

Entering General Expenses

This tip sheet will show you how to enter less common expenses on expense reports. The expense types for per diem, personal vehicle mileage, vehicle rentals, lodging, and airfare are on separate tip sheets, as these expense types require more specific information.

Please use this guide for a detailed definition of each expense type.

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Entering Your Claim

Air-Baggage Fees

A single piece of luggage may be checked. Receipts are required for baggage fee claims over \$30. Claims for additional baggage require a justification for the business need.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank. An example of clarifying information is a justification for a second checked bag.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Airfare Change / Cancel Penalty

Any additional fee assessed for changing or cancelling airfare. These expenses are only reimbursable if the situation is outside of the employee's control. A receipt is required regardless of the amount.

Date: Enter the date of purchase for this item.

Description: Enter the circumstances that necessitated the airfare change or cancellation.

Please be detailed. If this field's character limit becomes an issue, please use the **Justification and Supporting Details** box. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount of the change/cancellation fee only. Additional airfare costs should be entered under the Airfare expense type.

Merchant: Enter the name of the airline assessing the fee.

Athletic Pre/Post Game, Athletic Team Meals, Event-Catering, and Meals-Hosted

These four expense types are for group meals. The four are used in different scenarios but require the same information. Receipts are required regardless of the amount. Please check the receipt to make sure the vendor name and location, a date of purchase and a complete itemization of all food items and tip is listed. Please also provide a list of attendees and their affiliation. This list may be added as an attachment or may be added to the expense line using the **Add Additional Attendees** button. Group meal policy may be found in [Policy 435](#).

Athletic Pre/Post Game is for meals tied directly to an athletics game.
Athletic Team Meals are for non-game meals for athletes or athletics recruits.
Event-Catering is for meals at a university-sponsored event or other official function.
Meals-Hosted is for business-related meals outside of a university-sponsored event or official function.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: Enter the name of the vendor from which you purchased food. This is only used on the Event-Catering expense type.

How Many People: Enter the number of people for which the food was bought. This should match the number of people on the list of attendees.

Expense Location: Enter the city where the food was purchased. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Books

Books should be purchased using standard University purchasing methods, such as a purchasing card. It should only be purchased personally by an employee in unavoidable circumstances. Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Computer Hardware / Software

Computer hardware / software should be purchased using standard University purchasing methods, such as a purchasing card. It should only be purchased personally by an employee in unavoidable circumstances. Please also consult with your local IT department prior to purchase as they may have further restrictions. Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: Enter the name of the vendor from which you bought the item.

E-Re Estimated Withholding

This expense type is required when submitting a relocation expense report. Relocation expenses are taxable income, and an E-Re Estimated Withholding expense line must be

entered to represent the tax withholding for relocation expenses. This also can be used for tuition reimbursements.

Date: Enter the appointment date.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction. E-Re Estimated Withholding amounts must be negative numbers.

Event – Audio Visual Equipment

E-Reimbursement is not the preferred method to pay for these expenses and should only be used in emergency situations. Please contact your campus Purchasing Department for further information if you plan on purchasing this item.

Date: Enter the date of purchase.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Non-preferred Merchant: Enter the name of the vendor from which you purchased the equipment.

Expense Location: Enter the city where the event was held. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Event – Meeting Space

E-Reimbursement is not the preferred method to pay for these expenses and should only be used in emergency situations. Please contact your campus Purchasing Department for further information if you plan on purchasing this item.

Date: Enter the date of purchase.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Non-preferred Merchant: Enter the name of the vendor from which you purchased the meeting space.

Expense Location: Enter the city where the event was held. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Gas for Vehicle Rental/Fleet

This expense type generally should be used with vehicle rentals, as fleet vehicles have their own fuel cards. Please attach the vehicle rental receipt to demonstrate when the vehicle rental began and ended. If the gas claim was for a fleet vehicle, please explain why the fleet vehicle's fuel card was not used. This expense type may not be used with a personal vehicle – please

enter a mileage claim instead. Gas is included in personal vehicle mileage reimbursement. Receipts are required for any amount.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Expense Location: Enter the city where the gas was purchased. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Memberships

Institution-level purchases should be purchased instead of individual memberships. Individual memberships may only be reimbursed if Institution-level memberships are unavailable, and the membership is necessary to the effective performance of University of Wisconsin System operations. Please see [Policy 328](#) for more detail. Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Misc-Purchases/Supplies

For use with non-travel claims. Miscellaneous purchases while travelling are entered as Travel Miscellaneous. Non-travel purchases should come through a departmental Purchasing Card and should only be entered into E-Reimbursement under emergency circumstances. Receipts are required for all Misc-Purchases claims.

Date: Enter the date of purchase for this item.

Description: Enter the item purchased and the business need. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: Enter the name of the vendor from which you purchased the item.

Expense Location: Enter the city where the expense was incurred. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Parking

Receipts are required for parking claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.
Amount: Enter the amount for this transaction.
Expense Location: Enter the city where the expense was incurred. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Printing/Publications

This expense type is for printing materials such as academic posters, class materials, etc. Printing should be purchased through UW Printing and paid for internally. It should only be purchased personally from an outside merchant in unavoidable circumstances. Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: If purchasing from UW Printing, select preferred from the Merchant Type dropdown, and UW Printing for the vendor name. If purchasing from someone else, select non-preferred from the Merchant Type dropdown and type the merchant name in.

Registration Fee

Receipts are required for all registration fee claims.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: Enter the name of the organization from which you bought the registration fee.

Expense Location: Enter the city where the expense was incurred. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Relocation – Direct Moving Costs, Stipend, Temporary Lodging

Your employment offer letter will award a relocation reimbursement as either a Stipend or a Direct Moving Costs. Stipends are a flat dollar award and do not require receipts or information on how it was spent. Direct Moving Costs require receipts and require each purchase to have an expense line (i.e. a line for box purchases, another for a moving truck rental, etc.). Please attach a copy of your offer to demonstrate the relocation amount offered, and whether it is reimbursed as a Stipend or as Direct Moving Costs. Relocation claims are tax reportable. Relocation policy may be found in [Policy 240](#).

Relocation – Temporary Lodging is specifically for lodging expenses in your new headquarters city. This typically occurs while searching for a permanent residence, although other situations may apply. Lodging that occurs in transit while relocating is not Temporary Lodging and should be entered as Direct Moving Costs. Temporary Lodging must be offered in the offer letter. Please attach the offer letter and lodging receipts for all Temporary Lodging claims. This expense type has the same requirements as a standard Lodging claim.

Date: Enter the date of purchase for this item. For Stipend claims, enter the date of your offer letter.

Description: Enter additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Origination Location: Enter where from which you are moving. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass.

Foreign locations are city and country (ex. "Paris, France").

Expense Location: Enter the city to which you are moving.

Shipping

This expense is for shipping work related items out, using a vendor such as UPS or FedEx.

Shipping fees charged by vendors should not be included under this expense type and should be claimed with the rest of the order. Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Subscriptions

Subscriptions should be purchased using standard University purchasing methods, such as a purchasing card. It should only be purchased personally by an employee in unavoidable circumstances. Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Taxi/Subway/City Bus, etc

This expense type is used for short-distance travel within a metropolitan area. Receipts are required for claims over \$25. A maximum of 20% gratuity is allowed to be reimbursed.

Date: Enter the date of purchase for this item.

Description: Enter origin and destination of your travel (i.e. hotel to conference, airport to lodging) and additional clarifying information about this transaction. This field cannot be left blank. Please note that transportation to meals is included as part of your Per Diem and can't be claimed separately.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Expense Location: Enter the city in which the expense was incurred. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Tolls

Receipts are required for toll claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Train/Bus/Other Long Distance

This expense type is used for long-distance travel between metropolitan areas. Receipts are required for claims over \$25, except for trains, which require receipts for all claims.

Date: Enter the date of purchase for this item.

Description: Enter origin and destination of your travel (i.e. Eau Claire to Minneapolis) and additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Training/Job Dev and Tuition/Training Career

Tuition/Training Career is for job-related coursework at an accredited university. This claim is reimbursed after the completion of the course. Please attach an approved Authorization to Reimburse Tuition, evidence the course was successfully completed and a receipt. Tuition claims are tax reportable. Educational assistance policy may be found in [Policy 210](#).

Training/Job Dev is for job-related training that is not tuition. This claim may be reimbursed at any time after purchase. Please attach a receipt for this claim.

Date: Enter the date of purchase for this item. This may trigger a 90-day warning for tuition claims. If you're submitting the within 90 days of the course completion date, please enter "tuition" in the 90-day warning pop-up to allow the claim to proceed.

Description: Enter the course name and additional clarifying information about this transaction. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: Enter the institution/organization from which this item was purchased.

Travel Agency Service Fee

This expense type is for any fees charged by UW System's contracted travel agency.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount of this transaction.

Merchant: Enter **Preferred** if using the UW System's contracted travel agency. Enter **Non-Preferred** if using non-contract travel agencies.

Preferred/Non-Preferred Merchant: Enter the name of the travel agency. You will also need to enter a justification if using a non-contracted travel agency.

Travel Miscellaneous

For use with travel claims. Miscellaneous purchases on non-travel claims are entered as Misc-Purchases/Supplies. Itemized receipts are required on Travel Miscellaneous claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter the item purchased and the business need. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.

Merchant: Enter the name of the vendor from which you purchased the item.

Expense Location: Enter the city in which the expense was incurred. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Travel Reduction

This expense type may be used at the department's discretion to lower the amount of a reimbursement.

Date: Enter any date during your trip.

Description: Enter the reason travel is being reduced. This field cannot be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction. Travel reductions must be entered as negative numbers to lower reimbursement.

Expense Location: Enter the city in which the expense was incurred. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France").

Credit Reference: SFS will ask for a credit reference when entering a negative dollar claim. In this pop-up box, please provide a brief description of why the credit was entered.

Visa/Passport

Receipts are required for claims over \$25.

Date: Enter the date of purchase for this item.

Description: Enter additional clarifying information about this transaction. This field may be left blank.

Reimbursement Method: Choose how you'd 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.

Amount: Enter the amount for this transaction.