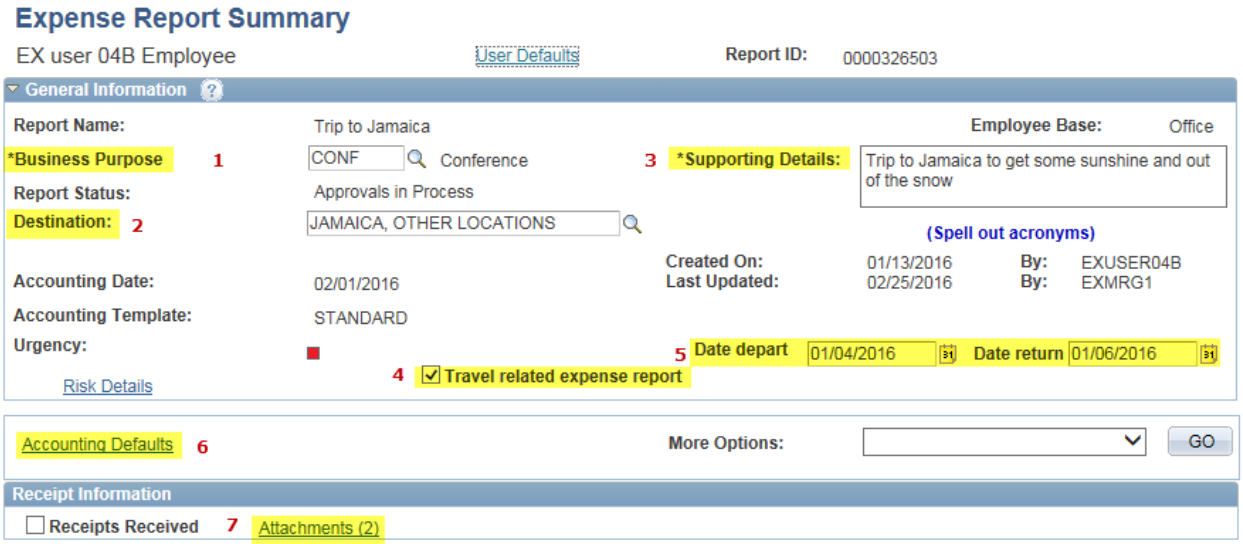
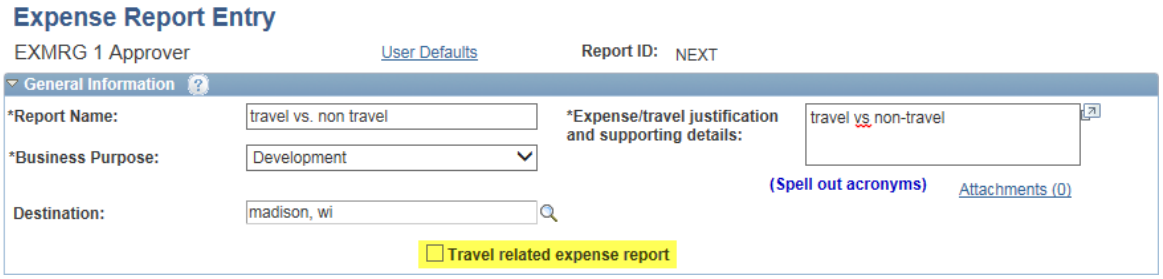
APPROVER/AUDITOR:

Prior to approval the Auditor must run the query for expense reports that have been identified as being over 90 days for both travel related and non-travel related expense reports (add query name).

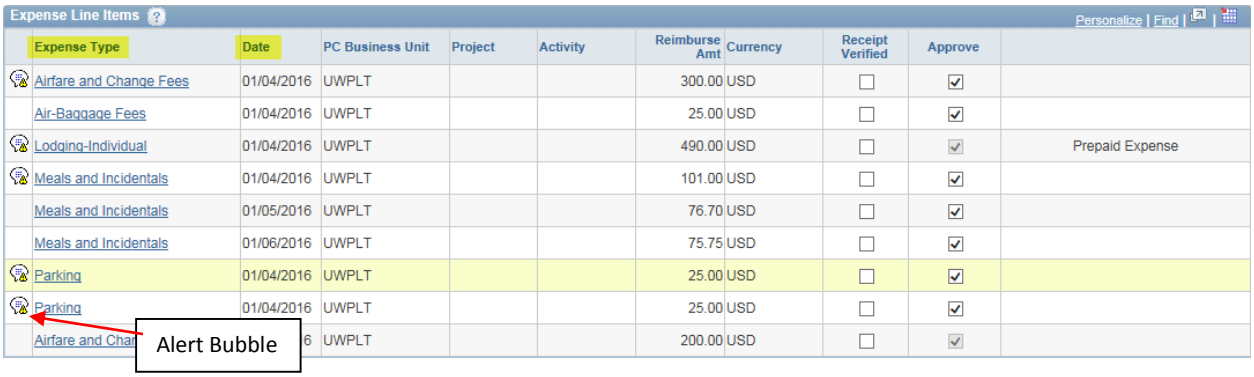


Verify that the following is correct/compete:

1. Business purpose
2. Destination
3. Supporting details (this field is reserved for a short but expanded explanation of the University's business purpose for expensed within the report.
4. Travel related expense (not selected for non-travel related reimbursements)
5. Trip dates - If the expense is not travel related the departure and return date fields will not be visible.
6. Accounting defaults (funding that applies to all expenses).
7. Attachments



Expense Summary view (access using the More Options drop down): If there are exceptions



Exception comments (access by clicking on the alert bubble to the left of the expense type):

View Exception Comments and Risks

EX user 04B Employee — Report ID: 0000326503

General Information

Report Description: Trip to Jamaica
***Business Purpose:** Conference
Reference: 1601040106

Exception Information

Line		Trans Date	Amount	Exception	Comment
1	Airfare and Change Fees	01/04/2016	$300.00	Accounting Default	Expense line funding is different from the accounting defaults for this expense line
3	Lodging-Individual	01/04/2016	$490.00	Amount Exceeded	Conference Hotel
3	Lodging-Individual	01/04/2016	$490.00	Accounting Default	Expense line funding is different from the accounting defaults for this expense line
4	Meals and Incidentals	01/04/2016	$101.00	Per Diem	First or Last Day of travel - no first/last day per diem deduction found
7	Parking	01/04/2016	$25.00	Duplicates Exist	Expense line is a duplicate of Line 8, Sheet Id 0000326503. Date 2016-01-04, Amt Spent 25 USD.
8	Parking	01/04/2016	$25.00	Duplicates Exist	Expense line is a duplicate of Line 7, Sheet Id 0000326503. Date 2016-01-04, Amt Spent 25 USD.

As an Approver, you cannot change the expense type on an existing expense line. You should do one of the following:

- Add a new expense line and enter the required information for the expense
- Mark the incorrect expense line non-reimbursable
- Send the expense report back for revision with notes

You can edit/change the accounting default, accounting for an expense line, expense date, payment type, amount spent, Currency, or billing type in the Expense detail view. Use the More Options drop down to access this view.

Expense Detail view (access using the More Options drop down):

Details — Personalize | Find | View All | First 1-9 of 9 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
☐	Airfare and Change Fe	01/04/2016	300.00	USD	US Bank	Foreign	Detail
☐	Air-Baggage Fees	01/04/2016	25.00	USD	Personal Funds	Foreign	Detail
☐	Lodging-Individual	01/04/2016	490.00	USD	University Prepa	Foreign	Detail
☐	Meals and Incidentals	01/04/2016	101.00	USD	Personal Funds	Foreign	Detail
☐	Meals and Incidentals	01/05/2016	76.70	USD	Personal Funds	Foreign	Detail
☐	Meals and Incidentals	01/06/2016	75.75	USD	Personal Funds	Foreign	Detail
☐	Parking	01/04/2016	25.00	USD	Personal Funds	Foreign	Detail
☐	Parking	01/04/2016	25.00	USD	Personal Funds	Foreign	Detail
☐	Airfare and Change Fe	01/04/2016	200.00	USD	Personal Funds	Foreign	Detail

Approve Expense Report

Expense Detail for Parking (Line 7)

EX user 04B Employee — Report ID: 0000326503

About This Expense

Exception Comments

Location Amount:

Accounting Detail
Receipt Split
☑ **Approve Expense**

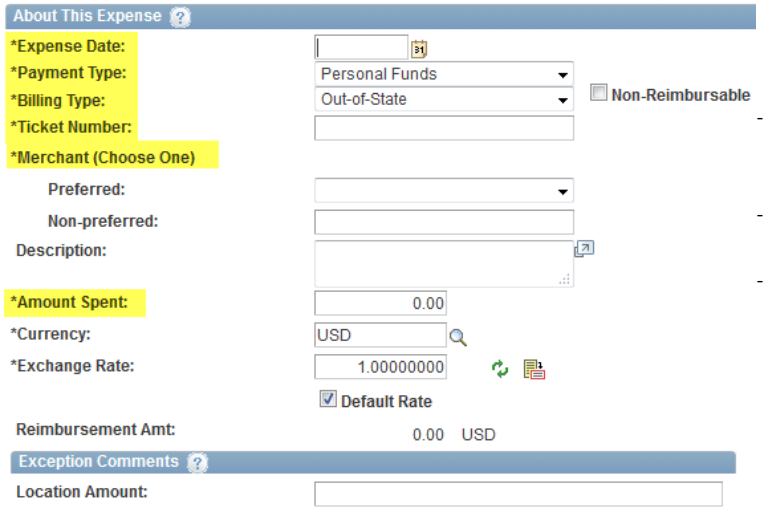
Check Expense For Errors | Previous Expense | Next Expense

Return to Expense Report

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Air – Baggage Fees Airline baggage **or equipment fees** About This Expense *Expense Date: 03/27/2016 *Payment Type: Personal Funds ☐ No Receipt *Billing Type: In-State ☐ Non-Reimbursable *Description: additional bag fee overhead bin additional charge *Amount Spent: 25.00 *Currency: USD *Exchange Rate: 1.00000000 ☑ Default Rate Reimbursement Amt: 25.00 USD	- 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 –
	  o Additional expense details or justifications
	  o If University prepaid, cardholder name
		- Travel agency receipt if over $25
		- CBO approved justification for air purchased outside policy with non-preferred merchant.
			- Correct expense type selected – not combined with airline ticket.
			- Merchant
			- Attached justification w/CBO approval for air purchased with non-preferred merchant.

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT

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:
	  o Point to point itinerary routing in expense line description – explanation for any deviations.
	  o Cardholder Name if PCard
		- Airline receipt
		- CBO approved justification for air purchased outside of UW program
		- 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
			- Attached justification w/CBO approval for air purchased outside of program
			- 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:
	  o Justification of any change/cancel fees in expense line description
	  o Cardholder name if PCard
	-
		- Travel agency receipt if over $25	- Correct expense type selected – not combined with airline ticket.
			- Merchant
			- Supervisor approved justification for change/cancel fees
			-

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Day Trip Meal Allowance (Reportable) $15.00 discretionary maximum when travelers are expected to Incur meal costs without provided meals or overnight stay About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Per Diem Range: 1 - 1 Days *Location: Description: *Amount Spent: 0.00 — Refresh Per Diem Amounts *Currency: USD *Exchange Rate: 1.00000000 Reimbursement Amt: 0.00 USD	- Expense date - Payment type - Billing Type (based on destination) - Merchant - Location of expense - Entry must be 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 About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Location: Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- Expense date - Payment type - Billing type - Location - Amount - Separate entry for each expense	- Receipt regardless of amount - Explanation if for Fleet (why Voyager Card wasn't used)	- Correct expense type selected - Required receipts provided - Enforce use of Voyager card unless justification provided - Deduction for any fuel related to personal use of rental vehicle.

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Event About This Expense *Expense Date: *Payment Type: Personal Funds *Billing Type: Out-of-State Number of People: *Merchant (Choose One) Preferred: Non-preferred: *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD Exception Comments Location Amount: Accounting Detail Add Additional Attendees Receipt Split	- Expense date - Payment type - Amount - Separate entry for each expense (i.e. break, breakfast, lunch, dinner, reception, etc. - Number of Attendees - Description: Cardholder name if PCard	- 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
About This Expense
*Expense Date:
*Payment Type: Personal Funds
*Billing Type: Out-of-State
*Number of Nights:
*Merchant (Choose One)
Preferred:
Non-preferred:
*Location:
Description:
*Amount Spent: 0.00
*Currency: USD
*Exchange Rate: 1.00000000
Default Rate
Reimbursement Amt: 0.00 USD
Exception Comments
Location Amount: Resons for exceeding Max
	- 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:
	  o Enter external conference justification or justification if over maximum allowed for location/date of expense
	  o Cardholder name if PCard
		- Receipts
		- Supporting documentation for conference hotel justification
		- CBO approved justification if over location limits
			- Correct expense type selected
			- Daily location amount not exceeded
			- 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

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT

Lodging – Group - Overnight lodging expenses for two or more people
About This Expense
*Expense Date:
*Payment Type: Personal Funds
*Billing Type: Out-of-State
Non-Reimbursable
*Number of Nights:
*Merchant (Choose One)
Preferred:
Non-preferred:
*Location:
Description:
*Amount Spent: 0.00
*Currency: USD
*Exchange Rate: 1.00000000
Default Rate
Reimbursement Amt: 0.00 USD
Exception Comments
Location Amount: Resons for exceeding Max
	- 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.
	  ○ Cardholder name if PCard
		- Receipts
		- Names and affiliations of those sharing room
		- Supporting documentation for conference hotel justification
		- CBO approved justification if over location limits
			- 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
			- Tax exemption if within the State of Wisconsin
			- No resort/use fees claimed

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT

Meals – Hosted
Meals purchased on behalf of others including tax and tip
About This Expense
*Expense Date:
*Payment Type: Personal Funds — No Receipt
*Billing Type: In-State — Non-Reimbursable
Number of People:
*Location:
Description:
*Amount Spent: 0.00
*Currency: USD
*Exchange Rate: 1.00000000
Default Rate
Reimbursement Amt: 0.00 USD
Exception Comments
Location Amount:
Accounting Detail
Add Additional Attendees
	- Expense date
	- Number of People: Enter the number of attendees.
	- Payment type
	- Amount – less tax if within the State of Wisconsin
	- Location
	- Description:
	  o Business justification, description of meal (breakfast, lunch, dinner)
	  o Cardholder name if PCard
	- Additional Attendees: list name and affiliation (by standard, require attachment upload if more than two or three)
		- Receipts
		- Agenda if required for business activity
		- Names and affiliations of those attending
		- CBO approved justification if over meal limits
			- 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** About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Per Diem Range: 1 - 1 Days *Location: Description: *Amount Spent: 0.00 — Refresh Per Diem Amounts *Currency: USD *Exchange Rate: 1.00000000 Reimbursement Amt: 0.00 USD Exception Comments Location Amount: Accounting Detail Per Diem Deductions	- Expense date - Location - Daily per diem rate - Check box - Deduction for 1st/Last Day - Check box – Conference/Meeting provided meal - Deductions for first and last day of travel and any conference/meeting provided meals	-	- 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

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Mileage - Reimbursement for miles driven in a privately owned vehicle while conducting UW business About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Transportation ID: STANDARD RATE — STDRT *Miles: x — Calc Mileage *Originating Location: *Destination Location: Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000	- 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	- 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 – if required by Institute.
Misc. – Purchases/ Supplies, Best judgment UW - business-related purchases such as books, shipping, etc. About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Merchant (Choose One) Preferred: Non-preferred: *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000	- 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

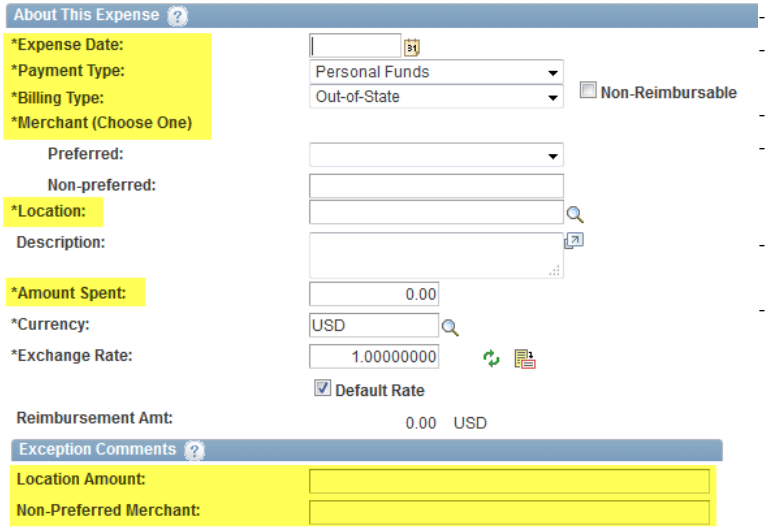
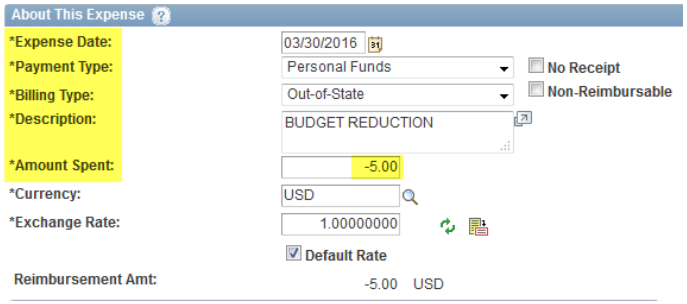
EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Parking About This Expense *Expense Date: *Payment Type: Personal Funds No Receipt *Billing Type: Out-of-State Non-Reimbursable *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- 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
About This Expense
*Expense Date:
*Payment Type: Personal Funds
No Receipt
*Billing Type: Out-of-State
Non-Reimbursable
*Location:
Description:
*Amount Spent: 0.00
*Currency: USD
*Exchange Rate: 1.00000000
Default Rate
Reimbursement Amt: 0.00 USD
	- Expense date
	- Payment type
	- Billing type
	- Location
	- Description:
	  o type of event and what is included in registration fee.
	  o Training/conference dates
	  o 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 rate
			- If conference site, additional transportation not claimed

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Relocation – Direct Moving Costs About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Originating Location: *Merchant (Choose One) Preferred: Non-preferred: *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- Expense date - Originating Location - Merchant – select preferred or enter non-preferred - Location: Destination - Description: Justification for using a non-preferred vendor or details of self-move (i.e. U-Haul, packing service, Pods, etc.)	- Paid bill of lading from mover or receipts if self-move - Offer letter/form detailing relocation costs to be provided – pre approved by hiring authority - CBO approved justification for not using contract suppliers	- Correct expense type used - Use of contract supplier or justification - Only direct costs charged to expense type - Required receipts provided - Pre-approval (letter/form) from hiring authority
Relocation – Stipend About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Originating Location: *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- Expense date (date of request) - Amount = $1000 - Description: Details of future move	- Offer letter/form detailing stipend award – pre approved by hiring authority -	- Correct expense type used - Tax reportable - No receipts – if receipted return receipts to traveler - Ensure incidental expenses not claimed on future expense reports - Pre-approval (letter/form) from hiring authority

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Relocation - Temporary Lodging About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Number of Nights: *Originating Location: *Merchant (Choose One) Preferred: Non-preferred: *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- Expense date - Number of Nights - Merchant – select or enter non-preferred - Location - Daily rate less tax - Location - Description	- Receipts - Offer letter/form detailing stipend award – pre approved by hiring authority specifying temp lodging allowed	- Correct expense type used - Tax reportable - Location max not exceeded - Number of nights does not exceed 45 in total - Tax not claimed - Required receipts provided - Pre-approval (letter/form) from hiring authority
Taxi/Subway/City Bus/Car Services About This Expense *Expense Date: *Payment Type: Personal Funds — No Receipt *Billing Type: Out-of-State — Non-Reimbursable *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- 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 About This Expense *Expense Date: 03/27/2016 *Payment Type: Personal Funds — No Receipt *Billing Type: In-State — Non-Reimbursable *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000	- 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

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Travel Miscellaneous About This Expense *Expense Date: *Payment Type: Personal Funds *Billing Type: Out-of-State Non-Reimbursable *Location: *Description: *Amount Spent: 0.00 *Currency: USD *Exchange Rate: 1.00000000 Default Rate Reimbursement Amt: 0.00 USD	- 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
Tuition – Employee Job Related (2184) Non Taxable Payments to or on behalf of employees for all types of job-related training. To qualify as job-related, the training/course must be required by the employer or required as a condition to the retention of an established position or status, e.g. continuing professional ed courses. Taken to maintain or improve skills required in the employee's present work. May include the following: State or privately sponsored seminars or workshops on use of software packages, management. Practices, system analysis/development effective writing. Credit and noncredit courses at education institutions, e.g. a UW campus, private university, vocational/technical school. Courses may be undergrad or graduate level.	- Expense date - Amount - Merchant – non-preferred field - Location - Description – include name of course being taken	- Receipt - Certification/statement of course completion - Passing grade	- Correct expense type used - Required receipts and supporting documentation
Tuition – Career Graduate (2181) – Potentially taxable over $5,250 Tuition and fees for courses that are taken to meet the minimum educational requirements for a job or will qualify the employee for a new trade or business. Graduate level courses that are career-related rather than job-related, and professional development courses such as Bar Exam Review, CPA Review, etc., should be charged to this code.	- Expense date - Amount - Merchant – non-preferred field - Location - Description – include name of course being taken	- Receipt - Certification/statement of course completion - Passing grade	- Correct expense type used - Required receipts and supporting documentation

EXPENSE TYPE	POLICY DATA REQUIREMENT	ATTACHMENT REQUIREMENT	APPROVAL/AUDIT REQUIREMENT
Tuition – Undergraduate **(2180) – Potentially taxable over $5,250** Tuition and fees for undergraduate level courses at an educational institution (e.g., a UW campus, private university, vocational/technical school, etc.) or other course taken to meet the minimum educational requirements for a job.	- Expense date - Amount - Merchant – non-preferred field - Location - Description – include name of course being taken	- Receipt - Certification/statement of course completion - Passing grade	- Correct expense type used - Required receipts and supporting documentation
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 - For Institutions that require use of fleet, Non-availability slip	- 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. - Non-availability slip – if required by Institute.
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 -