# Travel Training Part 2

## Expense Reimbursement

UNIVERSITY OF WISCONSIN
PLATTEVILLE

# Agenda

- Payment Methods
- Receipts Requirements
- Receipt Examples
- Reimbursement Policy
- Reimbursement Workflow
- Common Send Back Reasons
- Demo

# Presenters

Emily Stoffel

Regional Travel Manager

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# Payment Methods

- Approved payment methods for travel: P-Cards & Personal Funds
- P-Cards are reconciled via the Purchasing Card Module in Sfs
- 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

# Invalid Receipt

**Knickerbocker on the Lake**
**Receipt**

Date: 06/26/24                                    Date of Arrival:  06/10/24
Room Number: 617
Room Type:

Guest:      Emily Stoffel
Home:
Work:
Email:      emily.stoffel@wisconsin.edu

Occupancy:                                Dates / Times:
        Arrival date:    06/10/24 -> Mon        Date taken:        06/04/24
        Departure date: 06/13/24 -> Thr         Date of deposit: 00/00/00
        Total Nights:    3                      Arrival time:
                          Departure time:

Unit Description:
        Room number:         617
        Number Adults:       1
        Number Children:     0
        Room type:           Standard
        Additional Bedding: None
        Advertisement:       Kotl CRS
        Operator:            YPORT
        Reservation Number: 206167
        Cancellation Number:0

Financial Statement:
        Parking - Nightl    60.00
        Service Tax:         4.74
        _____
        TOTAL:              64.74

        Payment Entered:   373.74

        AMOUNT DUE:        -309.00

| Date | Category | Type of Payment | Amount |
|------|----------|-----------------|--------|
| 06/10/24 | Payment | Visa | 373.74 |
|  |  | Card Number: 3642 |  |

                                    Total Payments:    373.74
                                    Total Charges:     373.74
                                    Total Due:           0.00

# Valid Receipt

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

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: | | Work: |
|---|---|---|
| Email: | emily.stoffel@wisconsin.edu | |

| Arrival Date: | Monday, 06/10/24 | Departure Date: Thursday, 06/13/24 |
|---|---|---|
| Total Nights: | 3 | |
| Number of Adults: | 1 | |

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 | 373.74 |
| | | Card Number: 3642 | |

| | 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 international travel
- 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

**Employee** → **Central Audit** → **Department Approver**

- 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

# Expense Demo

# Resources

- [E-Reimbursement TravelWIse](E-Reimbursement%20TravelWIse)
- [E-Reimbursement Login](E-Reimbursement%20Login)
- [Per Diem Calculator](Per%20Diem%20Calculator)