A decorative graphic on the left side of the slide. It consists of several thin, curved lines in shades of brown and grey, resembling reeds or grass. A short, thick horizontal brown line is positioned to the right of the reeds, aligned with the middle of the text.

# **CoE Financial Processors Quarterly Meeting June 18, 2025**



# AGENDA

1. Division Coordinator Meeting – Policy Updates
2. Workday Delegation
3. Add Approver



# Policy Update: UW-3024 – Expense Reimbursement

## Receipt Requirements

- Receipts are required for out-of-pocket expenses and Shared Liability Card transactions greater than \$50.
- Receipts are not required for the reimbursement of a traveler's per diem allowance.
- Receipts will still be required for all purchasing card transactions regardless of dollar amount.

## Accountable Plan Updates

- **Expenses must be submitted with the required supporting documentation within 90 days from the date of purchase.** Exceptions to this requirement are for the following Expense Items which must be submitted within 90 days from the “arrival date” listed on the expense line of an expense report in Workday:
  - Registration Fee
  - Airfare
  - Group Airfare
  - Lodging (Group, Student and Individual)
  - Tuition Reimbursement (the arrival date is the course end date)
  - Job-Related Training (the arrival date is the course end date)

# Accountable Plan – Registration Fee (Arrival Date)



Pay To Employee: Allie Watters	Status Draft	Personal 0.00 USD	Company Paid 0.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 500.00 USD	Total 500.00 USD
-----------------------------------	-----------------	----------------------	--------------------------	-----------------------------------	----------------------------------	-----------------------------	---------------------

Header

Attachments

Expense Lines

1 item

Mon, Dec 9

Registration Fee

Registration fee to attend SCTEM. T...

500.00 USD

Expense Line

RECEIPT.docx  
Uploaded by Allie Watters

Just now

Comment

RECEIPT

Expense Date \* 12/09/2024

Expense Item \* Registration Fee

Total Amount \* 500.00

Currency \* USD

Memo \* Registration fee to attend SCTEM. This benefits my position as Expense Reimbursement Program Manager by keeping up-to-date on industry trends and networking with other travel and expense professionals in higher education.

Company UWMSN University of Wisconsin Madison

Program PG000005082 UWMSN | DoBS | Disbursements Operations

Grant (empty)

Project (empty)

Gift (empty)

\*Cost Center CC002217 UWMSN | DoBS | Disbursements

\*Fund FD0101 GPO - Doctoral Cluster

\*Function FN0100 Institutional Support

Additional Worktags Location: UW Universities Of Wisconsin > UW Madison > Park St N 21-1078

Personal Expense No

Instructions

Registration Fee

Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting.

Policy

For UW card transactions resulting from fraud, use the **UW Credit Card Fraud** expense item. Additional instructions will appear.

Use the itemization function to split charges between expense items, split funding across multiple worktags, or split unallowable/personal expenses from allowable ones.

Additional card and expenses resources can be found on [TravelWise](#) or the [Universities of Wisconsin Workday website](#).

Item Details

Departure Date \* 03/26/2025

Arrival Date \* 04/01/2025

Merchant SCTEM

Receipt Included Yes

Calculated based  
on ARRIVAL DATE



# Accountable Plan - Per diem

## Alerts

### 1. Page Alert

- Expense report line is more than 90 days old. I

### 2. Page Alert

- Expense report line is more than 90 days old. I

### 3. Page Alert

- Expense report line is more than 90 days old. I

### 4. Page Alert

- Expense report line is more than 90 days old. I


## Travel Journal

Total Amount 736.00 USD

 5 Alerts

[View Details](#)

8 items

Fri, Mar 7, 2025	92.00 USD
	
Sat, Mar 8, 2025	92.00 USD
	
Sun, Mar 9, 2025	92.00 USD
	
Mon, Mar 10, 2025	92.00 USD
	
Tue, Mar 11, 2025	92.00 USD
Wed, Mar 12, 2025	92.00 USD
Thu, Mar 13, 2025	92.00 USD
Fri, Mar 14, 2025	92.00 USD

Receipt Included No



## Policy Update: UW-3017 - Lodging

- Worked with the Director of Risk Management and Director of Purchasing Services to update extended lodging policy
- Removed the need for Divisional Business Office pre-approval for extended lodging (>30 days)
- Removed definition of extended lodging as >30 days, as more affordable options might be procured for stays shorter than 30 days
- Added language specifying procurement steps if total payment exceeds \$5,000 – Procurement Authority IS required, need simplified bid/sole source and approval from Purchasing Services (Dana Casey)

- I. **Extended Lodging.** Travelers may choose to find lodging at reasonable weekly/monthly rates if the university requires that they remain in travel status for an extended period of time. Affordable options may include leasing residential space (e.g., apartments, condos) through a property management company or rental service or utilizing an extended stay hotel. If utilizing one of these options, travelers must note the following:
  - A. Any lease procured for extended travel is considered personal in nature and must be signed by the employee/traveler.
    - Required security deposits are the financial responsibility of the traveler and will not be paid or reimbursed with university funds.
    - The cost of necessary utilities (e.g. heat, electricity) is reimbursable when leasing accommodations.
  - B. The UW provides no insurance or other coverage related to these agreements and therefore the tenant and landlord have full responsibility for any necessary coverages and liability.
  - C. If the total anticipated cost exceeds \$5,000, the employee/traveler must demonstrate procurement authority (e.g., Simplified Bid Process) and obtain preapproval from UW-Madison Purchasing Services. Relevant procurement authority documentation must be attached to the payment mechanism.



## Policy Update: UW-3018 – Meals and Incidentals

- First/last day deduction of 25% is going away with Workday.
- Travelers will be eligible for 100% of per diem allowance on first/last day (less provided meals).
- Incidental amount included in total; provided meal deductions are linear/proportional; if ALL meals are provided, per diem amount for that day will be \$0.00.

The new Workday per diem calculator is available for any future-dated travel. There are no plans to keep historic rates in the Per Diem Calculator. If an employee has to go back to view historic rates, they can create a draft expense report in Workday and see the prior rates.

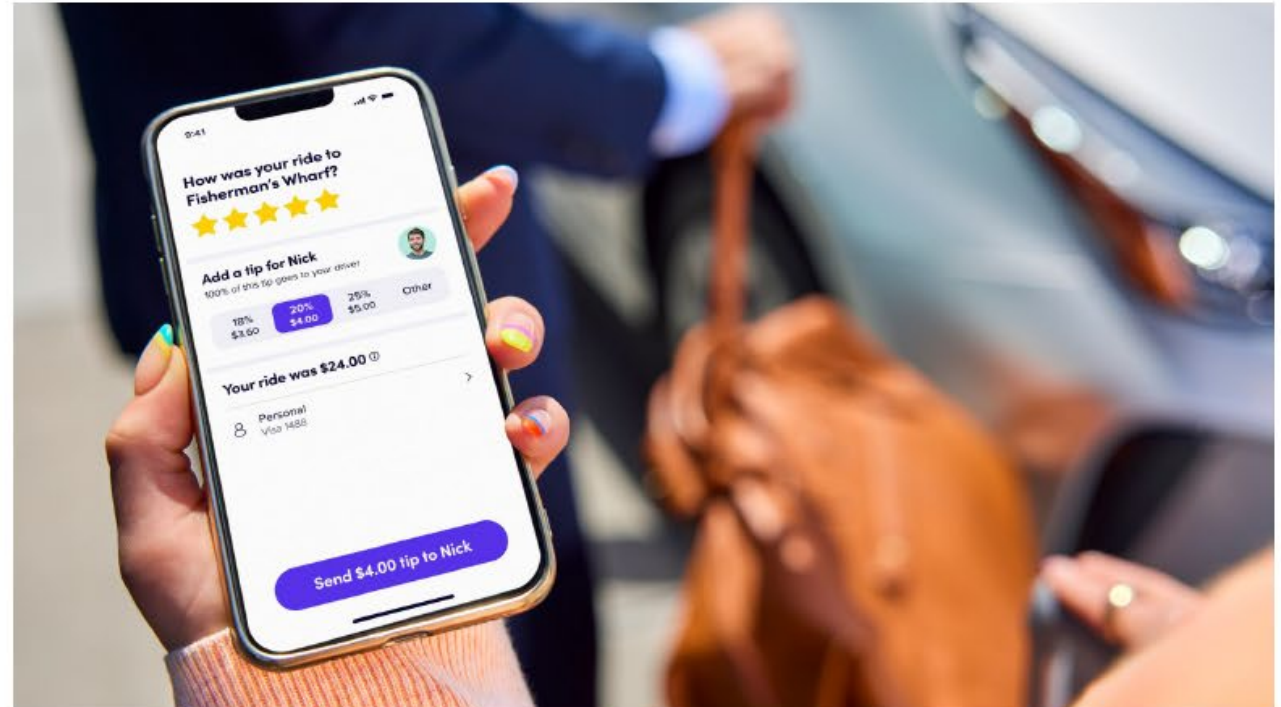
Policy will be updated in July 2025): <https://policy.wisc.edu/library/UW-3018>





## Policy Update: UW-3020 – Long Distance Ground and Local Transportation

- Tips are no longer limited to 20% of the total fare
- Excessive tips may be subject to approval by the Expense Operations Lead







## Policy Update: UW-3039 – Business Meals

- **Higher limits effective 07/01/2025!** Also, doing away with in-state/out-of-state limits and only identifying Continental U.S. or other locations.
- Updated business meal calculator will be available in July 2025.
- Allowing use of gift funds and/or Foundation funds for meal overages:

Type of Meal	Continental United States	All Other Locations (including international)
Breakfast	\$28	\$35
Lunch	\$31	\$40
Dinner	\$46	\$60
Refreshment Break	\$14	\$20

### Use of Gift Funds and/or Foundation Funds

Amounts exceeding the allowable per person limits may be charged to UW gift funds or to UW Foundation funds, if available. Alcohol may only be charged to UW Foundation funds. Payees must consult the UW Foundation affiliated with their campus to determine allowable limits for overages and alcohol.



## Policy Update: UW-3075 – Official Functions and Expenses

**Effective July 1, 2025, the following allowance will be removed:**

- Nominal gifts—excluding gift cards and cash equivalents—related to employee major life events such as weddings, births, or death in a family. Nominal gifts must be:
  - Flowers; or
  - UW-logoed items less than \$50.00.

### **Reasons for the update:**

- Effort to standardize with Universities of Wisconsin policy.
- Increased budget restrictions.
- Should be personal/pass-the-hat purchases.

**However, the following allowance will be added:** *Flowers, in the event of an employee's death*

**Note:** This allowance will require an additional approval from David Honma, Controller/AVC for Business Services



# Policy/Procedure Update: Purchasing Cards

- **Transaction reconciliation timeframe increased to 60 days:**  
*Purchasing cardholders must reconcile purchasing card transactions within 60 days of the Credit Card Transaction Load Date, or the date the transaction is loaded into Workday.*
- **Tax Tolerance level decreasing to \$20:**  
*If sales tax is paid in error in an amount greater than \$20, contact the vendor to obtain a refund. Document the date and action taken on the supporting documentation for the charge.*
- **Allowance UW Foundation expenses on the purchasing card:**  
*The purchasing card may be used to incur costs that are intended to be allocated to UW Foundation funding.*
  - ✓ **>\$5000 across UW/UWF** – requires procurement authority, simplified bid, single purchase limit increase



# ECM Requests during Cutover

- ✓ The **Request Nonemployee Empl Id** form has been turned off/is unavailable through the end of SFS.
- ✓ Changes to current nonemployee profiles in SFS may be requested through June 16<sup>th</sup> by emailing [expensereimbursement@bussvc.wisc.edu](mailto:expensereimbursement@bussvc.wisc.edu).
- ✓ **Non-employee profile information in SFS will not be transferred to Workday.**

New profiles will be required in Workday if future payments are to be made to non-employees/guests, referred to as External Committee Members in Workday.

**External Committee Member profiles may be requested in advance of Workday go-live by completing an Excel template with ECM information** and forwarding the completed Excel sheet to [nonemployee@bussvc.wisc.edu](mailto:nonemployee@bussvc.wisc.edu). When completing the template, please be mindful of the separate tabs for “**Domestic**” and “**International**” External Committee Member profiles.

- **Deadline: JUNE 30, 2025**
- Requests received by June 30, 2025, will be processed and available in Workday at go-live.



# Policy Exception Approval Request Form

UW-Madison has obtained approval from ATP Governance to utilize PowerAutomate in lieu of Spend Authorizations for Accountable Plan Violations and Policy Exceptions when we move to Workday in July 2025.

View the FY25 form here: [Policy Exception Approval Request Form](#)

Guide: [How to obtain a policy exception for a noncompliant expense report at UW Madison \(claimant/submitter\)](#)

Guide: [How to review a policy exception request for an expense report at UW-Madison \(Divisional Business Office\)](#)



# College of Engineering Resources

## Where can we get information and help?

- Dedicated Workday web page [CoE Workday Web Page](#)
- [Q&A Smartsheet](#)
  - Dean's Office Staff will be managing these questions
  - Options for Finance, HR, Research and Other
- CoE Finance Facilitators (channel for communication up to ATP)





# Extra Financial Processors Meetings

We will be scheduling Mondays in June 9:00-10:30 a.m.

June 2 <sup>nd</sup>	Payroll Accounting Adjustment (PAA), Accounting Adjustment (AA) and Accounting Journal (AJ) – demo by Mary Rickard, business services accountant
June 9 <sup>th</sup>	Purchasing – Kat, Susie, Kelly
June 16 <sup>th</sup>	Gifts - Noel
June 18 <sup>th</sup>	Regular Quarterly Financial Processors meeting 1:30-3:00 p.m. ERB 1307
June 23 <sup>rd</sup>	Expense Reimbursement – Kat, Kelly, Jason
June 30 <sup>th</sup>	Reports – Kim

**NOTE: We will be adding presentations on EIB uploads - TBD**

