

## **Entering an Airfare Claim**

This tip sheet will show you how to enter an Airfare claim on an expense report. The airfare policy may be found in Policy 410.

## **Getting Your Receipt**

- 1. UW System's travel management company will email your invoice after you pay for your airfare. For Travel Inc bookings, the invoice will come from tripinvoice@travelinc.com, with "Expense Invoice for Trip A1ABCD" as the subject line.
  - Only the Invoice is accepted as a receipt for airfare. No other documents (such as reservations, boarding passes, etc.) serve as receipts.
  - Airfare booked outside of UW System's contracted travel management company is not reimbursable.
- 2. Please check the receipt to make sure it has the following data:
  - Vendor name and address
  - Traveler's name and organization
  - Dates, destinations, and airline of flights
  - Ticket class
  - Ticket number
  - Proof of payment amount



123-1234567890	Ticket Number			
1100000	Account #			
Wed, Jul 08, 2020	Issue Date			
A1ABCD	Booking ID			
A1B	Issuing Location			
I4	Booking Agent ID			
VIxxxxxxxxxxx1234	Form of Payment			
Electronic Ticket	Transaction Type			
USD	Booking Currency			

## Name: Doe/Jane.Janet

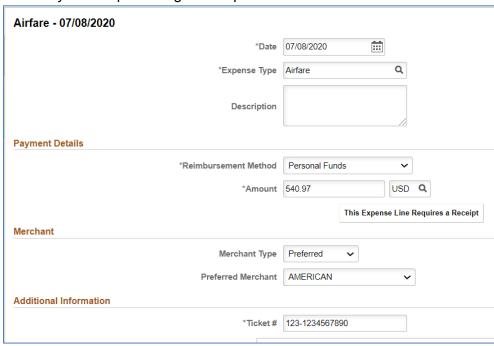
Туре		arrier quip		Flight # / Class Fare Basis	Travel Dates	City - Airport	Time
<b>★</b>	AMERICAN AIRLI AA1	AIRLINES 1234 / V A1ABCDE1 Confirmation: ABCDEF			Wed, 07/15/2020 Wed, 07/15/2020	Leave:: MADISON (MSN) Arrive::NASHVILLE (BNA)	1015A 1123P
<b>†</b>	AMERICAN AIRLINES 567 B23 F2G Con				Sun, 07/19/2020 Sun, 07/19/2020	Leave:: NASHVILLE (BNA) Arrive:: MADISON (MSN)	644P 750P
- Fee(s)-					Fare Tax		\$523.00 \$17.97
Description	Payment Date	Amount	Form of Payment	Reference #	Total Amount Amount Charged		\$540.97 \$540.97
Call In Air	07/08/2020	\$18.00	VIxxxx01234	123456	Fee: Call in Air		\$18.00
					Air + Fee		\$558.97
-Remark(s	:)-						
U11/PHYSICS U21/Madison U26/01UW12							



## **Entering your Claim**

Enter the following information into a new expense line:

- 1. **Date**: Enter the ticket issue date from your receipt. This date is when the airline charged your credit card, not the date of the flight. In the above example, 7/8/20 is the correct date, not 7/15/20.
- 2. **Description**: Enter additional clarifying information about this transaction. This section may be left blank. Clarifying information could be an explanation for travel which began somewhere other than your campus' local airport.
- 3. **Reimbursement Method**: Choose how you would like to be reimbursed.
  - Personal funds are reimbursed to you through ACH (direct deposit) or check.
  - o **Corporate Card** is reimbursed directly to your US Bank Corporate Card.
  - o **Prepaid** indicates the university has already paid for this and no reimbursement is due.
  - UATP Card indicates this transaction was prepaid with a UATP Card. These cards were issued by each airline to each campus for refunded airfare due to the COVID-19 pandemic. UATP airfare must be entered into SFS to track each card's spending. No reimbursement is due as the amount is prepaid.
- 4. **Amount**: Enter the amount of this transaction. Please note that any service fees charged by the travel management company should be entered as a separate expense line, using the expense type Travel Agency Service Fee.
- 5. Merchant: This refers to the airline (i.e. Delta, Southwest). Please check the preferred vendor list to see if the airline is listed. You may do so by selecting Preferred under the Merchant dropdown menu, then looking through the options. Most airlines are on the preferred vendor list, but if you can't find it, select Non-Preferred under the Merchant dropdown and enter the name in the Non-Preferred Merchant text box.
- 6. **Ticket Number:** Copy this 13-digit number from the upper right corner of the invoice, with dash included. This only refers to ticket numbers. Invoice numbers, flight numbers, and confirmation numbers should not be entered in this field. If your flight contains multiple ticket numbers, please enter an airfare claim for each ticket number. Each ticket needs to be entered into the system to protect against duplicate claims.





If you wish to change the funding string of your expense, you may do so within the same business unit in the Accounting section.

The **Non-Reimbursable** switch should not be used. Non-reimbursable expenses should not be reported, and if your campus asks you to do so, this should be done by selecting a **Prepaid Reimbursement Method**, not by using the non-reimbursable switch. Setting non-reimbursable to yes will void any amount entered in the Amount box and set the line to \$0.

Once you have completed your expense line, you may add additional claims by clicking the **Add** button on the left side of the screen. If you've entered all your expenses and are ready to submit, press the gray **Review and Submit** button in the upper right to take you to the Expense Summary page. Once you review the Expense Summary page, click **Submit** in the upper right. If you'd like to save the expense report for future modification, click the green **Save** button.

Last Revised: 7/17/20