


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



Ticket Number **123-1234567890**

Account # **11000000**

Issue Date **Wed, Jul 08, 2020**

Booking ID **A1ABCD**

Issuing Location **A1B**

Booking Agent ID **14**

Form of Payment **Vlxxxxxxxxx1234**

Transaction Type **Electronic Ticket**

Booking Currency **USD**

Name: **Doe/Jane.Janet**

Type	Carrier Equip	Flight # / Class Fare Basis	Travel Dates	City - Airport	Time
	AMERICAN AIRLINES AA1	1234 / V A1ABCDE1 Confirmation: ABCDEF	Wed, 07/15/2020 Wed, 07/15/2020	<u>Leave::</u> MADISON (MSN) <u>Arrive::</u> NASHVILLE (BNA)	1015A 1123P
	AMERICAN AIRLINES B23	5678 / V F2GHJKL1 Confirmation: ABCDEF	Sun, 07/19/2020 Sun, 07/19/2020	<u>Leave::</u> NASHVILLE (BNA) <u>Arrive::</u> MADISON (MSN)	644P 750P

- Fee(s)-

Fare	\$523.00
Tax	\$17.97
Total Amount	\$540.97
Amount Charged	\$540.97
Fee: Call in Air	\$18.00
Air + Fee	\$558.97

Description	Payment Date	Amount	Form of Payment	Reference #
Call In Air	07/08/2020	\$18.00	Vlxxxx01234	123456

-Remark(s)-


U11/PHYSICS
U21/Madison
U26/01UW1234


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.
 - **Corporate Card** is reimbursed directly to your US Bank Corporate Card.
 - **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.


Airfare - 07/08/2020


*Date 

*Expense Type 

Description


Payment Details


*Reimbursement Method 

*Amount 

This Expense Line Requires a Receipt

Merchant

Merchant Type 

Preferred Merchant 

Additional Information

*Ticket #

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.