervisors prior to planning or booking University Business travel.
- Each unit has different internal requirements for submitting travel requests/proposals. Please consult with your departmental travel contact for more information about your unit's specific requirements.
- Real ID Reminder: In less than one year, you will need either a Real ID or passport to board an airplane for all flights, including domestic. If you are attempting to board a plane on or after May 3, 2023 with a non-Real ID, you WILL be turned away by TSA. Compliant Real IDs have a star located on them (upper right corner of WI IDs).

Departmental Contacts:

Mallory Oller-OAR

Angie Rieves-RO

Jeff Pfund-OSFA

Kelly Layton-OVP

Pre-trip Planning

Considering the best travel plan options

- Team members are expected to use the most cost-effective means of travel to a location. (e.g. flying vs. driving, Fleet, or vehicle rental vs. personal vehicle usage over 300 miles round-trip).
- Exceptions can be made for taking a less cost-effective method. Cost comparisons are required *prior* to booking from Travel, Inc agent, or by obtaining a cost comparison from Concur and reimbursement is limited to the cost-effective method.
- Please do not wait until the last minute to book travel! Arrangements should be made as soon as possible to avoid paying more!

Available Modes of Transportation

- Airfare
- Vehicle (personal, fleet, rental)
- Local Transportation (bus, taxis, rideshare, or train)

Travel Policy:

<https://policy.wisc.edu/library/UW-3015>

Note: UW-Madison has specific systems and booking tools you must use to book your travel to be policy compliant and reimbursement eligible

Travel Planning and Booking:

<https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>

Pre-trip Planning

Traveling to a Foreign Country

- Travelers are responsible for determining passport and visa documentation requirements. When required for travel, visa fees are payable/reimbursable by UW-Madison. Passport origination and renewal fees are payable/reimbursable when the need to obtain/renew a passport arises as a result of UW business travel.
- Foreign currency conversion and transaction fees are payable/reimbursable.
- Vaccinations that are required for travel and not covered by insurance are reimbursable.
- The purchase of COVID tests for re-entry into the U.S. after foreign travel are reimbursable if not covered by insurance.
- As of Jan. 1, 2022, Cultural Insurance Services International (CISI) will be required for all employees traveling abroad for university purposes. For more information on this requirement, see the CISI Insurance enrollment and reimbursement memo, issued November 1, 2021.
- Be sure to check the CDC guidelines COVID-19 guidelines and testing requirements for the country you're traveling to as well as re-entry requirements.

International Travel Policy:

<https://policy.wisc.edu/library/UW-3022>

Travel Planning and Booking:

<https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/traveling-to-a-foreign-country/>

Link to CISI insurance application/information:

<https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/>

Tax Exemption Information

- UW-Madison is tax-exempt in WI. In addition, we are exempt from tax in a few other states as well.
- Some states outside of WI do not honor tax exempt certificates unless paying with a UW issued Purchasing card and sometimes a Corporate card. The recommendation is to contact the hotel/vendor to see if they accept our state specific tax-exempt forms.
- Your tax-exempt status will not automatically be known to hotels you are traveling to, or vendors you are using.
- You are responsible for producing appropriate tax documentation prior to payment, or upon check in. Tax is not payable/reimbursable.
- UW-Madison was issued an updated tax identification number in June 2021. We are required to present the updated tax identification information.
- The old tax-exempt number is included on Purchasing Cards issued by U.S. Bank. New purchasing cards will not be issued at this time.
- Please ensure accounts that have your tax-exempt status saved in them are updated as well (e.g. Amazon, Panera, etc)

WI state exemption forms:

<https://www.wisconsin.edu/travel/policies/wisconsin-sales-tax-exemption/>.

Other state exemption forms:

<https://www.wisconsin.edu/travel/policies/sales-tax-exemption-from-other-states/>

Tax Exemption Policy:

<https://policy.wisc.edu/library/UW-3033>

Airfare Policy

- All airfare must get booked using either the [Concur self-booking tool](#) or by calling an agent at Travel, Inc the [University contracted travel agency](#).
- Please do not wait until the last minute to book travel! Flights should get booked several weeks in advance to ensure we get a fair price.
- **Any flights booked outside of those two methods are considered policy violations and will not be eligible for reimbursement.**
- Registration is required to access Concur. It can take 1-3 business days to activate your account. Concur registration form: [Concur self-registration form](#). It is important to store a personal credit card or corporate card in your Concur profile to pay for flights and travel agent fees. Only a purchasing card holder can store their own Pcard in a Concur profile.
- **It is not allowable to store a purchasing card (Pcard) in a profile that does not belong to a purchasing card holder.** If a Pcard holder is a travel arranger on behalf of another employee, use of the Pcard to purchase flights or pay fees is allowable.
- The Concur self-booking tool is not allowable for personal use. The negotiated rates on flights only apply to University Business Travel.
- Airfare is limited to the lowest-cost, logical, non-refundable, coach/economy class fare, unless the traveler has been granted an American Disability Act (ADA) exemption by our Divisional Disability Representative (DDR), Ann Bradshaw. If you need an exemption, please reach out to Ann Bradshaw (ann.bradshaw@wisc.edu).
- It is an international flight with eight hours or more of total flight time, including domestic segments (allowable upgrade to Premium Economy class only).
- Arrival 1 day before the start of business and return 1 day after is allowable if business is conducted early on the first day, and into the early afternoon on last day where returning home on the same day isn't possible/reasonable.

Air Travel Policy:

<https://policy.wisc.edu/library/UW-3016>

Airfare Policy (continued)

- Reimbursement for airfare prior to a trip is allowable.
- Baggage fees, seat assignment, travel agency fees for using Concur or Travel Inc, are payable/reimbursable. Please note, most invoices for travel agent fees come as a separate PDF emailed to you after your flight gets ticketed. This final PDF receipt is the required document for your reimbursement claims.
- Cancellation fees are also payable/reimbursable, if they have an approved business reason.
- Conference brochure or any additional supporting documentation is required in receipt packet for reimbursement claim.
- Trips that combine personal and business-related travel are required to have a cost comparison from a Travel, Inc agent, or in Concur **prior** to booking, but at the time booking. *Travel must get booked within 24hrs to ensure prices are still accurate.*
- Reimbursement will be limited to the most cost-effective option for the University. The cost comparison documentation is required to be submitted with the reimbursement claim. The comparison should include both the business-only trip as well as the business + personal trip details.
- Cost comparisons obtain via Concur must include screenshots of departure and return location, date of travel, and price options.

Air Travel Policy:

<https://policy.wisc.edu/library/UW-3016>

Cost Comparison Example

- Conference in Puerto Rico Monday – Thursday
- Stayed in Puerto Rico for vacation, returned on Sunday

Su	Mo	Tu	We	Th	Fr	Sa	Su
Travel	Conf.	Conf.	Conf.	Conf.	Vac.	Vac.	Travel
Actual Flight - \$1,000							
Comparison Flight							

Actual (Sunday – Sunday) flight = \$1,000

If comparison flight (Sun-Fri) = \$800, reimburse \$800

If comparison flight (Sun-Fri) = \$1,200, reimburse \$1,000

Concur Registration Screenshots

Concur self-registration form

User Registration



Welcome to the Online Self-Booking Tool!

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Please Note: Your registration will be processed between 8:00am-5:00pm Monday-Friday, by the University of Wisconsin Administrator. Your account will be created under the UW TravelWise account. If this is incorrect, please contact your administrator for the correct registration URL.

Concur User Access Requirements

- Registration and direct access to Concur is limited to University employees.
- Concur Login Field: You must use your official University business email address (example: jsmith@uwm.edu)
- Employment status, official payroll job title and University email address is verified prior to registration approval.
- If you are a student (not employed by the University) you cannot have direct access. Contact your home or hosting department for booking and payment options within the University's travel program.

Account Information

Concur Login *

Concur Login: NetID@wisc.edu
Or first.lastname@wisc.edu

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name *

Middle Name

Last Name *

Employee Position/Title *

Employee ID

Rule Class *

PLEASE SELECT YOUR UNIVERSITY ▼

Work Phone *

Home Phone

Home Address

no p.o. boxes please

Street Address 1:

Street Address 2:

City

Country/Region

United States of America ▼

State/Province/Region

None Selected ▼

Postal Code

Configuration Settings

Time Zone *

(UTC-06:00) Central Time (US & Canada) ▼

Date Format *

M/D/Y ▼

Submit

Reset

* marked fields are mandatory

Please remember to review and update your travel profile before arranging travel. This can be done by clicking on **My Travel Profile** from the Travel Home page.

If you have any difficulties registering, please email uwstraveloffice@uwsa.edu for assistance.

Concur Sign In (after registration complete)

Sign In to Concur: [Concur](#)

Sign in to Concur | Concur Solutions x +

concur solutions.com

Apps University of Wisconsin Purchasing Inquiry... HRS Administration... Welcome to Access... UW DoIT Digital Pu... UW Foundation UW W-9 on file- Vendor... Staff Site | O

SAP Concur

Sign In

Username, verified email address, or SSO code

NetID@wisc.edu

Next

☐ Remember me
Forgot username?

Need support or not yet a Concur customer?

SAP

[Processor Privacy Statement](#)
[Service Status](#)
[Cookie Preferences](#)

Concur Screenshots

TRIP SEARCH

 Booking for myself | [Book for a guest](#)



WARNING-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.

Flight Search

[Round Trip](#) [One Way](#) [Multi City](#)

From 

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To 

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Depart 

 mm/dd/yyyy [depart](#) 08:00 am [± 4](#) 

Return 

 mm/dd/yyyy [depart](#) 04:00 pm [± 4](#) 

☐ Pick-up/Drop-off car at airport

☐ Find a Hotel

Class 

Search by

[Economy class](#)  [Price](#) 

☐ Specify a carrier 

☒ Flights w/ no double connections

[Search](#)

ALERTS

 **Triplt** creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) [Not right now](#)

COMPANY NOTES



[Read more](#)

MY TRIPS (0)



You currently have no upcoming trips.

Concur Screenshots

SAP Concur

Travel

App Center

Help

Profile

Travel

Arrangers

Trip Library

Templates

Meetings

Tools

TRIP SUMMARY



Select Flights

Round Trip

MSN - DEN

Depart: Fri, 09/30/2022

Return: Mon, 10/03/2022



Finalize Trip

Change Flight Search

Depart - Fri, Sep 30

Depart 05:39 A - 11:40 A

Arrive 08:42 A - 08:29 P

Return - Mon, Oct 3

Depart 12:22 P - 05:34 P

Arrive 05:57 P - 11:43 P

Price

Price \$368.72 - \$721.19

Please note: Rates displayed reflect the contractual discount pricing of 2-25% off the fare.

Beginning May 3, 2023, every air traveler 18 years of age and older will be asked by a TSA agent at the airport to produce a "REAL ID"-compliant driver's license or another acceptable form of ID to fly within the United States. For questions regarding the "REAL ID" Act please [CLICK HERE](#).

MADISON, WI TO DENVER, CO

FRI, SEP 30 - MON, OCT 3

Show as USD

Hide matrix

Print / Email

	 United	 American Airlines	 Delta	 Multiple
All 110 results	Preferred	Preferred	Preferred	
Nonstop 1 results	409.85 1 results	—	—	—
1 stop 107 results	368.72 26 results	511.98 42 results	564.20 12 results	580.68 27 results
2 stops 2 results	701.19 2 results	—	—	—

Shop by Fares

Shop by Schedule

Please note: the order and content of the search results reflect your company policies.

Restricted Basic Economy Airfares - The airlines are now offering Basic Economy tickets which are not shown in Concur. Travelers who book these tickets should be aware that these fares are very restrictive and must call an agent to book.

Concur Screenshots

- Your default search setting should be Policy-Most Compliant.

Need technical assistance?
Call TI Online Technical Support - 866-738-6444

Flight Number Search

Q

Sorted By: Policy - Most Compliant

Displaying: 110 out of 110 results.
Previous | Page: 1 of 11 | Next | All

 United	07:15a MSN → 08:42a DEN	Nonstop	2h 27m	\$368.72
	04:18p DEN → 10:37p MSN	1 stop ORD	5h 19m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				View Fares
Show all details				
 United	07:15a MSN → 08:42a DEN	Nonstop	2h 27m	\$368.72
	03:27p DEN → 10:37p MSN	1 stop ORD	6h 10m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				View Fares
Show all details				
 United	07:15a MSN → 08:42a DEN	Nonstop	2h 27m	\$409.85
	05:34p DEN → 08:43p MSN	Nonstop	2h 09m	
Preferred Airline for Wisconsin Universities				View Fares
Show all details				
 United	10:54a MSN → 04:15p DEN	1 stop ORD	6h 21m	\$481.91
	04:18p DEN → 10:37p MSN	1 stop ORD	5h 19m	
Preferred Airline for Wisconsin Universities				View Fares
Show all details				
 United	10:54a MSN → 04:15p DEN	1 stop ORD	6h 21m	\$481.91
	03:27p DEN → 10:37p MSN	1 stop ORD	6h 10m	
				View Fares

Concur Screenshots

- If you see a yellow triangle warning symbol you are not booking a compliant flight
- In some cases, flights with the warning symbol might be the only available option that meets your travel need.
- Flights with the warning should only get booked if no other options are available that meet your business need.

 Delta	10:50a MSN → 05:27p DEN	1 stop DTW	7h 37m	\$580.68
 United	05:34p DEN → 08:43p MSN	Nonstop	2h 09m	 View Fares

[Show all details ▾](#)

Warning



This option triggers one or more company travel rules.
We will log this choice if you choose to purchase it.



Air Fare is greater than or equal to the least cost
logical airfare plus 150.00 dollars

Vehicle Usage-Driver Authorization

- Prior to operating any vehicle (Personal, Fleet, or Rental), on official University Business, you must be authorized in the Driver Authorization system.
- Driver Authorization <https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/#become>
- Register with the Department of Administration Enterprise Fleet Management System (if you have not already) [REGISTER](#)

Become an authorized driver

Steps to take for employees, students or others with a NetID.

[Expand all](#) | [Collapse all](#)

+ Items you'll need
+ Register
+ Complete the New Fleet Driver: Vehicle Use Agreement
+ Approval
+ Requirement criteria

- Have the following items prepared for this process (without these completed your Vehicle Use Agreement will not be processed) :
- **Your NetID and password**
- **Your driver's license number**
- **Your supervisor's name and email address** (or other local authority such as Department Chair, Advisor).
- The **UDDS code for your department** (e.g. UA050200 for OVP). Please check with your travel coordinator for the appropriate UDDS code.
- **Out-of-state license holders** will need to upload a PDF copy of their driving abstract/driving record and a legible copy of their license (front only) via the portal (there are two upload buttons for this purpose in the *Out of State* section). Cost for the driving record is reimbursable.

Must have a valid driver's license. Note – per Wisconsin Law new residents to Wisconsin must obtain a WI driver's license within 60 days of residence.

Vehicle Use Policy: <https://policy.wisc.edu/library/UW-3019>

Vehicle Use-Fleet Policy

Fleet Vehicle: <https://fleetportal.wi.gov/Dashboard>

- University-owned vehicles available for rent. Rates include fuel (refueling card available in car), and base mileage included per day.
- Prior registration is required to access the Fleet reservation system:
[REGISTER](#)

**You will need to work with your office travel coordinator to obtain your T# prior to booking a Fleet Vehicle*

Departmental Contacts:

Mallory Oller-OAR

Angie Rieves-RO

Jeff Pfund-OSFA

Kelly Layton-OVP

Vehicle Use Policy: <https://policy.wisc.edu/library/UW-3019>

More information about the Fleet program, including rates can be found here:
<https://transportation.wisc.edu/fleet/>

Fleet- Sign in/VUA/Reservation

Fleet Vehicle: <https://fleetportal.wi.gov/Dashboard>



FLEETPORTAL

Select type of employee

UW ▼

Logon



FLEET PORTAL

UW Campus

UW Madison ▼

Logon



Enterprise Fleet Management System

[Contact Us](#)

[Portal User Guides ▼](#)

[Reports ▼](#)



New Fleet Driver

[Fleet Policies](#)

[Vehicle Use Agreement](#)

Van Certifications

State Agency Supervisor's VUA View



[Reservation](#)

Rent a vehicle from one of the State
Fleets

Vehicle Use-Personal Usage Policy

Personal Vehicle Usage:

- Travelers are reimbursed at the federal government rate for business use of their personally-owned vehicle. That rate accounts for gasoline and vehicle wear and tear. Additional reimbursement for gasoline is not allowable.

Type of Vehicle	Standard Rate (as of 7/1/22)
Automobile	\$0.625
Motorcycle	\$0.54

- For trips over 800 miles round-trip, a flight cost comparison is required and reimbursement will be limited to the most cost effective option.
- A Google Map PDF is required as supporting documentation for round-trip mileage reimbursement requests.
- Mileage requests are based on the distance from headquarter location (work) or home to destination. The lesser of the two is payable.
- Business-related mileage which occurs on a day when the traveler would not have otherwise been expected to be at their assigned work location (e.g. weekends, legal holidays) is fully reimbursable. No reduction is made when traveler departs from/returns to their home.
- Other allowable vehicle-related expenses:
 - Parking** is a payable/reimbursable expense for personally owned, fleet, or rental vehicles when incurred outside of a traveler's primary worksite.
 - Tolls** are payable/reimbursable.
- Unallowable expenses:
 - Traffic citations, Toll violation fees, personal vehicle insurance, and parking at the assigned workplace, are not payable/reimbursable.

Vehicle Use-Rental Policy

All vehicle rentals must get booked using either the [Concur self-booking tool](#) or by calling an agent at Travel, Inc the [University contracted travel agency](#).

- Vehicle rentals are limited to mid-size SUV vehicle classes and below unless a documented business need requires a larger class of vehicle.
- UW-Madison has negotiated contract rates that we are expected to use anytime we book vehicle rentals. These rates are part of the [Big Ten contract](#) with Enterprise and National. If Enterprise and National do not serve the location of travel, the [State of Wisconsin contract with Hertz](#) must be used. Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW) are included with rental contract vendors.
- If neither of these is available, a non-contract vendor may be used. Documentation is required! Please provide a screenshot from Concur showing the contract vendors are not available. Due to a nation-wide shortage of rental vehicles, this may be more prevalent than in past years. *CDW and LDW insurance must be purchased when renting from non-contract vendors.*
- The cost of gasoline for a rental vehicle is payable/reimbursable. Travelers are responsible for refueling the rental vehicle prior to returning it. **The cost of vendor refueling of rental vehicles or prepay fuel packages will not be paid or reimbursed.** Receipts are required for all gasoline reimbursements. Double check your receipt before you leave to ensure you weren't charged for insurance, refueling, or any other service that is out of policy!
- Other equipment and services (e.g. satellite radio, roadside assistance protection) are not contracted for and will not be paid or reimbursed by the University. GPS is out of policy, but an exception can be granted for use. The exception will require prior approval from me, and a business justification is required.
- Personal use of the Big Ten Alliance contract is permitted, but reservations must be made through the [Enterprise Personal Use Booking Link](#). The daily and weekly rates are the same, but travelers must pay additional costs for insurances.

Lodging Policy

- Location based rates are established for lodging reimbursements. Prior to travel, use the [Per Diem Calculator](#) to determine what your location based per diem maximums are. Where you stay the night is the location that should be used in the calculator for the rates.
- The [Concur self-booking tool](#) can be used for booking lodging accommodations as well, but it is not a requirement. The University has [contracts](#) with various lodging suppliers across the country. UW contract rates are only offered within Concur. In addition to booking with Concur, or an [Agent at Travel, Inc.](#), you may book directly with the hotel, or using [AirBnB](#).
- Booking with a third-party site (e.g. Orbitz, Hotels.com, etc) is considered a policy violation and will not be eligible for reimbursement.
- Payment/Reimbursement is limited to the maximum nightly rates for that date and location. Allowable exceptions for exceeding lodging maximums are conference hotels, the total after taxes/fees (when applicable) exceed the maximum, or no other lodging facilities were available within the maximum nightly limit.
- Documentation is required when hotels are unavailable. Major events in a city can also drive the price up. Make sure to provide screenshots any time a maximum is exceeded if you wish to have it fully reimbursed.
- For AirBnB rentals, the cleaning and service fees must be considered when determining the nightly lodging limit. Security deposits are not payable/reimbursable.
- *Negotiated rates for conference hotels tend to be higher than Concur negotiated rates. Check Concur before booking a hotel on the conference website.*
- The University is exempt from paying WI State Taxes. Booking a hotel in Concur, under a contract negotiated price does not automatically apply your tax-exempt status. You must come prepared to present tax-exempt information upon check in.
- Pre-payment for an entire stay is only allowable if required by the lodging facility.
- Fees for safe are not reimbursable. Double check your receipt before leaving to ensure that you weren't charged for tax or anything else that is out of policy!

UW System Hotel Directory: <https://www.wisconsin.edu/travel/policies/lodging/uw-system-hotel-directory/>

Lodging policy: <https://policy.wisc.edu/library/UW-3017>

Meal and Incidental Rates/Policy

- Location based rates that are determined by where you spent the night. The [Per Diem Calculator](#) should get used to determine your reimbursement rates prior to travel. Any applicable taxes and tip up to 20% are included in the rates.
- Everyone should pay for their own meal; unless a hosted business meal is approved in advance, and appropriate documentation is provided. Separate rates apply to hosted meals.
- Receipts are not required for individual meals.
- Per diem is pro-rated to 75% first/last day.
- Any provided meals need to be documented and excluded from per diem. A conference location being unable to meet an allergy restriction is an allowable reason not to claim a meal, a dietary restriction is not.

Per Diem Calculation

One Day Trip?
☐ No

[How do I use this page?](#)

Multi Day

Location Code	Location Description	Country	*From	*To	
1 MADIS Q	MADISON , WI	USA	07/23/2021 Calendar	07/26/2021 Calendar	+ -

Please click on the 'Fill Grid' button below once all data has been inputted above

Meal and Incidental Rates/Policy (continued)

- The Incidental portion of Meal/incidental per diem includes tips for hotel staff, transportation to obtain meals, phone calls, personal internet fees, laundry, bottled water, mailing, or other expenses associated with filing reimbursement claims.
- Day-trip meal reimbursements are \$15/day regardless of length of trip. These reimbursements are automatically considered tax reportable to the employee.
- The incidental amount is \$5/day.
- That amount is prorated to 75% on the first/last day of travel (\$3.75/day)
- It is important to document your meal per diem even on days when all meals are provided to get the incidental amount.

Receipt Requirements

Documentation Requirements. All required supporting documentation must be attached electronically to the expense reimbursement. Electronic receipts must be clear and legible. Efforts should be made to scrub any sensitive information from receipts in order to comply with HIPAA and campus privacy policy.

- Receipts are always required for:
 - Airfare
 - Currency processing/foreign transaction fees
 - Vehicle Rentals
 - Gasoline for vehicle rentals
 - Hosted meals/events
 - Internet for business use while in travel status
 - Lodging
 - Long-distance train or bus fares
 - All non-travel expenses
- Receipts are required when the expense exceeds \$25 for:
 - Local transportation (taxi, limo, bus, rail, etc.)
 - Parking
 - Tolls
- Receipts are required when the expense exceeds \$30 for:
 - Baggage and seat fees
- Receipts are never required for individual meals.
- A conference brochure or agenda which shows the dates of the conference, which meals were provided and which hotel(s) is/are listed as the “conference hotel(s)”
- Email correspondence or other documentation to support the circumstances surrounding an airfare cancel/change fee, if available

Payment Options

Payment Methods

- [Purchasing Card](#)
- [My Corporate Card](#)
- [Getting Reimbursed](#)
- **Purchasing Card-** Departmental credit card held by office managers, travel coordinators, or team leads. Can be used to pay for registration fees, supplies, airfare, rental cars and hotels by purchasing card holder themselves. Use of a purchasing card by any other individual is not allowable. A travel arranger can use their purchasing card to pay for things they arrange on behalf of the traveler. Individual meals cannot be charged to a purchasing card.
 - **Purchasing Card Policy:** <https://policy.wisc.edu/library/UW-3013>
 - *Please contact your supervisor if you think a Purchasing card would be the right fit for yourself or another team lead.*
- **My Corporate Card-** Personal liability credit card issued by U.S. Bank to UW-Madison employees, for business use only. Expenses billed to the Corporate Card and reconciled by submitting an expense reimbursement report after a pre-trip purchase is made (registration, flights,) or after the conclusion of a trip. Personal meals should never be charged to a corporate card. Separate meal/incidental amount are reimbursed to the traveler.
 - **Corporate Card Application:** <https://businessservices.wisc.edu/travel-reimbursement/my-corporate-card/>
 - **Corporate Card Policy:** <https://policy.wisc.edu/library/UW-3014>
- **Reimbursement-** Payment for policy compliant, business-related expenses that were covered out of pocket by traveler. These requests are submitted in the expense reimbursement system. *Please note: it is not allowable to cover costs for another employee except for a room-share agreement, vehicle used by several UW-employees for business-related travel, or an approved hosted meal.*
 - **Reimbursement Policy:** <https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/#WhatCanIGetReimbursedFor>

System Access

- Driver Authorization
 - <https://fleetportal.wi.gov/Dashboard>
- Fleet
 - <https://fleetportal.wi.gov/my.policy> (only accessible after approved driver authorization)
- Concur
 - [Concur self-registration form](#) (registration for first time users)
 - [Concur](#) (returning users)
- Corporate Card Application
 - <https://businessservices.wisc.edu/travel-reimbursement/my-corporate-card/>
- E-Reimbursement
 - <https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/>

Expense Reimbursement Overview

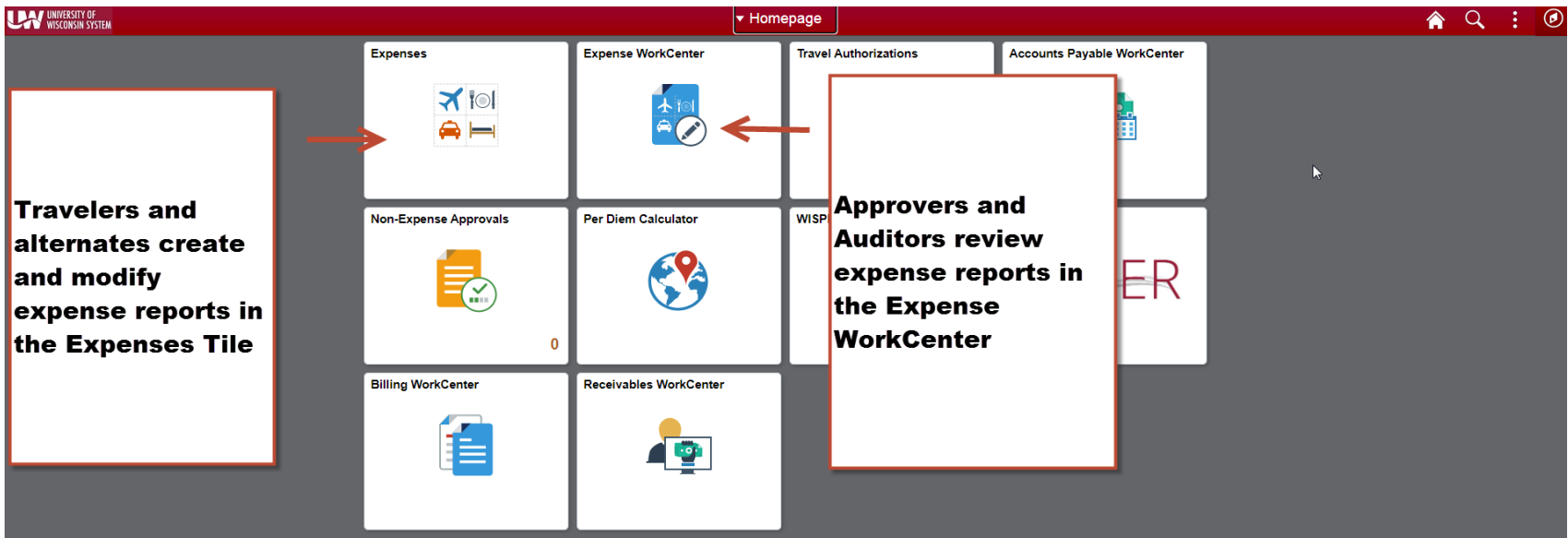
- E-Reimbursement is primarily used for travel-related expenses
- Non-travel expenses are reimbursable through e-Reimbursement, but often there is a better way (Shop@UW, P-Card, DP, External Req., etc.)

Expense Reimbursement System:

https://portal.sfs.wisconsin.edu/psc/sfs/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

Creating a New Expense Reimbursement

Click the **Expenses** tile. To create a new Expense Reimbursement, click **Create Expense Report**. To view pending, returned, or in-process Expense Reimbursements, click **My Expense Reports**.



Expense Reimbursement Policy: <https://policy.wisc.edu/library/UW-3024>

Non-Payable/Non-Reimbursable Expense Policy: <https://policy.wisc.edu/library/UW-3026>

Expense Reimbursement Overview Contin...

General Information

Expenses

1

Expense Report

Home

Search

Menu

Refresh

Report NEXT

GRAIG BROOKS

2

General Information

3

*Business Purpose

4

*Description

5

*Default Location

6

*Reference

OUTSTATE

7

Date of departure

7

Date of return

8

Attachments

9

Accounting Defaults

10

Justification (IS MISSING)

0

Creation Date 06/13/2019 GRAIG BROOKS

Updated on 06/13/2019

Expense Details

No expenses have been entered.

1.Back Button

2.For **Alternates** – click the green arrow, then “Change Employee” to create the Expense Reimbursement for someone else. This must be done first.

3.**Business Purpose** – Choose the one that best describes the reimbursement.

4.**Description** – Brief description that will show in emails and your e-Reimbursement queue.

5.**Default Location** – Primary location of your trip. Choose your headquarter city for non-travel Expense Reimbursements.

6.**Reference** – Select in-state, out-of-state, or foreign, based on where the destination is *in relation to your headquarter city*. For non-travel Expense Reimbursements, select Not a Travel Related report.

7.**Date of departure/return** – Dates of your business travel. Do not include personal days.

Expense Reimbursement Overview Contin...

General Information

< Expenses 1 Expense Report Home Search Menu Help

Report NEXT
GRAIG BROOKS 2

General Information

3

*Business Purpose

4

*Description

5

*Default Location

6

*Reference

OUTSTATE

Date of departure

7

Date of return

8

Attachments

>

9

Accounting Defaults

>

10

Justification (IS MISSING)

0 >

Creation Date 06/13/2019 GRAIG BROOKS
Updated on 06/13/2019

Expense Details

No expenses have been entered.

8. Attachments – it is required to attach receipts and other supporting documentation to Expense Reimbursements.

9. Accounting Defaults – funding changes made here will apply to all expense lines on the Expense Reimbursement. To change the accounting defaults:

1. Click **Accounting Defaults**.
2. Add or remove funding lines using the **plus and minus buttons** to the left of the funding string. Split the report between multiple funding strings using the percentage field (first column).
3. To enter project funding, click the **Project ChartFields** tab.

10. Justification – business Purpose for expenses. Notes can be added by travelers, alternates, approvers, and auditors.

Expense Reimbursement Overview Contin...

- **Justification:** This is the business purpose for the trip. Details why an expense is necessary, reasonable, or an appropriate use of University funds. It should include the purpose for the expense. Stating you attended ABC conference is not a sufficient business purpose. You need to detail out *why* you attended this specific conference.

Sample Business Purposes:

After a trip justification: I was a presenter at the National Association for College Admissions Counseling (NACAC) HR Beginners Conference in New York, NY July 20th-25th. I attend the conference to gain knowledge of policy, and best practices in the HR field, for my role as back-up HR representative in the Vice Provost Office.

Before the trip has taken place: I will be attending the College Board Forum 11/6-11/8 in Washington DC. The forum brings together professionals from K-12 and higher ed to discuss concerns about education. It is also a chance to network and attend professional development seminars.

NOTE: All acronyms need to be spelled out

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Expense Reimbursement Overview Contin...

General Information

The screenshot displays the 'Expense Report' form. At the top, a red header bar contains a back arrow, 'Expenses' with a circled '1', 'Expense Report', and navigation icons. Below the header, a grey bar shows 'Report NEXT' and 'GRAIG BROOKS' with a green checkmark and a circled '2'. The 'General Information' section includes fields for Business Purpose (dropdown), Description, Default Location (with search), Reference (set to 'OUTSTATE' with search), Date of departure, and Date of return. To the right, a sidebar lists 'Attachments', 'Accounting Defaults', and 'Justification (IS MISSING)' with a count of 0. Below this, it shows 'Creation Date 06/13/2019 GRAIG BROOKS' and 'Updated on 06/13/2019'. The 'Expense Details' section shows 'No expenses have been entered'. At the bottom, there is an 'Expense Report Action' dropdown menu (labeled 11) and a 'Custom Funding (UWMSN/050200/101)' button (labeled 12).

11. Expense Report Action drop-down menu:

Add Expense – add a single expense line.

Add from My Wallet – add a Corporate Card charge or Quick Expense from My Wallet.

Quick-Fill – add multiple expense lines.

1. Update the dates to match the dates of the trip
2. For the needed Expense Types, select either “One Day” to enter a single expense line, or “All Days” to add one expense line for every day. Click “Done”

Copy Expense Report- create an expense report by making a copy of a previous expense report

12. Custom Funding – displays your default funding. You can add funding strings for future use while on this screen by clicking “Use Custom Values”. If submitting an Expense Reimbursement for a different UW college, the business unit and funding must be modified using Custom Funding.

Expense Reimbursement Overview Contin...

Expense Entry

The screenshot displays the 'Expense Entry' interface. At the top, a red navigation bar contains a home icon, a search icon, and a menu icon. Below this, a grey bar shows the report title 'ABC Conference in Boston' and the user 'GRAIG BROOKS'. On the right of this bar are 'Save' and 'Review and Submit' buttons, and a timestamp 'Last Saved 06/13/2019 7:35AM'.

The left sidebar shows a summary of 'Total (8 Items) 314.00 USD'. It includes buttons for 'Add', 'Wallet', 'Delete', 'Filter', and 'More'. A list of dates and expense types is shown, with 'Friday, May 17, 2019' selected. The list includes 'Air-Baggage Fees' (30.00 USD), 'Meal and Incidental Per Diem' (71.00 USD), and 'Lodging-Individual' (0.00 USD).

The main content area is titled 'Air-Baggage Fees - 05/17/2019'. It features a section 'Expense Entry Errors' with a message 'Correct the following errors prior to submission: 4'. Below this, a 'Missing Description' error is highlighted. The 'Expense Details' section includes fields for '*Date' (05/17/2019), '*Expense Type' (Air-Baggage Fees), and '*Description' (redacted). The 'Payment Details' section includes fields for '*Payment' (Personal Funds) and '*Amount' (30.00 USD). The 'Additional Information' section includes an 'Accounting' field. The 'Exceptions' section includes a 'Non-Reimbursable' toggle set to 'No'.

1. The pencil/notepad icon returns you to the **General Information** screen.
2. Expenses can be added, deleted, or filtered using the buttons above the left panel.
3. Navigate between expense lines using the panel on the left. Expenses are displayed in chronological order.
4. Expense line errors display above the expense details. Expense Reimbursements cannot be submitted until these errors have been addressed.
5. Enter the **date** of the expense.
6. Enter the **Expense Type**. Additional information may be required based on the Expense Type chosen.
7. Enter a **description** of the expense. This is required for certain Expense Types.
8. Enter the **payment** type:
 1. Personal funds – Out-of-pocket expenses to be reimbursed to the traveler.
 2. Prepaid Purchasing Card – Expenses paid on the Purchasing Card.
 3. US Bank Corporate Card – Expenses paid on your Corporate Card. These expenses will be paid directly to US Bank.
9. Enter the **amount**. There is a currency converter available in e-Reimbursement. It is recommended travelers manually convert the amounts and enter only US Dollars in this field.

Expense Reimbursement Overview Contin...

Expense Summary

[Expense Entry](#) **Expense Summary**

ABC Conference in Boston
GRAIG BROOKS

6 [Update Details](#) [Submit](#)
Last Saved 06/14/2019 2:20PM

Please enter justification 1

Expense Report Summary

Total (8 Items)	2,288.50 USD	2
Non-Reimburse	10.00 USD	
Prepaid Expenses	500.00 USD	
Due to Employee	1,748.50 USD	
Due to Supplier	30.00 USD	

Approval Status
Report ID 0000694979 Pending

Additional Information

Cash Advance
Outstanding Cash Advance 5,300.00 USD > 3

Travel Authorization
You have 3 approved Travel Authorization(s) that can be associated to this report. >

View Analytics >

Justification (IS MISSING) > 4

View Printable Report > 5

1. Fix any errors to clear the red flags prior to submission.

2. Review the Expense Report Summary to ensure the proper payment types were chosen.

1. *Total* – total amount of the Expense Reimbursement.
2. *Non-Reimburse* – expenses marked as Non-Reimbursable.
3. *Prepaid Expenses* – expenses paid on the Purchasing Card.
4. *Due to Employee* – amount to be reimbursed to employee.
5. *Due to Supplier* – amount to be paid to US Bank (Corporate Card expenses)

3. If applicable, assign related Cash Advances or Travel Authorizations to the Expense Reimbursement. For more information on working with Cash Advances, see [Policy 321](#)

4. Users can enter Justification Notes on the Expense Summary page. This takes you to the same screen as the Justification box on the General Information page.

5. Click View Printable Report for a pdf report summary. Disable your pop-up blocker to view this report.

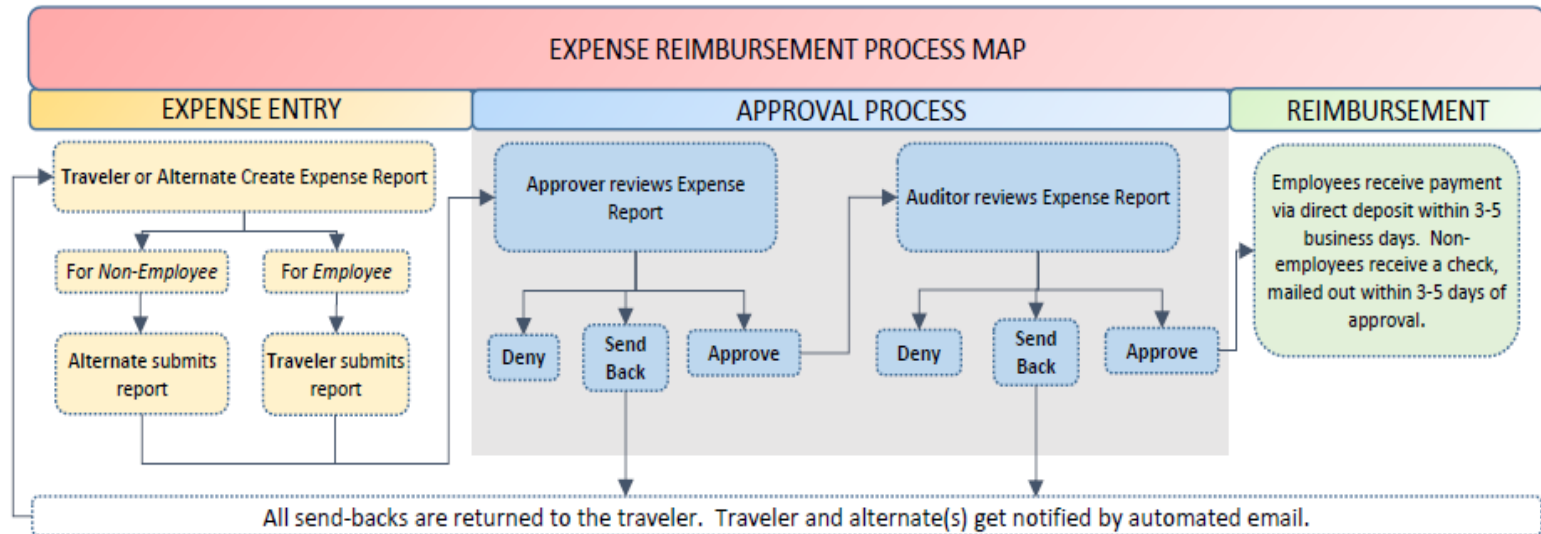
6. If necessary, click the Update Details button to return to the **Expense Entry** page.

1. When the Expense Reimbursement is complete, click Submit.
2. Review the Submission Confirmation, and click Submit.

Submission Deadline

- Expense reimbursements must be submitted within **90 days** of:
 - The end of the trip (for travel-related expense reimbursements)
 - The date of the purchase (for non-travel-related expense reimbursements)
 - The end date of the course (for tuition or job training expense reimbursements)
- Expense reimbursements sent back to the traveler for correction must be resubmitted within 90 days of being sent back.
- Travelers may seek reimbursement for airfare, registration fees, lodging, and vehicle rental reservation guarantees at the time payment is made. All other travel expenses are reimbursable after the trip is complete.

Expense Reimbursement-Process Map



Active employees must submit their own expense reports.	Workflow is automated. It is based on the six-digit department code the expense report is being charged to.	Direct deposit payments for reimbursement are separate from normal payroll deposits. Multiple expense reports approved on the same day may be deposited together.
Alternates submit expense reports for non-employees and recently-terminated employees.	Approvers and Auditors receive automated email notifications. Denied reports are permanently closed and cannot be resubmitted.	
How to: - Sign into e-Reimbursement - Assign an Alternate - Create/Modify an Expense Report - Reimburse Non-Employees	How to: - Request an update to Approval assignments	How to: - Use My Corporate Card - Check the status of or request a reissuance of a non-employee check

Expense Reimbursement Overview

- Walkthrough (with videos):
 - https://mediaspace.wisc.edu/media/Expense+Report/0_Izaleyqh
- How to guide for creating, modifying and resubmitting an expense reimbursement:
 - <https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/how-to-create-modify-and-resubmit-an-expense-reimbursement-in-e-reimbursement/>
- Campus Reimbursement Training:
 - <https://www.talent.wisc.edu/Catalog/Default.aspx>
 - Select Expense Reimbursement for the full list of available trainings

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Questions, Comments, Curiosities?

