

Commonly Used Websites and Tools

Business Services – <https://businessservices.wisc.edu/>

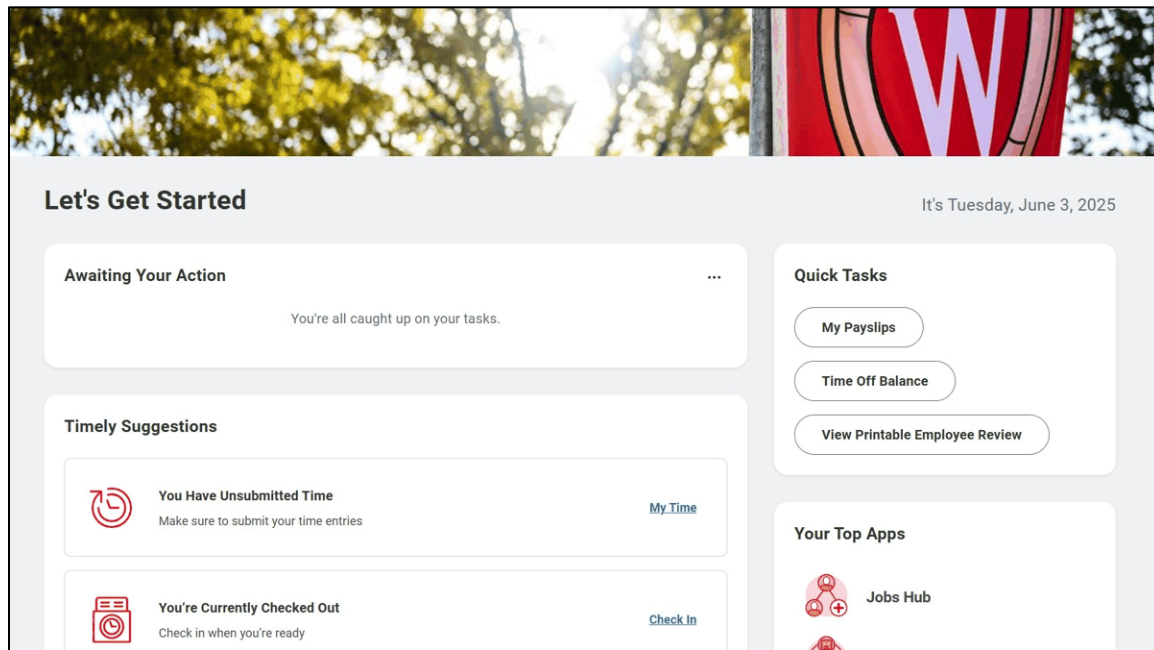
Travel - <https://businessservices.wisc.edu/travel-reimbursement/>

Purchasing - <https://businessservices.wisc.edu/purchasing/>

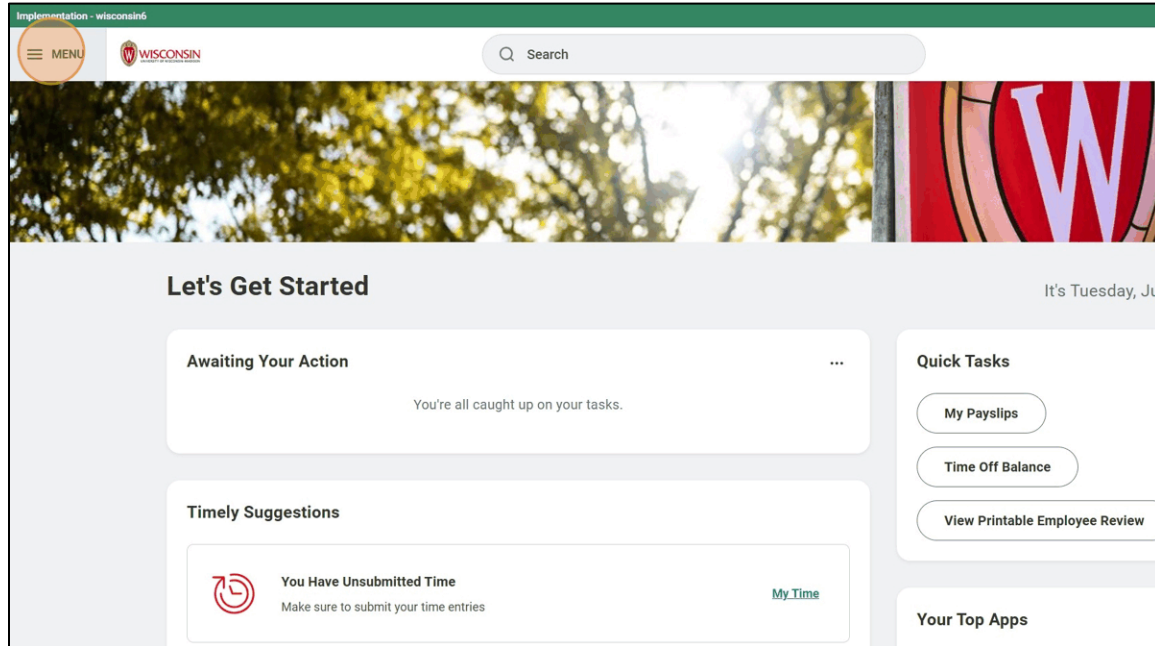
Business Meal Calculator - <https://businessservices.wisc.edu/business-meal-calculator/>

How to Reconcile a P-Card in Workday

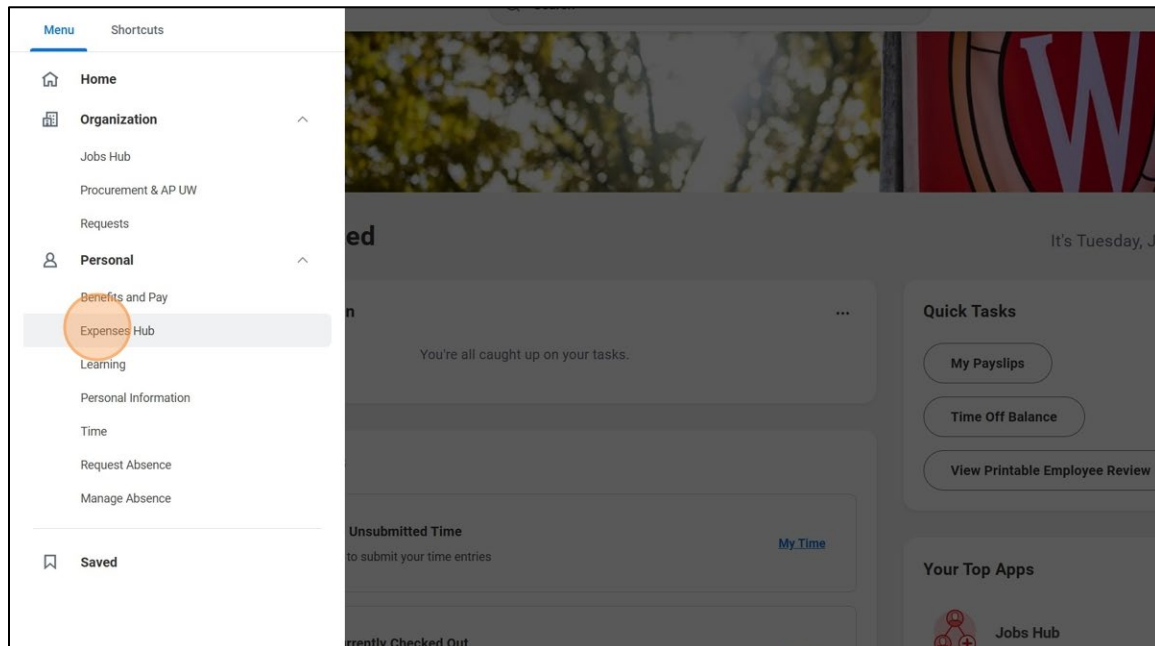
1. Navigate to <https://impl.workday.com/wisconsin6/d/home.html>



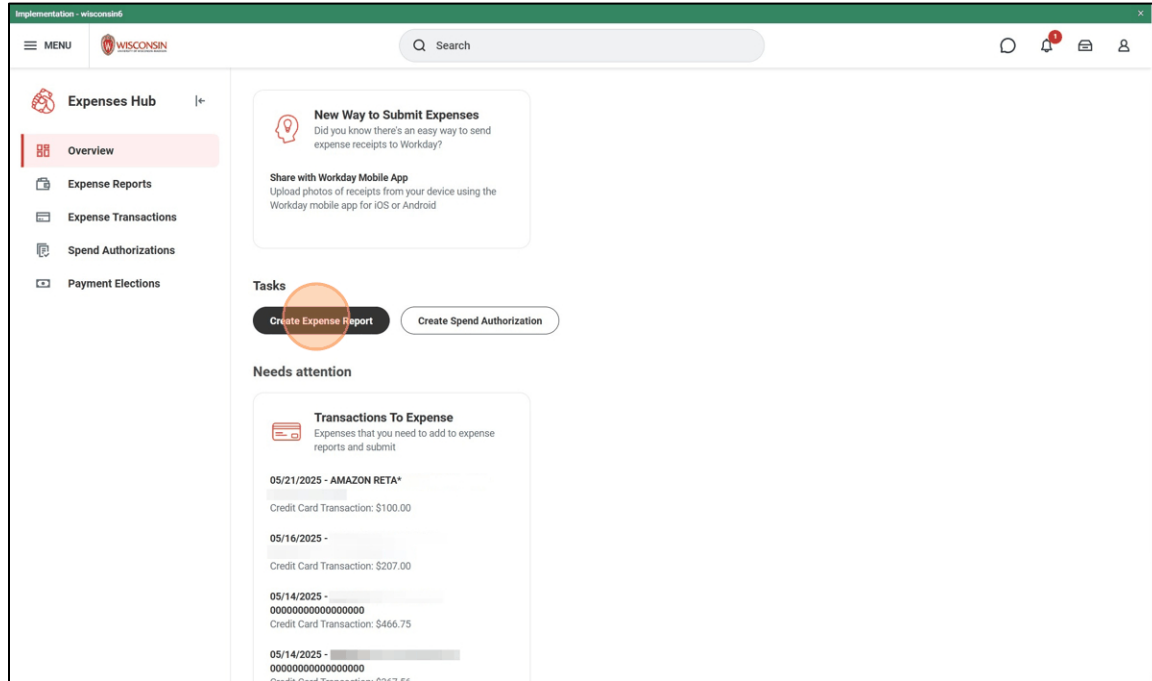
2. Click "MENU"



3. Click "Expenses Hub"



4. Click "Create Expense Report"



This reconciliation is an example only. Justifications (Memos), locations, documents, etc. are only to complete the necessary steps. Modify as appropriate to your transactions.

5. Click the "Memo" field. Type a brief description of the report and the items you are reconciling.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Kelly Petersen

Creation Options *

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo

Company * UWMSN University of Wisconsin Madison

Expense Report Date * 06/03/2025

Business Purpose *

Company on Expense Line * UWMSN University of Wisconsin Madison

Program

Grant

Project

Gift

Cost Center * CC00 UWMSN | COE

OK Cancel

Instructions

The information and attachments in this expense report must be sufficient for an approver, auditor, post-pay auditor, or other interested party to determine the expenses are allowable within UW policies and are a reasonable use of University funds.

Submission Confirmation

By submitting this expense report, claimant attests that all expenses:

- Are actual, allowable expenses incurred, net of any outside reimbursement.
- Support the missions of their unit, the University and/or the state.
- Allowable and in compliance with applicable policies, procedures, and limits.
- Supported by required documentation and business justifications.
- Allowable and appropriate for the funding source indicated.

By submitting this expense report, claimant acknowledges that intentional submission of fraudulent and/or unethical claims may be considered a class C felony in Wisconsin. Penalties may include, but are not limited to, refunding the University, fines, imprisonment, and termination.

Deadlines

- Out-of-Pocket - 90 days from expense or trip date. Expense reports must be resubmitted within 90 days of being sent back. Violations require pre-approval and are subject to non-reimbursement. Approved violations are taxable income to the recipient.
- Purchasing Card - 60 days after transaction appears in Workday. Violations may result in audit findings and/or loss of the card.
- Shared-Liability Card - late fees (responsibility of the cardholder) are assessed after 60 days, including approval and processing time. The 90-day out-of-pocket policy also applies to Shared-Liability Card transactions.

See the [UW Accountable Plan](#) for more information. Individual expenses may have stricter deadlines due to expiring funding, sponsor restrictions, or other outside factors.

[Universities of Wisconsin Workday Website](#) - Workday resources, news, and announcements.

[UW TravelWise](#) - policies, procedures and other helpful resources.

[EDM Tool](#) - assistance with navigating funding in Workday.

[UW Expense Reimbursement Receipt Requirement](#)

6. Click the three lines in the "Business Purpose" box. Type "Purchasing Card Reconciliation" and press **[enter]**

Creation Options

- ☒ Create New Expense Report
- ☐ Copy Previous Expense Report
- ☐ Create New Expense Report from Spend Authorization

Memo

Brief Description of Expense Report

Company

- ☒ UWMSN University of Wisconsin Madison

Expense Report Date

06/03/2025

Business Purpose

[Three lines icon highlighted with an orange circle]

Company on Expense Line

- ☒ UWMSN University of Wisconsin Madison

Program

Grant

Project

Gift

Cost Center

CC004030 UWMSN | COE |

OK **Cancel**

Submission Confirmation

By submitting this expense report, claimant attests that all expenses:

- Are actual, allowable expenses incurred, net of any outside reimbursement.
- Support the missions of their unit, the University and/or the state.
- Allowable and in compliance with applicable policies, procedures, and limits.
- Supported by required documentation and business justifications.
- Allowable and appropriate for the funding source indicated.

By submitting this expense report, claimant acknowledges that intentional submission may be considered a class C felony in Wisconsin. Penalties may include, but are not limited to, imprisonment, and termination.

Deadlines

- Out-of-Pocket** - 90 days from expense or trip date. Expense reports must be resubmitted back. Violations require pre-approval and are subject to non-reimbursement of income to the recipient.
- Purchasing Card** - 60 days after transaction appears in Workday. Violations may result in loss of the card.
- Shared-Liability Card** - late fees (responsibility of the cardholder) are assessed after and processing time. The 90-day out-of-pocket policy also applies to Shared-Liability Card.

See the [UW Accountable Plan](#) for more information. Individual expenses may have strict sponsor restrictions, or other outside factors.

[Universities of Wisconsin Workday Website](#) - Workday resources, news, and announcements.

[UW TravelWise](#) - policies, procedures and other helpful resources.

[FDM Tool](#) - assistance with navigating funding in Workday.

[UW Expense Reimbursement Receipt Requirement](#)

7. Click the "Program, Grant, Project, or Gift" field. The funding being used will determine which box is appropriate. Type in the worktag number or name and press **[enter]**

Creation Options

- ☒ Create New Expense Report
- ☐ Copy Previous Expense Report
- ☐ Create New Expense Report from Spend Authorization

Memo

Brief Description of Expense Report

Company

- ☒ UWMSN University of Wisconsin Madison

Expense Report Date

06/03/2025

Business Purpose

- ☒ Purchasing Card Reconciliation

Company on Expense Line

- ☒ UWMSN University of Wisconsin Madison

Program

[Orange circle highlighting the field]

Grant

Project

Gift

Cost Center

CC004030 UWMSN | COE |

OK **Cancel**

Submission Confirmation

By submitting this expense report, claimant attests that all expenses:

- Are actual, allowable expenses incurred, net of any outside reimbursement.
- Support the missions of their unit, the University and/or the state.
- Allowable and in compliance with applicable policies, procedures, and limits.
- Supported by required documentation and business justifications.
- Allowable and appropriate for the funding source indicated.

By submitting this expense report, claimant acknowledges that intentional submission may be considered a class C felony in Wisconsin. Penalties may include, but are not limited to, imprisonment, and termination.

Deadlines

- Out-of-Pocket** - 90 days from expense or trip date. Expense reports must be resubmitted back. Violations require pre-approval and are subject to non-reimbursement of income to the recipient.
- Purchasing Card** - 60 days after transaction appears in Workday. Violations may result in loss of the card.
- Shared-Liability Card** - late fees (responsibility of the cardholder) are assessed after and processing time. The 90-day out-of-pocket policy also applies to Shared-Liability Card.

See the [UW Accountable Plan](#) for more information. Individual expenses may have strict sponsor restrictions, or other outside factors.

[Universities of Wisconsin Workday Website](#) - Workday resources, news, and announcements.

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[FDM Tool](#) - assistance with navigating funding in Workday.

[UW Expense Reimbursement Receipt Requirement](#)



Verify funding is correct and the Cost Center, Fund, Function, and Additional Worktags have all updated as expected. This funding cannot be changed once off this page.

8. Scroll down to see all pending Purchasing Card Transactions

Implementation - wisconsin

Create Expense Report

Credit Card Transactions

Select All ☐

78 Items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	02/19/2025		AMERICAN AIR001723108		369.27	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/19/2025		AMERICAN AIR001723108		692.53	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/19/2025		AGENT FEE 890089662		31.50	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/19/2025		AGENT FEE 890089662		31.50	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/20/2025		SQ *CASETTA KITCHEN		138.00	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/20/2025		AGENT FEE 890089663		41.50	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/20/2025		UNITED 016723109		846.31	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/21/2025		DOUBLETREE HOTEL MADISON		260.00	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/21/2025		AMAZON RETA* XJ2AJ9FA3		25.00	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/22/2025		PANERA BREAD		503.26	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/25/2025		FEDEX415		36.57	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/25/2025		TETRYUE GREAT NAME DRID 9		1,000.00	USD	UWMSN Purchase Card	

OK Cancel

9. Select the transactions to add to the reconciliation, Click "OK"

Implementation - wisconsin

Create Expense Report

Credit Card Transactions

Select All ☐

78 Items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	02/19/2025		AMERICAN AIR001723108		369.27	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/19/2025		AMERICAN AIR001723108		692.53	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/19/2025		AGENT FEE 890089662		31.50	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/19/2025		AGENT FEE 890089662		31.50	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/20/2025		SQ *CASETTA KITCHEN		138.00	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/20/2025		AGENT FEE 890089663		41.50	USD	UWMSN Purchase Card	
<input checked="" type="checkbox"/>	Q	02/20/2025		UNITED 016723109		846.31	USD	UWMSN Purchase Card	
<input checked="" type="checkbox"/>	Q	02/21/2025		DOUBLETREE HOTEL MADISON		260.00	USD	UWMSN Purchase Card	
<input checked="" type="checkbox"/>	Q	02/21/2025		AMAZON RETA* XJ2AJ9FA3		25.00	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/22/2025		PANERA BREAD		503.26	USD	UWMSN Purchase Card	
<input checked="" type="checkbox"/>	Q	02/25/2025		FEDEX415		36.57	USD	UWMSN Purchase Card	
<input type="checkbox"/>	Q	02/25/2025		TETRYUE GREAT NAME DRID 9		1,000.00	USD	UWMSN Purchase Card	

OK Cancel

10. Click "Expense Lines"

Create Expense Report

ER-000000698 Brief Description of Expense Report

Pay To Employee: Kelly Petersen	Status Draft	Personal 0.00 USD	Company Paid 1,167.88 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 1,167.88 USD
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Header

Attachments

Expense Lines

Save the expense report to review any errors before you submit.

Spend Authorization	(empty)	Instructions The information and attachments in this expense report must be sufficient for an approver or other interested party to determine the expenses are allowable within UW policies and funds. Submission Confirmation By submitting this expense report, claimant attests that all expenses: <ul style="list-style-type: none"> Are actual, allowable expenses incurred, net of any outside reimbursement. Support the missions of their unit, the University and/or the state. Allowable and in compliance with applicable policies, procedures, and limits. Supported by required documentation and business justifications. Allowable and appropriate for the funding source indicated. By submitting this expense report, claimant acknowledges that intentional submission of false claims may be considered a class C felony in Wisconsin. Penalties may include, but are not limited to, University fines, imprisonment, and termination.
Final Expense Report	No	
Expense Report Number	ER-000000698	
Memo	Brief Description of Expense Report	
Company	UWMSN University of Wisconsin Madison	
Expense Report Date	06/03/2025	
Business Purpose	Purchasing Card Reconciliation	
Reimbursement Payment Type	Direct Deposit	

11. Click the "Expense Item" field.

Create Expense Report

ER-000000698 Brief Description of Expense Report

Pay To Employee: Kelly Petersen	Status Draft	Personal 0.00 USD	Company Paid 1,167.88 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 1,167.88 USD
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Header

Attachments

Expense Lines

Add

4 Items

Sort By: ▾

Thu, Feb 20

UNITED 016723109 846.31 USD

Fri, Feb 21

AMAZON RETA* 25.00 USD

DOUBLETREE HOTEL MADISON 260.00 USD

Tue, Feb 25

FEDEX3415 36.57 USD

Expense Line

Drop files here

or

Select files

Receipt Included ☐

Credit Card Transaction 02/20/2025 846.31 USD

Expense Date 02/20/2025

Expense Item

Error: The field Expense Item is required and must have a value.

Total Amount 846.31

Submit

Save for Later

Close

12. Select the appropriate Expense Item for the line you are reconciling.



If you're not sure which Expense Item is appropriate, use the list in this PDF document or use the three lines in the text box to see all options.

13. Click "Airfare"

Create Expense Report ER-000000698 Brief Description of Expense Report

Pay To: Kelly Petersen | Status: Draft | Personal: 0.00 USD | Company Paid: 1,167.88 USD | Prior Balance Applied: 0.00 USD | Cash Advance Applied: 0.00 USD | Reimbursement: 0.00 USD | Total: 1,167.88 USD

2 Errors and 1 Alert

Header | Attachments | **Expense Lines**

Add | 4 Items | Sort By: ▾

Thu, Feb 20

UNITED 016723109 846.31 USD

Fri, Feb 21

AMAZON RETA* 25.00 USD

DOUBLETREE HOTEL MADISON 260.00 USD

Tue, Feb 25

FEDEX3415 36.57 USD

Expense Line

Drop files here or Select files

Receipt Included ☐

Search Results (3)

- ☒ Airfare
- ☐ Airfare Change/Cancel Penalty
- ☐ Group Airfare

Credit Card Transaction

Expense Date *

Expense Item * airfare

Total Amount 846.31

Error: The field Expense Item is required and must have a value.

Submit | **Save for Later** | **Close**

14. Click "Select files" to add receipts and necessary documentation. You can also drag files to the grey box to upload.

The screenshot displays the 'Expense Lines' interface. On the left, a list of transactions is shown for dates Thu, Feb 20, Fri, Feb 21, and Tue, Feb 25. The main area shows the details for an 'Airfare' expense dated 02/20/2025 for 846.31 USD. A 'Drop files here' box with a 'Select files' button is highlighted. The right side contains instructions for Airfare and Item Details.

Expense Line

Drop files here
or
Select files

Instructions

Airfare
Airfare for business travel.
Use expense items **Air-Baggage Fees, Airfare Change/Cancel Penalty, Group Airfare, Seat Assignment Fee, and Travel Agency Service Fee** for related expenses.
[Air Travel 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

Airline * X United Airlines
Departure Date * 02/27/2025
Arrival Date * 02/27/2025
Origination *
Destination * Chicago, Illinois United

Expense Line Details:

- Credit Card Transaction:** 02/20/2025 846.31 USD
- Expense Date:** * 02/20/2025
- Expense Item:** * X Airfare
- Total Amount:** 846.31
- Currency:** * USD
- Memo:** *
- Company:** X UWMSN University of Wisconsin Madison
- Program:** PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Transaction List:

- Thu, Feb 20**
UNITED 016723109 846.31 USD
- Fri, Feb 21**
AMAZON RETA* 25.00 USD
DOUBLETREE HOTEL MADISON 260.00 USD
- Tue, Feb 25**
FEDEX3415 36.57 USD

Buttons: Add, Submit, Save for Later, Close

Alert: 1 Error and 1 Alert

15. Click the "Memo" field and add the business justification for this transaction.

The screenshot shows the 'Expense Lines' interface with a list of transactions on the left and a detailed view of a selected transaction on the right. The transaction is for 'Airfare' on 02/20/2025, totaling 846.31 USD. The 'Memo' field is highlighted with an orange circle, indicating where the user should enter business justification. The interface includes tabs for Header, Attachments, and Expense Lines, and a red alert banner at the top right stating '1 Error and 1 Alert'.

Date	Description	Amount	Currency
Thu, Feb 20	UNITED 016723105	846.31 USD	USD
Fri, Feb 21	AMAZON RETA*	25.00 USD	USD
	DOUBLETREE HOTEL MADISON	260.00 USD	USD
Tue, Feb 25	FED/EX3419*	36.57 USD	USD

Expense Line Details:

- Expense Date:** 02/20/2025
- Expense Item:** Airfare
- Total Amount:** 846.31
- Currency:** USD
- Company:** UWMSN University of Wisconsin Madison
- Program:** PG0000 UWMSN | COE |

Instructions:

Airfare
Airfare for business travel.

Use expense items **Air-Baggage Fees**, **Airfare Change/Cancel Penalty**, **Group Airfare**, **Seat Assignment Fee**, and **Travel Agency Service Fee** for related expenses.

Air Travel 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:

- Airline:** United Airlines
- Departure Date:** 02/27/2025
- Arrival Date:** 02/27/2025
- Origination:** Chicago, Illinois United

Per Policy 3024.1 V.Definitions - Business Purpose - When using University funds or requesting a reimbursement from University funds, documentation of a clear business purpose is required so an approver, auditor, site manager, and/or post-payment auditor may reasonably conclude and agree the expenditure is an appropriate business expense. The business purpose, which is defined as one that supports or advances the goals, objectives and mission of the University, adequately describes the expense as a necessary, reasonable, and appropriate business expense for the University. All expenses must support a University business purpose.

16. Click the "Origination" field.

The screenshot shows the 'Expense Line' entry interface. On the left, a list of transactions is visible, including 'UNITED 016723109' for 846.31 USD, 'AMAZON RETA*' for 25.00 USD, 'DOUBLETREE HOTEL MADISON' for 260.00 USD, and 'FEDEX3419' for 36.57 USD. The central form area is for the selected transaction, showing a 'Credit Card Transaction' of 846.31 USD on 02/20/2025, with the expense item set to 'Airfare'. The 'Origination' field in the 'Item Details' section on the right is highlighted with a red circle, indicating it is the field to be clicked.

17. Type "City or Airport Name, then press [[enter]]"



Some of the information is auto-populated. In this case, airline, travel dates, destination, and ticket number. If any are missing, be sure to add the required information.

18. Click to the next line item once all required information is entered.

Expense Line

Instructions

Airfare
Airfare for business travel.

Use expense items **Air-Baggage Fees, Airfare Change/Cancel Penalty, Group Airfare, Seat Assignment Fee, and Travel Agency Service Fee** for related expenses.

[Air Travel 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

Airline *

Departure Date *

Arrival Date *

Origination *

Destination *

19. Repeat Steps 14-18 to add expense items, receipts/documents, and memo.
Each Expense Item has different required "Item Details", complete as appropriate

Expense Line

Instructions

Supplies-Research/Lab
Chemical and biological reagents, student lab supplies, research lab supplies, medical & surgical lab supplies, research/laboratory instruments and components (electronic/mechanical gears, belts, chains), glassware and scientific utensils.

Note: Non-travel expenses are typically non-reimbursable as out-of-pocket expenses unless incurred while in travel status.

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

Merchant

Itemization

Use the button below only if your company's expense policy requires itemizations.

Receipt Included ☒

Note the change in required info as this is a supply purchase.

20. Continue until all transactions are complete.

The screenshot shows an expense entry form for a credit card transaction. On the left, a list of transactions is visible, with the current transaction highlighted. The main form area contains the following details:

- Transaction Type:** Credit Card Transaction
- Date:** 02/21/2025
- Amount:** 25.00 USD
- Charge Description:** 111-4905670-
- Expense Date:** * 02/21/2025
- Expense Item:** * Supplies-Research/Lab
- Total Amount:** 25.00
- Currency:** * USD
- Memo:** * The supplies allow a test to continue in a n
- Company:** UWMSN University of Wisconsin Madison
- Program:** PG0000 UWMSN | COE |
- Grant:**
- Project:**
- Gift:**
- *Cost Center:** CC00 UWMSN | COE |
- *Fund:** * FD0101 GPO - Doctoral Cluster
- *Function:** * FN0200 Instruction

On the right side, there is a section for **Item Details** with a Merchant field set to "AMAZON RETA*". Below this is the **Itemization** section, which includes a note about using the itemization function for split charges and a button to "Add" items. A "Receipt Included" checkbox is checked.

At the bottom, there are buttons for "Submit", "Save for Later", and "Close".

21. Once all lines items are reconciled, receipts are attached, funding is verified, etc. Click "Submit"

This screenshot shows the same expense entry form as the previous one, but with the "Submit" button highlighted with an orange circle. The form details are identical to the previous screenshot, including the transaction type, date, amount, and various funding codes. The "Itemization" section on the right is also visible, showing the "Add" button and the "Receipt Included" checkbox.

22. This p-card reconciliation will move on to the next approver based on the funding process. Once submitted you can use the "Business Process" to view next steps.

All Expense Item Definitions

Abstract Submission Fee - Fee to submit an abstract to a publication or conference.

Admission Fee - Fees for admission into museums, galleries, exhibitions, etc.

Advertising and Notices - Payments to newspapers, magazines, advertising agencies, radio stations, television stations, etc., for promotional advertising, ads for employment of personnel, displays, mailing lists and publication of an official notice, including procurement inquiries and construction bids.

Air-Baggage Fees - Checked and other bag fees when traveling by air. [Air Travel Policy](#)

Airfare - Airfare for business travel. Use expense items **Air-Baggage Fees, Airfare Change/Cancel Penalty, Group Airfare, Seat Assignment Fee, and Travel Agency Service Fee** for related expenses. [Air Travel Policy](#)

Airfare Change/Cancel Penalty - Charges imposed by airlines to change, re-issue or cancel tickets. [Air Travel Policy](#)

Alcohol (Foundation) - Alcoholic beverages purchased as part of a hosted meal or event to be charged to a Foundation account. The allowability and appropriateness of Foundation expenses may vary from campus to campus.

Awards - Expenses made to recognize academic or athletic achievements or students. Awards are typically based upon competition or merit. Service awards may be made to recognize members of the community and noncash awards may be made to recognize employees for distinguished service, upon retirement or at other career milestones. Use **Prizes and Gifts** expense items where appropriate. All gift card purchases should use the **Gift Cards** expense item. [Prizes, Awards, and Gifts Policy](#)

Books/Digital Media - Books and digital resources purchased not as part of a library collection. Use **Library Additions** expense items for library acquisitions.

Capital Equipment: P-Card - Purchases of capital equipment on a P-Card (requires prior approval). Use **Equipment-Fabrication in Progress** expense item for purchases of component parts and/or direct labor when an equipment item with aggregate cost of \$5,000 or more is to be fabricated over time (i.e. the item is not ready to put into service pending future costs). Use **Non-Capitalized Furniture & Equipment** expense item for equipment and furniture expenses which are not capitalized or inventoried, individually cost less than \$5,000, and have an anticipated useful life of more than one year.

Car Rental - Expenses for renting a vehicle to conduct UW business. Provide an expense justification for use of non-contract vendor. [Personal Vehicle, Rental Car and Fleet policy](#)

Cellular Service - Cellular service charges such as monthly cell phone bill. Use **Mobile Phone** expense item for purchases of mobile phones and accessories.

CISI Insurance - CISI insurance coverage when traveling abroad. [International Medical, Travel, & Security Insurance policy](#)

Clothing and Apparel - Clothing and apparel, including uniforms, purchased to support UW operations. Use **Prizes, Gifts** or **Awards** expense items where appropriate.

Computer Hardware - Non-capitalized modems, printers, scanners, laptops, keyboards, monitors, hard drives, etc. Use **Computer Software** expense item where appropriate.

Computer Software - Non-capitalizable computer software purchases

Credit Card Late Fees - Fees imposed by US Bank due to late payment of expenses on Shared-Liability Credit Cards. Typically, these expenses are non-reimbursable.

Criminal Background Check - Payments to private vendors for background checking services as well as the costs associated with accessing databases used to perform criminal background checks.

Currency Conversion Fees/Bank Fees (ATM Fees) - Fees incurred for obtaining cash or converting currency while traveling on UW business. [Currency Exchange Policy](#)

Day Trip Meal Allowance - Meal per diem when trip is not associated with an overnight stay. Allowance is \$15/day. [Day Trip Meal Policy](#)

Equipment-Fabrication in Progress - Cost of component parts and/or direct labor when an equipment item with aggregate cost of \$5,000 or more is to be fabricated over time (i.e. the item is not ready to put into service pending future costs). Component parts must be attached to, or internal to the completed fabrication. Direct labor must be hands-on assembly labor or direct supervision for that hands-on labor and traceable to the specific equipment (e.g. Physical Science Lab charges).

Event-Audio Visual Equipment - Costs for the rental of audio visual equipment or related technologies (Wi-fi, screens, microphones, etc.) for the purpose of hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University. [Headquarter City and UW System Sponsored Events Policy](#)

Event-Catering - Cost of food/beverage, service fees, gratuities or delivery fees related to hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University. [Headquarter City and UW System Sponsored Event Policy](#)

Event-Supplies - Utensils, decorations, and other non-food/drink purchases for hosting a University sponsored event, Official Function, or educational program, such as a conference, reception, workshop etc., with multiple attendees from both inside and outside the University. [Headquarter City and UW System Sponsored Event Policy](#)

Food & Food Service Contracts - All expenditures for food requiring further processing used in meal preparation or meals purchased from external or internal vendors. Include board for house fellows, resident assistants and resident directors. Include meals for food service evaluators, UW athletes, Headstart, Champ and Upward Bound participants not on travel status. Also include food for child care centers, recreational, social and non-business activities.

Freight - Charges for incoming and outgoing freight shipments by common carriers, such as UPS, Federal Express, etc., including customs charges and package express that are not applicable to vendor purchases. Include mailing services provided by private vendors.

Fuel for Vehicles - UW-Owned - Fuel for non-travel vehicle use, including gasoline, gasohol, diesel or other fuels to be used in UW/State-owned and leased vehicles. Not to be used for fuel for rental or fleet vehicles while traveling on UW business.

Gas for Vehicle Rental/Fleet - Gas or other fuel purchases for fleet or rental vehicles used during UW business travel. Use **Fuel for Vehicles** expense item for expenses related to University-owned, non-fleet vehicles. [Driver Refueling Policy](#)

Gift Card - Gift card provided as prizes or awards or given to research subjects. A gift card recipient list must be attached. If recipients are known, attach the recipient list to this expense line. If recipients are unknown (gift cards are being distributed at a future event, for example), you may still proceed. Upon approval of this expense report, you will receive a to-do step reminding you to add the recipients once they are known. [System Guidance on Commonly Questioned Purchases](#)

Gifts - A voluntary conveyance of something of value as a gesture of goodwill or appreciation. Use **Prizes** and **Awards** expense items where appropriate. All gift card purchases should use the Gift Cards expense item. [Prizes, Awards, and Gifts Policy](#)

Group Airfare - Purchase of multiple airline tickets of UW passengers on same flight. [Group Travel Guidance](#)

Hospital Patient Cost - Hospital and associated costs incurred for inpatient and outpatient treatment where the costs apply to a 133 or 144 funded program. **Do not use expense reports for payments to HIPAA-protected research subjects. Use ad-hoc payments**

instead. Hospital Patient Cost is a 1099-reportable expense item and is not allowed as an out-of-pocket reimbursement.

Immunizations/Inoculations - Costs for necessary vaccinations, immunizations, and inoculations while traveling internationally on UW business. [Policy](#)

Internet (Business Travel Use Only) - Costs for accessing internet while in travel status (ex: in-flight Wi-Fi, hotel internet). [Policy](#)

Job-Related Training/Development (Non-Taxable) - Credit and noncredit, undergraduate or graduate level noncredit or training that is required by the University, or by law or regulations, to maintain salary, status, or current position (if the requirements serve a business purpose of the University), or taken to maintain or improve skills required in the employee's present work. [Policy](#)

Library Additions-Access Fees-Electronic Resources - Fees charged by vendors of electronic resources to allow us continued access to an electronic resource. They could be for electronic books, journals, databases or serials.

Library Additions-Audio/Visual Media - Permanent additions to libraries in the form of Audio/Visual media.

Library Additions-Books - Permanent additions to libraries in the form of Books and Print Monographs

Library Additions-Electronic Monographs - Permanent additions to libraries in the form of electronic monographs

Library Additions-Electronic Periodicals & Serials - Permanent additions to libraries in the form of electronic periodicals and serials

Library Additions-Freight-In for Library - Freight charges for incoming permanent additions to libraries

Library Additions-Other Library Materials - Permanent additions to libraries not covered by other expense items

Library Additions-Periodicals & Serials - Permanent additions to libraries in the form of periodicals and serials

Lodging-Group - Lodging for multiple travelers paid on a single invoice, regardless of number of rooms. Use **Lodging-Individual** and **Lodging-Student** expense items where appropriate. [Policy](#)

Lodging-Individual - Expenses incurred for individual traveler lodging. Use **Lodging-Group** and **Lodging-Student** expense items where appropriate. [Policy](#)

Lodging-Student - Lodging expenses for UW students and student guests. Use this expense item for all student travel, regardless which institution the student attends and regardless what level student they are (ex: undergraduate, graduate, etc.) Use **Lodging-Individual** and **Lodging-Group** expense items where appropriate. [Lodging Policy Student Travel Policy](#)

Maintenance & Repair-Data Processing Equip. - The cost of maintenance agreements, labor, parts or other costs associated with maintaining or repairing data/word processing equipment including software.

Maintenance & Repair-Other - Costs to include parts or other items incurred in the repair and maintenance of furniture, lawn mowers, trailers, garden equipment, agricultural equipment, recreation equipment, copy machines, printing equipment, fax, broadcast radio, telecommunication, mobile radio and radio paging, audio and video and similar types of equipment.

Maintenance & Repairs-Grounds - All expenses of maintaining and repairing University-owned grounds, utility pipeline repairs, fences, tunnels, walkways, parking lots, etc.

Maintenance & Repair-Structure - All expenses of maintaining and repairing University-owned buildings, structures and attached fixtures, including maintenance contracts on elevators and parking structures.

Maintenance & Repair-Vehicles - Payments to private vendors, other state agencies and internal service chargebacks for repair and maintenance of UW/state automobiles, trucks, tractors, heavy equipment, snowmobiles, all terrain vehicles and other similar equipment. Include payments for maintenance, repair, replacement parts, tune-up, tire rotation, lubrication, washing, towing, registration fees, accessory installation and other related expenses.

Material for Resale - All materials and supplies purchased externally to be resold, including postage, cigarettes, alcoholic beverages, candy bars, pop, milk, seeds, etc., and materials processed for sale.

Meals-Hosted - Business-related meal expenses for multiple employees and guests, paid for by one individual. [Policy](#)

Meals-Hosted/Event Food and Drink Overage (Foundation) - Hosted Meal and Event food and drink expenses which exceed UW allowable amounts and are to be charged to a Foundation account. The allowability and appropriateness of Foundation expenses may vary from campus to campus.

Mileage - Mileage reimbursement for use of personal vehicle while traveling on or conducting UW business. [Policy](#)

Mileage Reduction - Reduction of mileage reimbursement due to travel preferences, budget limitations, voluntary reduction, etc. Enter as a **negative** amount. [Policy](#)

Mobile Phone - Cellular phones and accessories (for monthly service, use **Cellular Service**).

NCAA-Game Day Expenses - Expenses for game day activities not otherwise accounted for with another expense item.

NCAA-Medical Expenses - Medical expenses paid on behalf of NCAA athletes.

NCAA-Nutrition Expenses - Food and drink expenses (not associated with a hosted meal or travel reimbursement) for athlete health and nutrition.

NCAA-Pre/Post Game Meals - Pre- and Post-Game meals for NCAA Athletes. NCAA Athletics use only.

NCAA-Safety Equipment - Safety Equipment for NCAA Athletics teams.

NCAA-Sports Equipment - Non-capitalized equipment purchased for NCAA Athletics.

NCAA-Team Meals - Team meals for NCAA athletes other than pre- or post-game meals. NCAA Athletics use only.

Non-Capitalized Furniture & Equipment - Equipment and furniture which are not capitalized or inventoried, individually cost less than \$5000, and have an anticipated useful life of more than one year. Furniture is required to be purchased from a contract vendor. Non-contract furniture purchases require a justification for not using a contract vendor and approval is not guaranteed.

Non-Travel (Foundation) - Expenses to be charged to a Foundation account which do not belong in another Foundation expense item. The allowability and appropriateness of Foundation expenses may vary from campus to campus.

Other Business Meal/Event Expense (Foundation) - Meal- or Event-related expenses other than food and drink to be charged to a Foundation account. The allowability and appropriateness of Foundation expenses may vary from campus to campus.

Parking - Parking while in travel status (day-trip or overnight) and not at assigned workplace (either remote or on-site). [Policy](#)

Per Diem – Meals - Individual meal per diems while traveling overnight on UW business. Enter **Departure Date**, **Arrival Date**, and **Destination** then click **View Details** to note which meals, if any, were provided. [Policy](#)

Per Diem-Meals Reduction - Reduction of otherwise policy-compliant per diem meal reimbursements due to budget limitations, voluntary reduction, etc. Enter as a **negative** amount. [Policy](#)

Postage - Postage stamps, postal cards, stamped envelopes, metered mail, special delivery, registered mail, parcel post, postal express, bulk mailing services, campus mail services, annual mailing fees, including these services purchased in foreign countries.

Printing (Non-State Vendor) - All expenditures for printing and duplicating by commercial suppliers (non-UW and non-state vendors).

Printing (State Vendor) - Printing and duplicating expenses obtained from UW/state printing operations including setup, printing services, Copy Center charges, Central Print Shop services, and WISCOMP.

Prizes - Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a University-sponsored event. Use **Awards** and **Gifts** expense items where appropriate. All gift card purchases should use the Gift Cards expense item. [Policy](#)

Professional Memberships - UW business-related membership dues in associations and organizations. [Policy](#)

Publishing Fees - Expenses associated with publishing papers, manuscripts, articles, etc.

Refreshment Stock - Food and beverages (ex: coffee, tea, snacks) held on hand for guests. [Policy](#)

Registration Fee - Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting. [Policy](#)

Relocation - **DO NOT USE** - Relocation payments are paid through payroll for existing employees (preferred) or Miscellaneous Payments for payments made prior to recipient's start date.

Rental of Software - Software obtained under a leasing arrangement when there is no intent to take ownership and does not meet GASB 96 criteria. Use Account 4635 for software lease that meets GASB 96 criteria. Use if the license/lease agreement allows perpetual use of the software without requiring additional periodic license/lease renewals. Rental of Software is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-

pocket expenses. This expense item can only be used when purchased using a UW card product.

Rental of Space - Non-UW-Owned - Rental of room, park, or other space from non-UW vendors. Rental of Space - Non-UW-Owned is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Rental of Space - UW-Owned - Rental of room, park, or other space from UW vendors.

Research Subjects - Costs to secure research participants for Institutional Review Board (IRB) approved research studies. **Do not use** for payments to HIPAA-protected research subjects. Payments to HIPAA-protected research subjects - including the payment of reimbursable travel expenses - are made through Miscellaneous Payments. Research Subjects is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Rights: Film, Music, Audio, Image - Costs to secure the rights to film, music, audio, and images for use in original productions for television and radio programs.

Royalties - Money paid to access copyrighted or patented material. Royalties is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Seat Assignment Fee - Expenses related to seat selection when traveling by air on UW business. [Policy](#)

Services-Cloud Hardware - Infrastructure as a Service (IaaS) & Platform as a Service (PaaS). IaaS: Provider owns and manages the hardware on which the software stack runs. Includes servers, networking, and storage. Examples: Amazon Web Services (AWS), Google Compute Engine, and Microsoft Azure. Services-Cloud Hardware is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Services-Cloud Software - Software as a Service (SaaS) - SaaS products do not involve a download or installation, i.e. the UW doesn't own the software; all it is responsible for is the data. Services-Cloud Software is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Services-Consultants - Payments to consultants that have contractual agreements in an advisory capacity. Include all payment recipients hired to advise or recommend how

functions are being or should be performed. Services-Consultants is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Services-Housekeeping & Janitorial - Expenditures for services such as rubbish, garbage, and snow removal, sanitation services, window washing, floor cleaning and exterminator service. Services-Housekeeping & Janitorial is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Services-IT Private Vendor - Payment for work performed by private contractors or vendors who provide keypunch service or data processing service, the cost for use of central processing units on a time-shared basis; the cost of hookups with central information systems, tape cleaning, microfilm and microfiche services; COWL-related charges. Services-IT Private Vendor is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Services-Medical - Costs incurred for medical services provided by hospitals, doctors, dentists, chiropractors, etc. For hospital patient care costs charged to Fund 133 or 144, use Hospital Patient Cost. Services-Medical is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

Services-Other Communication - Any miscellaneous communication services which are not covered by other expense items.

Services-Other Professional - Payments of fees and incidental charges for instructional, professional, vocational, or entertainer services provided to the UW. Services-Other Professional is a 1099 tax-reportable service. Taxable services are not reimbursable out-of-pocket expenses. This expense item can only be used when purchased using a UW card product.

SFS Cash Advance Applied - This expense item should only be used when utilizing a cash advance that was initially approved in SFS.

This expense must be entered as a **negative** amount. This will offset other expense lines for actual expenses incurred (ex: airfare, per diem meals, lodging, etc.)

Expenses Exceed Cash Advance Balance

If expenses exceed the outstanding cash advance balance, enter the amount of the outstanding cash advance as a negative amount. This will result in a reimbursement of expenses, net of the cash advance amount applied.

Example: If you have a \$500 outstanding cash advance and \$700 in total expenses, enter - \$500 for this expense line. This will result in a \$200 reimbursement.

Cash Advance Balance Exceeds Expenses

If the outstanding cash advance balance exceeds expenses claimed, enter the amount of claimed expenses as a negative amount. This will result in a \$0 net expense report and a balance due back to the University.

Example: If you have a \$1,000 outstanding cash advance and \$700 in total expenses, enter -\$700 for this expense line. This will result in a \$0 expense report. You would owe the University \$300 for the remaining outstanding cash advance balance. Work with your local business office to handle this payback.

If known, enter the SFS Cash Advance number in the memo field.

Shipping - Inbound or outbound costs for shipping goods via commercial shipping companies.

Student Cultural Experience - Travel experiences during trips involving students. Intent is to highlight cultural experience and may include food which exceeds normal limits. Examples include dinner-and-a-show, farm-to-table experience, etc. Use expense items Meals-Hosted or Admission Fee where appropriate.

Subscriptions - UW business related subscriptions to newspapers, other periodicals and TV services.

Supplies-Classroom - Materials used for instructional purposes in classrooms, libraries or Extension classes; materials used in educational demonstrations; materials purchased for constructions of theatrical props, costumes, etc.

Supplies-Drafting & Photograph - Materials & supplies purchased internally or externally and used for drafting or photographic processing, i.e., photographic film, framing & matting materials, blank video tapes, reprographics, supplies for film splicing, microfilm and X-ray film including the cost of all film processing.

Supplies-Drug & Medical - Payments for medicines, drugs and medical supplies used to treat patients of UW/state institutions, hospitals, athletics, etc.

Supplies-Fertilizers and Pesticides - Use of this code is mandatory for all business units. Fertilizers and pesticides for grounds keeping and agricultural purposes.

Supplies-Grounds - Supplies used for grounds keeping, such as seeds, insemination supplies, plants, insecticides, fertilizers, shovels, rakes, hoses, grounds signs, mowers & snow blowers. Also include seed envelopes, nursery burlap, dairy supplies, forage and animal supplies, etc.

Supplies-Live Animal - Live animals purchased for laboratory research purposes.

Supplies-Maintenance/Operational - Supplies used by UW personnel to maintain, repair and operate buildings and equipment, both UW/state-owned and privately owned.

Supplies-Office - Office materials designed primarily for internal office use

Supplies-Research/Lab - Chemical and biological reagents, student lab supplies, research lab supplies, medical & surgical lab supplies, research/laboratory instruments and components (electronic/mechanical gears, belts, chains), glassware and scientific utensils.

Supplies-UW Purchased Refrigerants - Supplies used for grounds keeping, such as seeds, insemination supplies, plants, insecticides, fertilizers, shovels, rakes, hoses, grounds signs, mowers & snow blowers. Also include seed envelopes, nursery burlap, dairy supplies, forage and animal supplies, etc.

Supplies-Vehicles - Supply expenses for maintaining University-owned vehicles.

Supplies-Vendor Refrigerants - Use of this code is mandatory for all business units. Fertilizers and pesticides for grounds keeping and agricultural purposes.

Taxi and Ground Travel - Taxi, cab, ride share, local bus, subway, and other short-distance transportation expenses. For long-distance or city-to-city travel, use **Train/Bus/Other Long Distance**. [Policy](#)

Telecommunication Services - Telecomm services purchased from a private vendor, including telephone, fax, intercom, or teleconference systems; television channels, internet access charges, video conference hook-up charges.

Tolls - Toll costs incurred while traveling on UW business. [Policy](#)

Train/Bus/Other Long Distance - Long-distance/city-to-city transportation by bus, train, or other means. For air travel, use **Airfare**. For vehicle rental, use **Car Rental**. For personal vehicle use, use **Mileage**. For short-distance, local transportation, use **Taxi and Ground Travel**. [Policy](#)

Travel (Foundation) - Travel-related expenses to be charged to a Foundation account. The allowability and appropriateness of Foundation expenses may vary from campus to campus.

Travel Agency Service Fee - Fees assessed by the University's contracted travel agency when booking UW-business travel. [Policy](#)

Travel Reduction - Reduction of travel expenses due to travel preferences, budget limitations, voluntary reductions, etc. Enter as a **negative** amount.

Tuition/Training-Career (Taxable) - Undergraduate and graduate level courses and professional development courses which will qualify an employee for advancement within the UW System or Wisconsin State Government. Courses for personal enrichment do not qualify. [Policy](#)

Utilities - All charges for electricity, gas, water, sewer or other utilities whether billed to the central/main power plant/substations or billed directly to University-Owned/University-Leased buildings.

UW Credit Card Fraud - Use this expense item to reconcile items improperly charged to the Purchasing Card through fraud. **Contact US Bank Fraud Prevention Unit at (800) 523-9078 as soon as possible.** Use **UW Credit Card Fraud** expense item for fraudulent expenses and related credits. If possible, submit the fraudulent charge and related credit(s) on the same expense report using the same worktags.

Visa/Passport -Expenses incurred to obtain a Visa or Passport for University business-related travel. [Policy](#)