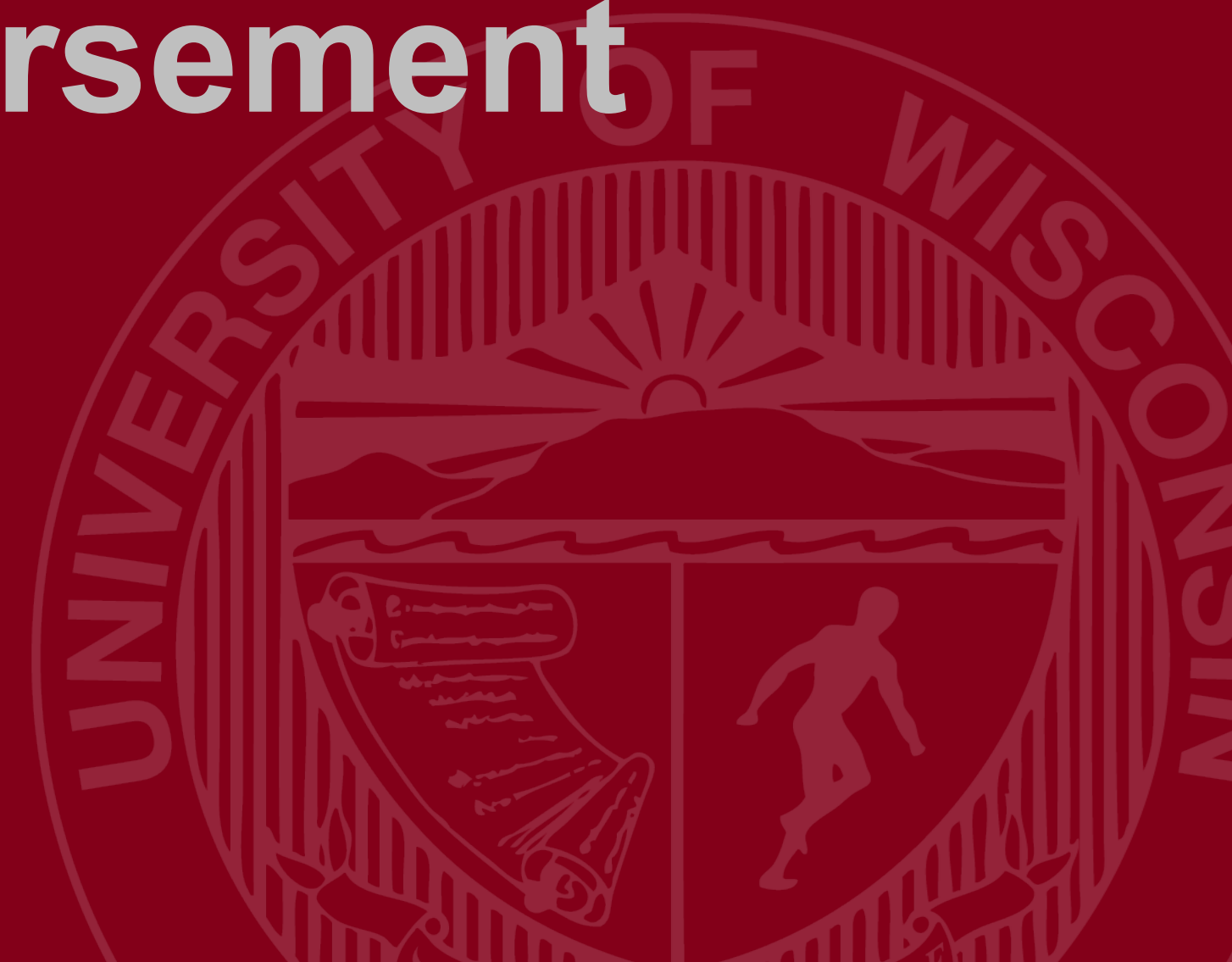




# Travel Training - Reimbursement



## Presenters

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**UWL**



# Agenda

- Payment Methods
- Receipt Requirements
- Reimbursement Policy Tips
- Reimbursement Workflow
- Common Send Back Reasons
- Common Errors
- Expense Demo

JWE



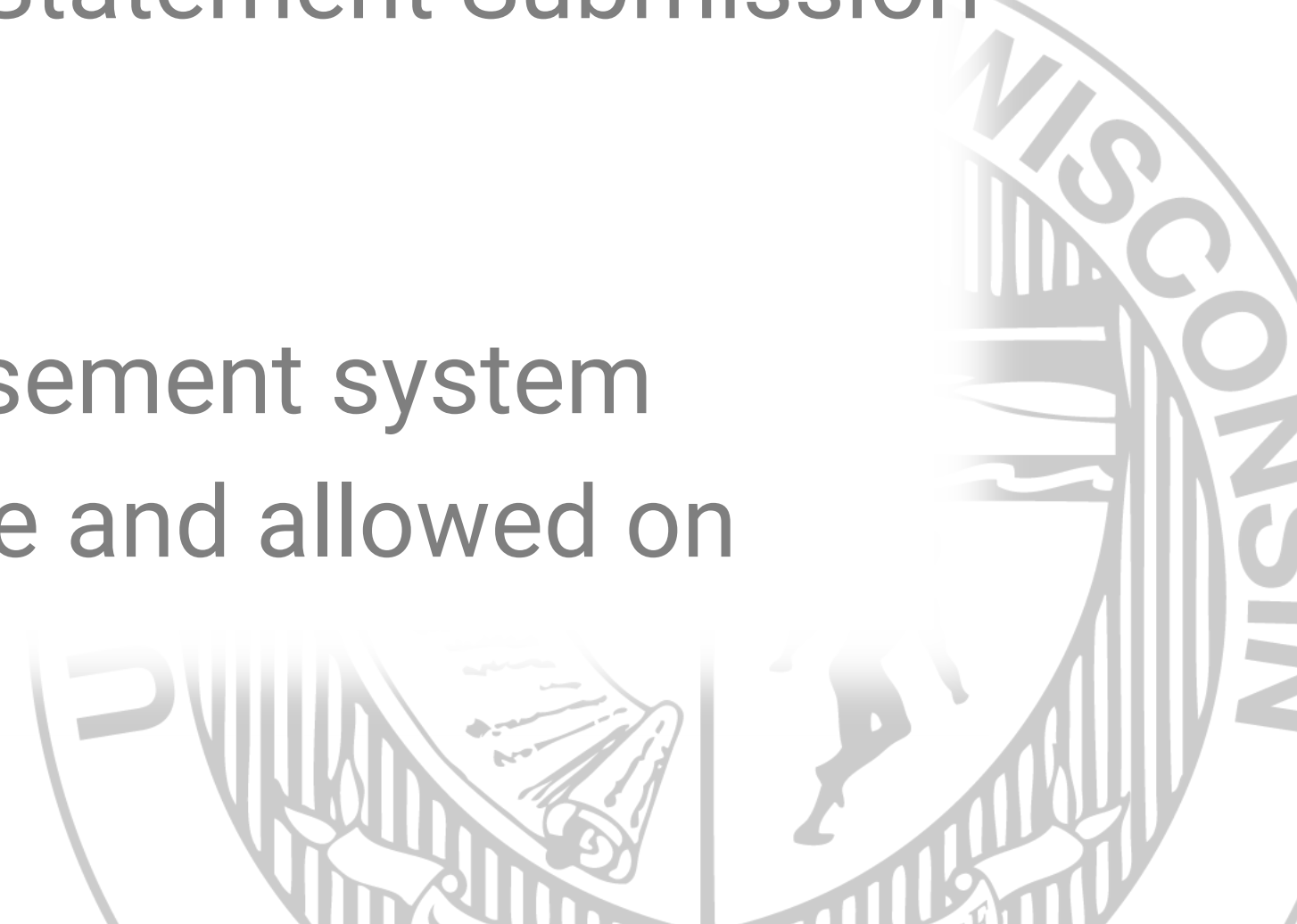
# Workday is arriving July 1, 2025

- Content of this presentation should be referenced through June 30, 2025
- Be on the look out for trainings and info sessions as July gets closer



# Payment Methods

- Approved payment methods for travel: P-Cards & Personal Funds
- Make sure to reallocate P-Card transactions as needed
- P-Cards are reconciled via the Purchasing Card Statement Submission Form
- More info [here](#)
- Personal Funds are reimbursed in the e-reimbursement system
- Only policy compliant expenses are reimbursable and allowed on University card products



# Receipts Required for Reimbursement

## Any expense regardless of amount:

- Airline Tickets
- Airline Penalty Fees (Change/Cancel)
- Rail Tickets/Passes
- Travel or Tour Company Service Fees
- Registration Fees
- Lodging
- Vehicle Rentals (original rental agreement and receipt)
- Vehicle Rental Gas
- Hospitality/Hosted meals
- Visas for International Travel
- Vaccines/Inoculations for International Travel
- Foreign Transaction Fees on Corporate Cards
- Relocation – Moving Company/U-Haul
- Non-travel related expenses

## Expenses over \$25:

- Parking
- Bus Tickets/Passes (each way)
- Taxis/Shuttles/Car Services (each way)
- Subway Passes (each way)
- Business Use of Internet Access
- Tolls

## Expenses over \$30:

- Airline Baggage



# Receipt Requirements

- The name & address of the vendor providing the goods or services
- The date that the specific services were received, or items were purchased
- Itemization of the services and/or goods and pricing
- Final amount due and evidence that it was paid







**Knickerbocker on the Lake**

1028 East Juneau Avenue  
Milwaukee, WI 53202  
(414) 276-8500

# Valid Receipt

## Invoice

Date: June 26, 2024 Reservation #: 206167

Unit Number: 617

Guest: Emily Stoffel  
University Wisconsin Milwaukee  
4355 River Green Pkwy  
Duluth, GA 30096-2572

Home: Email: emily.stoffel@wisconsin.edu

Work:

Arrival Date: Monday, 06/10/24  
Total Nights: 3  
Number of Adults: 1

Departure Date: Thursday, 06/13/24

Unit Description:  
Financial Statement:

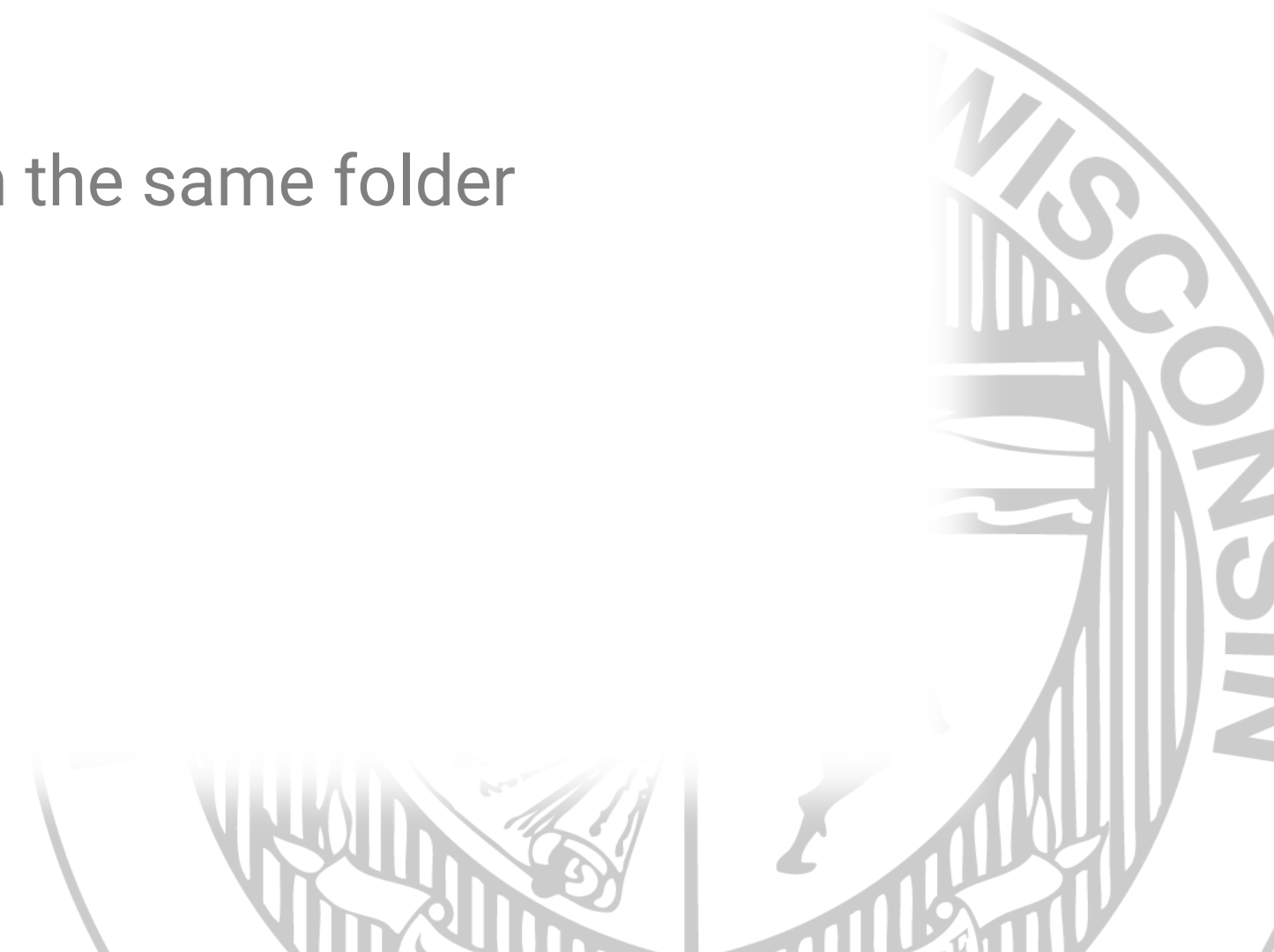
Post Date	Description	Comment	Amount
06/10/24	Room Charges	Room: 617	103.00
06/10/24	Guest Service	Parking -3 Nights @ \$20.00	60.00
06/10/24	Service Tax		4.74
06/10/24	Payment Credit Card	cc 3642	-373.74
06/11/24	Room Charges	Room: 617	103.00
06/12/24	Room Charges	Room: 617	103.00
		Balance Due:	0.00
		Total Service Tax:	4.74

Date	Category	Type of Payment	Amount
06/10/24	Payment	Visa Card Number: 3642	373.74
		Total Payments:	373.74
		Total Charges:	373.74
		Total Due:	0.00



# Reimbursement

- POLICY: Reports must be submitted within 90 days of expense date or end of trip
  - After 90 days = exception required and report is taxable to traveler
- Can submit airfare & registration fees before travel
- Must include Travel Auth for all international travel and Academic Affairs domestic
- Before you start:
  - Have all receipts and supporting materials saved to computer in the same folder
  - Know your funding string
- Supporting materials
  - Agendas, website screenshots, receipts, etc.



# Reimbursement Workflow



- Central Audit or Dept Approvers may return the report for changes
- Central Audit may reach out via email with questions or to request more information
- Prompt replies and speedy resubmissions help reports get approved on time



# Common Send-Back Reasons

- Incorrect dates entered
- Missing agenda
- Missing cost comparisons
- Lack of supporting documentation
- Insufficient justification
- Missing receipts
- Incorrect expense type used



# Common Expense Errors

## Error

- Travel Reduction negative amount

### ▶ Expense Entry Errors

Correct the following errors prior to submission:

- Negative expense amount -- Credit reference information required.

- Funding error - if fund doesn't match department

### ▶ Expense Entry Errors

Correct the following errors prior to submission:

- Combo error for fields ACCOUNT/ FUND\_CODE in group FNDMAJCLAS.

- Max lodging error

### Lodging-Individual - 05/09/2023

### ▶ Expense Entry Errors

Correct the following errors prior to submission:

- Authorized Amount -- Explanation required for amount over authorized limit of 196.00 USD.

- Missing VUA

## How to correct error

- Add credit reference information

### Exception Comments

Credit Reference Required

▶ No Comments >

- Verify funding string & update accordingly

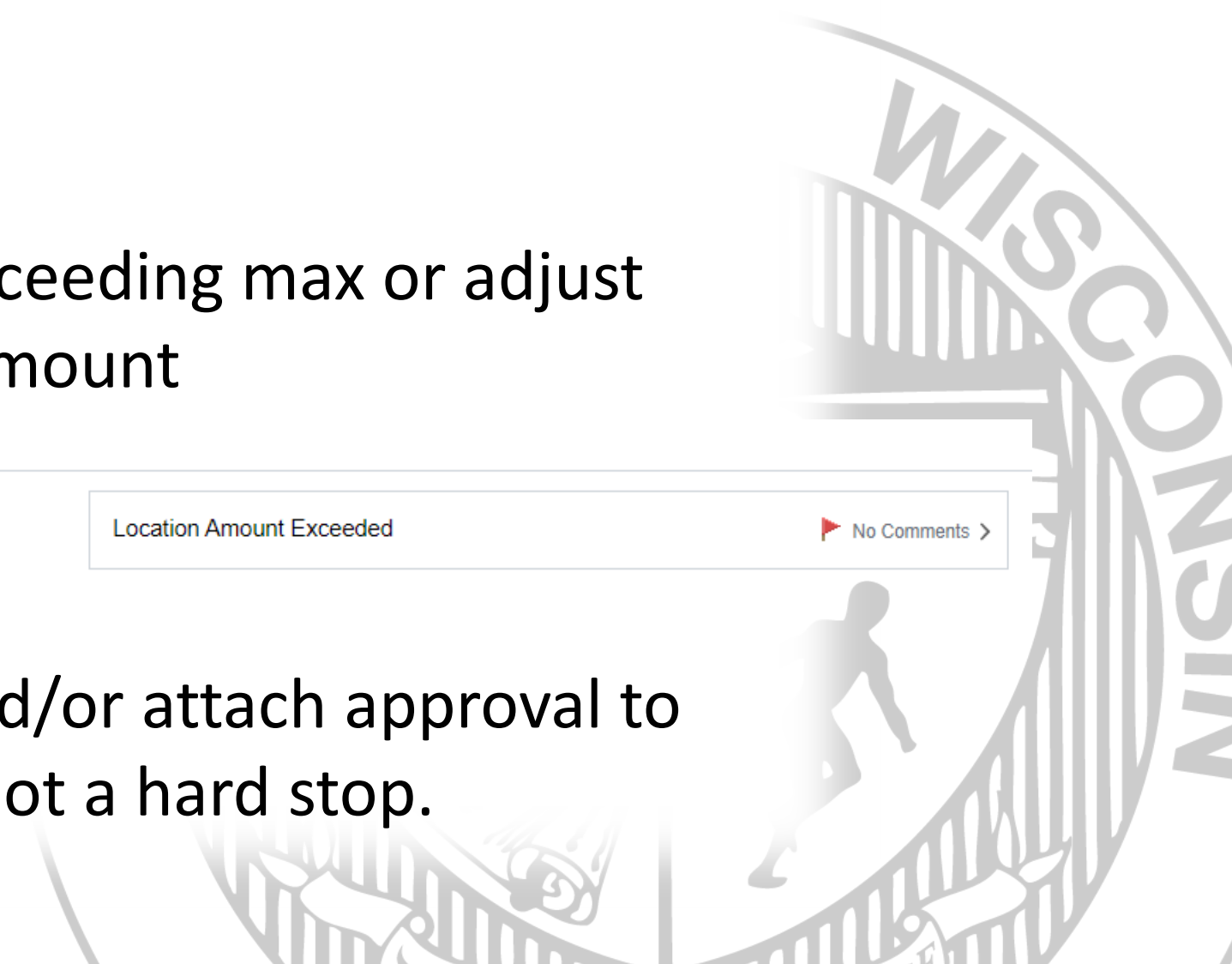
- Add reason for exceeding max or adjust reimbursement amount

### Exception Comments

Location Amount Exceeded

▶ No Comments >

- Complete VUA and/or attach approval to expense report. Not a hard stop.



# Expense Demo



# Resources

- [E-Reimbursement TravelWise](#)
- [E-Reimbursement Login](#)
- [Per Diem Calculator](#)

