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

Expense items on this list do not guarantee allowability. Funding, departments/CoE, and campus have final say.

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

Commonly Used Websites and Tools

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

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

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

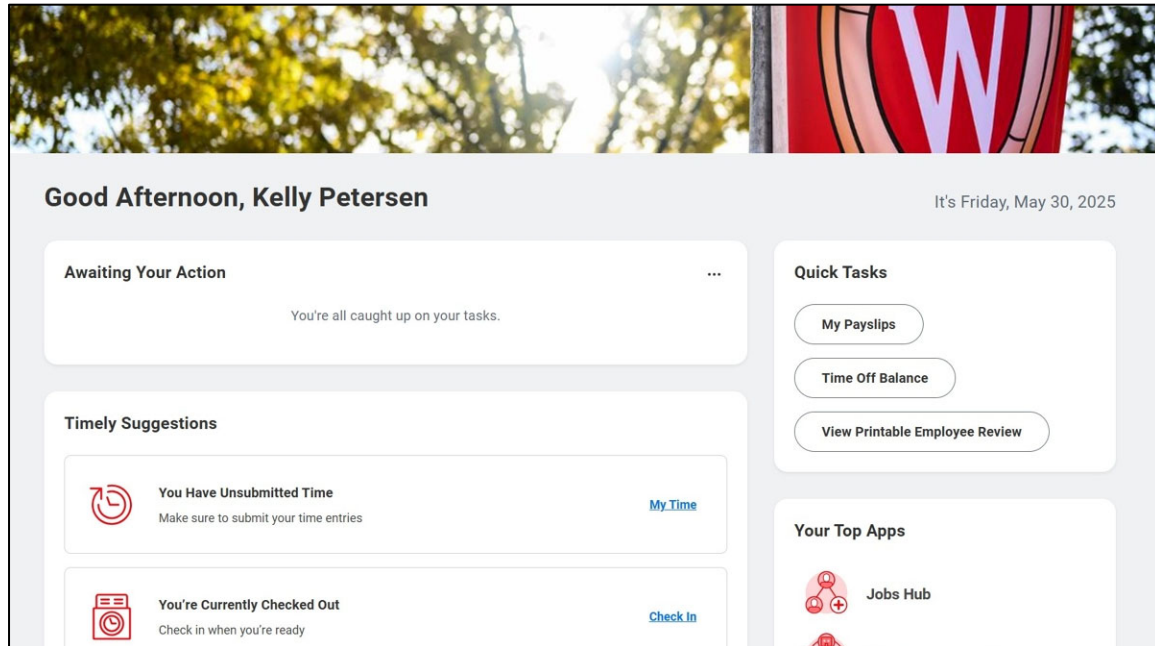
Lodging/Per Diem Calculator - <https://www.wisconsin.edu/travel/lodging-and-meal-per-diem-calculator/> (Use the new option)

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

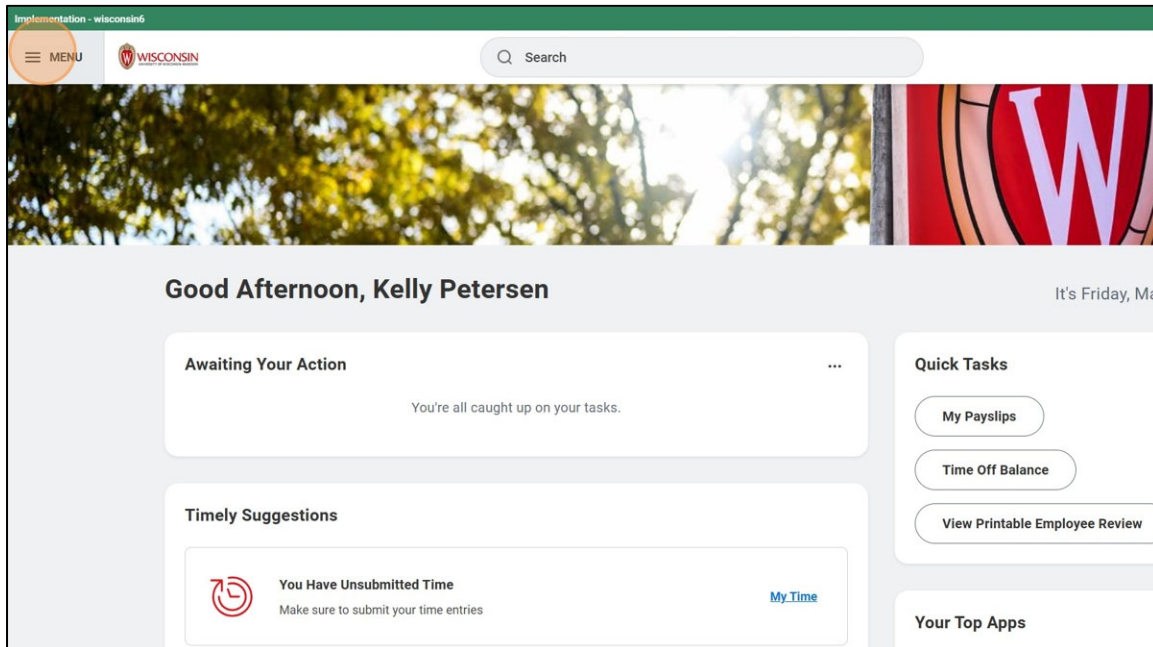
OANDA Currency Conversion - <https://www.oanda.com/currency-converter/en/>

How to Create a Travel Reimbursement in Workday

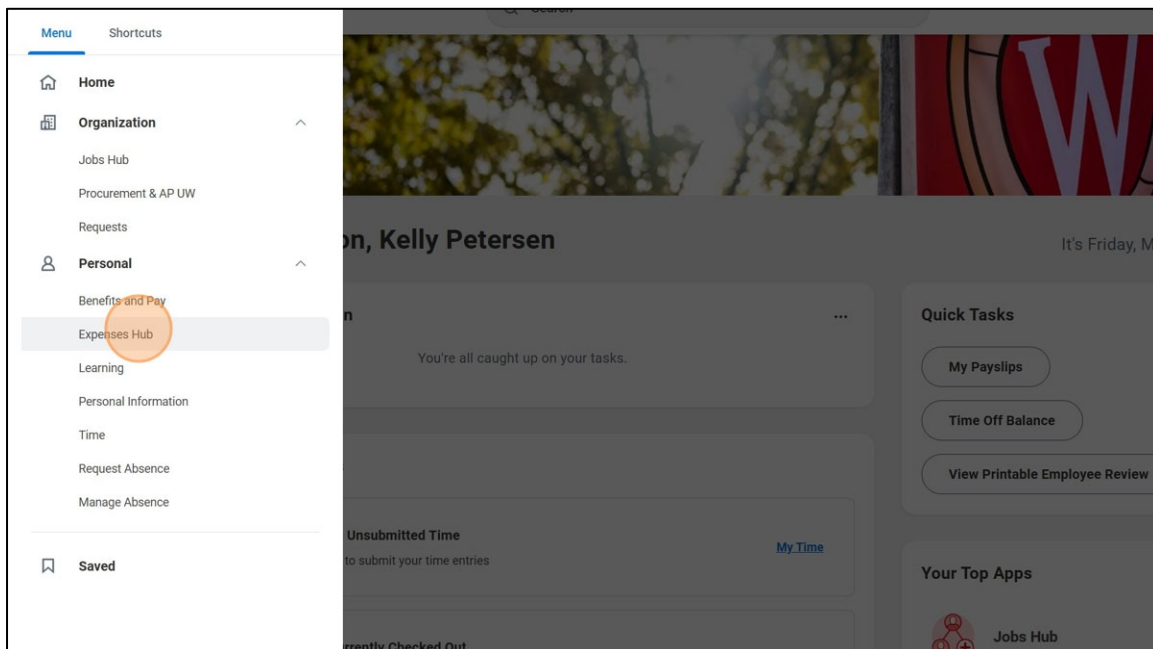
1. Navigate to the [Workday Homepage](#)



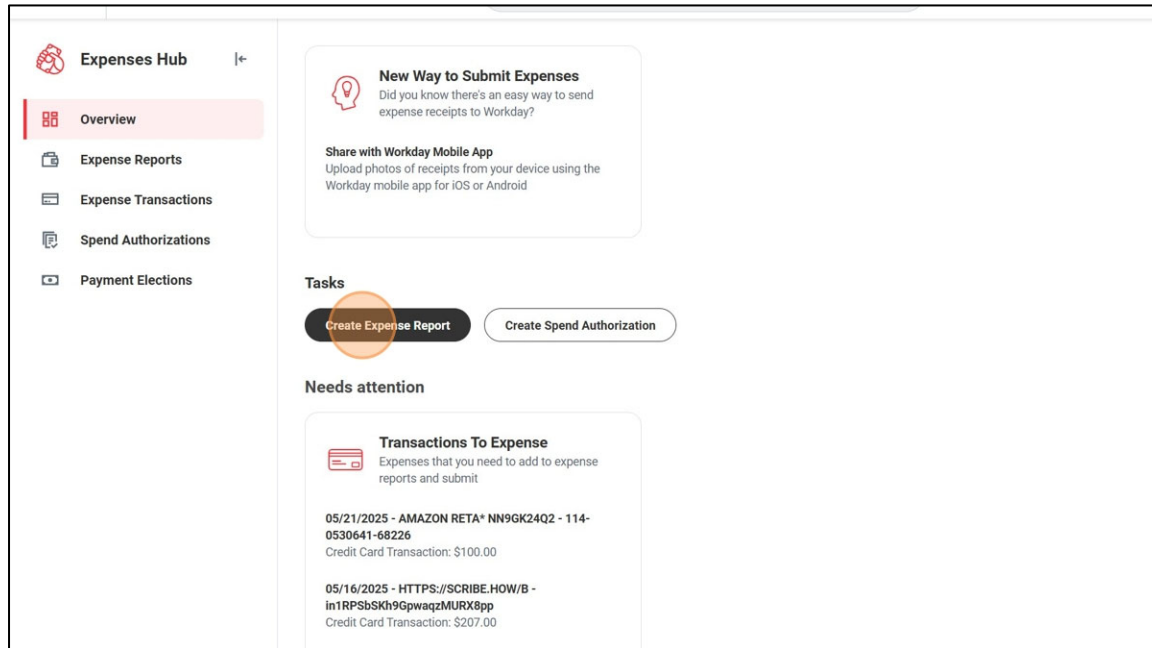
2. Click "MENU"



3. Click "Expenses Hub"



4. Click "Create Expense Report"



This reimbursement is an example only. Justifications (Memos), locations, documents, etc. are only to complete the necessary steps and to show common travel requests. Modify as appropriate to your transactions and funding. It is the responsibility of the traveler to follow all UW-Madison policies. This example of reimbursement is not an endorsement of allowability.

5. Click the "Memo" field.

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 * 05/30/2025

Business Purpose *

Company on Expense Line * UWMSN University of Wisconsin Madison

Program

Grant

Instructions

The information and attachments in this expense report must be sufficient for an approver or interested party to determine the expenses are allowable within UW policies and are a reasonable business expense.

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 false information 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 if not sent 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 30 days and processing time. The 90-day out-of-pocket policy also applies to Shared- Liability Cards.

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](#)

6. Type a brief description of the report and the business purpose for travel.



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.

7. Click the "Business Purpose" field.

Creation Options

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

Memo

Travel to conference

Company

X UWMSN University of Wisconsin Madison

Expense Report Date

85/30/2025

Business Purpose

X UWMSN University of Wisconsin Madison

Company on Expense Line

X UWMSN University of Wisconsin Madison

Program

Grant

Project

Gift

Cost Center

CC004030 UWMSN | COE | Industrial and Systems

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 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.

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

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

[UW Expense Reimbursement Receipt Requirement](#)

8. Select the business purpose that best fits the travel.

Creation Options

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

Memo

Travel to conference

Company

X UWMSN University of Wisconsin Madison

Expense Report Date

85/30/2025

Business Purpose

X UWMSN University of Wisconsin Madison

Company on Expense Line

X UWMSN University of Wisconsin Madison

Program

Grant

Project

Gift

Cost Center

CC004030 UWMSN | COE | Industrial and Systems

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 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](#)



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

9. Click the "Program, Grant, Project, or Gift" field. The funding being used will determine which box is appropriate.

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: Travel to conference

Company * UWMSN University of Wisconsin Madison

Expense Report Date * 05/30/2025

Business Purpose * Conference

Company on Expense Line * My Worktags

Program PG0000

Grant

Project

Gift

Cost Center * CC004030 UWMSN | COE | Industrial and Systems

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.

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[UW Expense Reimbursement Receipt Requirement](#)

OK Cancel

10. Type in the worktag number or name and press [[enter]]



For a travel based expense reimbursement, use the Additional Worktags > Expenditure Treatment directions below to indicated if travel is In State, Out of State, or Foreign.

11. Click the three lines in the Additional Worktags box

12. Click "Expenditure Treatment"

13. Scroll to the bottom of the list of treatments

Create Expense Report

Company on Expense Line: X Wisconsin Madison

Program: **Expenditure Treatment: 1042Withholding-00**

Grant: ☐ Expenditure Treatment: 1042Withholding-05

Project: ☐ Expenditure Treatment: 1042Withholding-08

Gift: ☐ Expenditure Treatment: 1042Withholding-10

Cost Center: * ☐ Expenditure Treatment: 1042Withholding-14

Fund: * ☐ Expenditure Treatment: 1042Withholding-15

Function: * ☐ Expenditure Treatment: 1042Withholding-20

Additional Worktags: ☐ Expenditure Treatment: 1042Withholding-30

☐ Expenditure Treatment: Building

☐ Expenditure Treatment: Capital Equipment

Search: Location: UW Universities Of Wisconsin > UW Madison > Mechanical Engineering Building-0407

Credit Card Transactions

transactions.

See the [UW Accountable Plan](#) for more information. Individual expenses may have stricter deadlines due to exp 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.

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

[UW Expense Reimbursement Receipt Requirement](#)

14. Click the checkbox next to the corresponding Travel you are reimbursing

Expense Report

Company on Expense Line: X Wisconsin Madison

Expenditure Treatment: **Expenditure Treatment: Out-of-State Travel**

☐ Expenditure Treatment: Foreign Travel

☐ Expenditure Treatment: In-State Travel

☐ Expenditure Treatment: COVID

☐ Expenditure Treatment: Capital Equipment

☐ Expenditure Treatment: Intercompany Expense/Revenue

☐ Expenditure Treatment: Inventory - External Sales

☐ Expenditure Treatment: Inventory - Internal Retail

☐ Expenditure Treatment: Inventory - Internal Wholesale

☐ Expenditure Treatment: Land

☐ Expenditure Treatment: Out-of-State Travel

Search: Location: UW Universities Of Wisconsin > UW Madison > Mechanical Engineering Building-0407

Credit Card Transactions

transactions.

See the [UW Accountable Plan](#) for more information. Individual expenses may have stricter deadlines due to exp 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.

[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. Any errors will require submitting a new reimbursement.

15. Click "OK"

Create Expense Report

Expense Report Date: 05/30/2025

Business Purpose: X Conference

Company on Expense Line: X UWMSN University of Wisconsin Madison

Program: PG0000 UWMSN | COE |

Grant:

Project:

Gift:

Cost Center: X CC00 UWMSN | COE |

Fund: X FD0101 GPO - Doctoral Cluster

Function: X FN0200 Instruction

Additional Worktags: X Expenditure Treatment: Out-of-State Travel
Location: UW Universities Of Wisconsin > UW Madison > Mechanical Engineering Building-0407

OK Cancel

Instructions

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.

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

[UW Expense Reimbursement Receipt Requirement](#)

16. Click "Attachments". This area is for attachments that pertain to the entire trip. (e.g. a Conference Agenda)

Create Expense Report ER-0000000669 Travel to conference

Pay To: Employee: Kelly Petersen

Status: Draft

Personal: 0.00 USD

Company Paid: 0.00 USD

Prior Balance Applied: 0.00 USD

Cash Advance Applied: 0.00 USD

Reimbursement: 0.00 USD

Total: 0.00 USD

Attachments

Header Expense Lines

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

Spend Authorization: (empty)

Final Expense Report: No

Expense Report Number: ER-0000000669

Memo: Travel to conference

Company: UWMSN University of Wisconsin Madison

Expense Report Date: 05/30/2025

Business Purpose: Conference

Reimbursement Payment Type: Direct Deposit

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:

- 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, fines and imprisonment.

17. Click "Edit"

The screenshot shows the 'Create Expense Report' form with the 'Attachments' tab selected. At the top, a red header bar contains the title 'Create Expense Report' and the report ID 'ER-000000669 Travel to conference'. Below the header, a table displays summary information:

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

Below the table, there are three tabs: 'Header', 'Attachments' (selected), and 'Expense Lines'. A message states: 'Save the expense report to review any errors before you submit.' Below this message, there is a dark grey button labeled 'Edit' with an orange circle highlighting it. Underneath the button is a text input field with the placeholder 'enter your comment' and a small blue cloud icon to its left.

18. Click "Select files" to select from a location on your computer or drag the document into the grey box.

This screenshot shows the same 'Create Expense Report' form, but with the 'Attachments' tab selected. The top summary table is visible. Below the tabs, the 'Attachments' section is active. It features a large light blue area with the text 'Drop files here' and a small 'or' text. In the center of this area is a dark grey button labeled 'Select files' with an orange circle highlighting it. Below the file upload area, there is a 'Cancel' button. At the bottom of the form, there is a text input field with the placeholder 'if comment' and a blue 'Submit' button (partially visible as 'it'). To the right of the 'Submit' button are two buttons: 'Save for Later' and 'Close'.

19. Click "Save". You can use the upload button to add more documents as necessary. Receipts for specific expenses can be added in following steps.

The screenshot shows the 'Attachments' tab of an expense report form. At the top, there are three tabs: 'Header', 'Attachments' (selected), and 'Expense Lines'. Below the tabs, the 'Attachments' section displays a file named 'ConferenceAgenda.pdf' with a green checkmark and the text 'Successfully Uploaded!'. A text input field for a 'Comment' is present. Below the file information, there are three buttons: 'Upload', 'Save' (highlighted with an orange circle), and 'Cancel'. At the bottom of the section, there is a text input field with the placeholder 'enter your comment' and a blue cloud icon. At the very bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

20. Click "Expense Lines"

The screenshot shows the 'Expense Lines' tab of an expense report form. At the top, there is a red header bar with the text 'Create Expense Report' and 'ER-0000000669 Travel to conference'. Below the header bar, there is a table with the following data:

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

Below the table, there are three tabs: 'Header', 'Attachments', and 'Expense Lines' (selected). Below the tabs, there is a text input field with the placeholder 'Save the expense report to review any errors before you submit.' Below this, there is a file named 'ConferenceAgenda.pdf' with the date '05/30/2025'. Below the file information, there is a button labeled 'Edit'. At the bottom of the section, there is a text input field with the placeholder 'enter your comment' and a blue cloud icon.

21. Click "Add"

Create Expense Report ER-000000669 Travel to conference

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

Header Attachments **Expense Lines**

Add

There's nothing here

enter your comment

22. Click "Select files" or drag and drop files into the grey box.
This is where receipts for specific expenses should be uploaded.

Header Attachments **Expense Lines**

Add

1 item

Expense Line

Drop files here

Select files

Receipt Included ☐

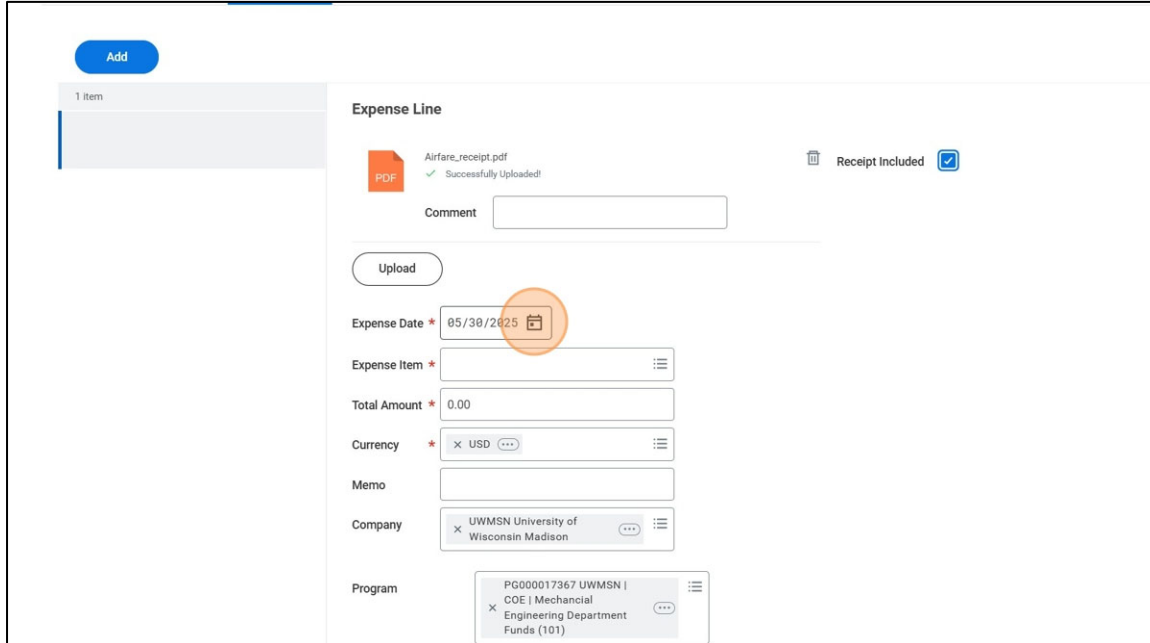
Expense Date * 05/30/2025

Expense Item *

Total Amount * 0.00

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

23. Click the calendar icon in "Expense Date" box.



The screenshot shows the 'Expense Line' form. At the top left is a blue 'Add' button. Below it is a list of items with '1 item' shown. The main form area is titled 'Expense Line'. It includes a PDF upload section with a file named 'Airfare_receipt.pdf' and a status 'Successfully Uploaded!'. There is a 'Comment' text box and an 'Upload' button. The 'Expense Date' field is highlighted with a red circle and contains the date '05/30/2025' with a calendar icon. Below this are fields for 'Expense Item', 'Total Amount' (0.00), 'Currency' (USD), 'Memo', 'Company' (UWMSN University of Wisconsin Madison), and 'Program' (PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)).



The date selected should be the date the expense was incurred not the date the event happened. For example: Airfare is typically booked weeks to months in advance of the actual date of travel. The date that the airfare was purchased should be used, not the date the flight departed. Look closely at all receipts, this information is generally provided.

24. Use the calendar to select the date the expense was incurred.

The screenshot shows the 'Expense Line' form with the following fields and values:

- Expense Date ***: 05/30/2025 (Calendar is open showing May 2025 with the 30th selected)
- Expense Item ***: (Empty)
- Total Amount ***: 0.00
- Currency ***: USD
- Memo**: (Empty)
- Company**: UWMSN University of Wisconsin Madison
- Program**: PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)
- Grant**: (Empty)

Additional form elements include a PDF upload section for 'Airfare_receipt.pdf' (Successfully Uploaded), a 'Receipt Included' checkbox (checked), and an 'Upload' button.

25. Click the "Expense Item" field.

The screenshot shows the 'Expense Line' form with the following fields and values:

- Expense Date ***: 05/01/2025
- Expense Item ***: (Empty, highlighted by an orange circle)
- Total Amount ***: 0.00
- Currency ***: USD
- Memo**: (Empty)
- Company**: UWMSN University of Wisconsin Madison
- Program**: PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)
- Grant**: (Empty)

Additional form elements include a PDF upload section for 'Airfare_receipt.pdf' (Successfully Uploaded), a 'Receipt Included' checkbox (checked), and an 'Upload' button.

26. Type "airfare [[enter]]" - Select the appropriate Expense Item for the line item.



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.

27. Click "Airfare"

The screenshot shows the 'Expense Line' form. The 'Expense Item' dropdown menu is open, displaying search results for 'airfare'. The results include 'Airfare', 'Airfare Change/Cancel Penalty', and 'Group Airfare'. The 'Airfare' option is selected and highlighted with an orange circle. Other fields visible include 'Expense Date' (05/01/2025), 'Total Amount' (empty), 'Currency' (empty), 'Memo' (empty), 'Company' (UWMSN University of Wisconsin Madison), 'Program' (PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)), and 'Grant' (empty). The 'Receipt Included' checkbox is checked.

28. Click the "Total Amount" field and enter the price paid for Airfare.

DO NOT INCLUDE THE TRAVEL AGENCY FEE. See below for an example.

The screenshot shows the 'Expense Line' form with the 'Total Amount' field entered with '0.00', highlighted with an orange circle. The 'Expense Item' is now 'Airfare'. The 'Total Amount' field is highlighted with an orange circle. The 'Expense Date' is 05/01/2025. The 'Currency' is USD. The 'Company' is UWMSN University of Wisconsin Madison. The 'Program' is PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101). The 'Grant' is empty. The 'Receipt Included' checkbox is checked. On the right side, there is an 'Instructions' section for 'Airfare' and an 'Item Details' section with fields for Airline, Departure Date, Arrival Date, Origination, and Destination.

29. Fox World Travel Receipt Information

This is an actual receipt and does not reflect the same information as the example used for this tutorial.

Expense Summary			
Ticket No.		Airfare	\$822.91 USD
Invoice No.			
United Airlines			
Visa *****			
Invoice No.		Travel Agency Service Fee	\$31.50 USD
Service Fee			
Visa *****			
Total Invoiced	Feb 14, 2025	Expense Date	\$854.41 USD

30. Click the "Memo" field.

Expense Line

Airfare_receipt.pdf

Successfully Uploaded!

Comment

Upload

Expense Date *

05/01/2025

Expense Item *

x Airfare

Total Amount *

500.00

Currency *

x USD

Memo *

Company

x UWMSN University of Wisconsin Madison

Program

PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Instructions

Airfare

Airfare for business travel.

Use expense items **Air-Baggage Fees, Airfare Change/Cancel Pe**

Seat Assignment Fee, and Travel Agency Service Fee for related

[Air Travel Policy](#)

For UW card transactions resulting from fraud, use the **UW Credit**

item. Additional instructions will appear.

Use the itemization function to split charges between expense ite

multiple worktags, or split unallowable/personal expenses from a

Additional card and expenses resources can be found on [TravelW](#)

[Wisconsin Workday website](#).

Item Details

Airline *

Departure Date *

MM/DD/YYYY

Arrival Date *

MM/DD/YYYY

Origination *

Destination *

Submit

Save for Later

Close

31. Type in a description of the line item. Add all necessary details.

32. Click the "Airline" field. Enter the following information using your Airfare receipt.

Upload

Expense Date * 05/01/2025

Expense Item * X Airfare

Total Amount * 500.00

Currency * X USD

Memo * Flight from MSN to Destination

Company X UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)

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 * MM/DD/YYYY

Arrival Date * MM/DD/YYYY

Origination *

Destination *

Ticket Number *

Itemization

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

Total Amount * 500.00

Currency * X USD

Memo * Flight from MSN to Destination

Company X UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)

*Fund X FD0101 GPO - Doctoral Cluster

*Function X FN0200 Instruction

Additional Worktags Location: UW Universities Of Wisconsin > UW

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 * delta

Departure Date *

Arrival Date *

Origination *

Destination *

Ticket Number *

Itemization

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

Add

Receipt Included ☒

Upload

Expense Date *

05/01/2025

Expense Item *

X Airfare

Total Amount *

500.00

Currency *

X USD

Memo *

Flight from MSN to Destination

Company

X UWMSN University of Wisconsin Madison

Program

PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center

CC004031 UWMSN | COE | Mechanical Engineering (ME)

*Fund

X FD0101 GPO - Doctoral Cluster

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 Delta

Departure Date *

MM/DD/YYYY

Arrival Date *

MM/DD/YYYY

Origination *

Destination *

Ticket Number *

Itemization

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

Add

0 Items

Expense Date *

05/01/2025

Expense Item *

X Airfare

Total Amount *

500.00

Currency *

X USD

Memo *

Flight from MSN to Destination

Company

X UWMSN University of Wisconsin Madison

Program

PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center

CC004031 UWMSN | COE | Mechanical Engineering (ME)

*Fund

X FD0101 GPO - Doctoral Cluster

*Function

X FN0200 Instruction

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 Delta

Departure Date *

05/11/2025

Arrival Date *

MM/DD/YYYY

Origination *

Destination *

Ticket Number *

Itemization

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

Add

0 Items

Receipt Included

☒

[20]

33. Click the "Origination" field, this is the airport you departed from.

Expense Date * 05/17/2025

Expense Item * X Airfare

Total Amount * 500.00

Currency * X USD

Memo * Flight from MSN to Destination

Company X UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)

*Fund X FD0101 GPO - Doctoral Cluster

*Function X FN0200 Instruction

Additional Worktags Location: UW Universities Of Wisconsin > UW

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 Delta

Departure Date * 05/11/2025

Arrival Date * 05/17/2025

Origination *

Destination *

Ticket Number *

Itemization

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

Add 0 Items

Receipt Included ☒

34. Click the "Destination" field. Search can be done by Airport Code, Airport Name, or City.

Total Amount * 500.00

Currency * X USD

Memo * Flight from MSN to Destination

Company X UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)

*Fund X FD0101 GPO - Doctoral Cluster

*Function X FN0200 Instruction

Additional Worktags Location: UW Universities Of Wisconsin > UW

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 Delta

Departure Date * 05/11/2025

Arrival Date * 05/17/2025

Origination * X MSN, Dane County Regional Truax Field, Madison

Destination *

Ticket Number *

Itemization

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

Add 0 Items

Receipt Included ☒

ater Close

35. Click the "Ticket Number" field. This is included near the price information on your Fox World Travel Receipt

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](#).

Expense Line

Total Amount * 500.00

Currency * X USD ...

Memo * Flight from MSN to Destination

Company X UWMSN University of Wisconsin Madison ...

Program PG00017367 UWMSN | COE | Mechanical Engineering Department Funds (101) ...

Grant ...

Project ...

Gift ...

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME) ...

*Fund X FD0101 GPO - Doctoral Cluster ...

*Function X FN0200 Instruction ...

Additional Worktags Location: UW Universities Of Wisconsin > UW ...

Item Details

Airline * X Delta ...

Departure Date * 05/11/2025

Arrival Date * 05/17/2025

Origination * X MSN, Dane County Regional Truax Field, Madison ...

Destination * X Seattle, Washington, United States of America ...

Ticket Number *

Itemization

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

Add 0 Items

Receipt Included ☒

Cancel Close

36. Click "Add" once all required information is completed.

Header Attachments **Expense Lines**

Add

1 Item

Thu, May 1

Airfare 500.00 USD
Flight from MSN to Destination

Expense Line

Airfare_receipt.pdf
Uploaded by Kelly Petersen Just now

Comment

Upload

Expense Date * 05/01/2025

Expense Item * X Airfare ...

Total Amount * 500.00

Currency * X USD ...

Memo * Flight from MSN to Destination

Company X UWMSN University of Wisconsin Madison ...

Instructions

Airfare
Airfare for business travel.

Use expense items **Air-Baggage Fees, Airfare Change/Cancel Seat Assignment Fee, and Travel Agency Service Fee** for relat

[Air Travel Policy](#)

For UW card transactions resulting from fraud, use the **UW Cre** item. Additional instructions will appear.

Use the itemization function to split charges between expense multiple worktags, or split unallowable/personal expenses from

Additional card and expenses resources can be found on [Trav](#) [Wisconsin Workday website](#).

Item Details

Airline * X Delta ...

Departure Date * 05/11/2025

37. Repeat Steps 20-26 to add other expense items.

Header Attachments **Expense Lines**

Add

2 Items Sort By: ▾

Thu, May 1

Airfare
Flight from MSN to Destination 500.00 USD

Expense Line

Drop files here
or
Select files

Receipt Included ☐

Expense Date * 05/30/2025

Expense Item *

Total Amount * 0.00

Currency * X USD

Memo

Company X UWMSN University of Wisconsin Madison

38. Update the required Item Details - Travel Agency Service Fee

Airfare_receipt.pdf
✓ Successfully Uploaded!

Comment

Upload

Expense Date * 05/01/2025

Expense Item * X Travel Agency Service Fee

Total Amount * 6.00

Currency * X USD

Memo * Travel Agency Service Fee - Concur

Company X UWMSN University of Wisconsin Madison

Program X PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Instructions

Travel Agency Service Fee
Fees assessed by the University's contracted travel agency when booking UW-business 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

Merchant * **Fox World Travel**

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

Add

Receipt Included ☐

0 Items

ater Close

39. Repeat Steps 20-26 to add other expense items.

Header Attachments **Expense Lines**

Add

2 Items Sort By: ▾

Thu, May 1

Airfare
Flight from MSN to Destination 500.00 USD

Expense Line

Drop files here
or
Select files

Receipt Included ☐

Expense Date * 05/30/2025

Expense Item *

Total Amount * 0.00

Currency * X USD

Memo

Company X UWMSN University of Wisconsin Madison

40. Update the required Item Details - Registration Fee

PDF Successfully Uploaded!

Comment

500.00 USD

Upload

Expense Date * 05/01/2025

Expense Item * X Registration Fee

Total Amount * 650.00

Currency * X USD

Memo * Registration to attend and present research

Company X UWMSN University of Wisconsin Madison

Program X PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center X CC004031 UWMSN | COE | Mechanical Engineering

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 * MM/DD/YYYY

Arrival Date * MM/DD/YYYY

Merchant

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

Add 0 Items

Receipt Included ☐

41. "Merchant" is the Conference or Event Organizer

Upload

Expense Date * 05/01/2025

Expense Item * X Registration Fee

Total Amount * 650.00

Currency * X USD

Memo * Registration to attend and present research

Company X UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)

*Fund X FD0101 GPO - Doctoral Cluster

[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 * 05/11/2025

Arrival Date * 05/17/2025

Merchant

Itemization

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

Add 0 items

Receipt Included ☐

42. Click "Add" and repeat Steps 20-26 to add other expense items.

Header Attachments **Expense Lines**

Add

2 Items Sort By: v

Thu, May 1

Airfare Flight from MSN to Destination 500.00 USD

Expense Line

ConferenceRegistration_receipt.pdf
✓ Successfully Uploaded!

Comment

Upload

Expense Date * 05/01/2025

Expense Item * X Registration Fee

Total Amount * 650.00

Currency * X USD

Memo * Registration to attend and present research

Company X UWMSN University of Wisconsin Madison

Instructions

Registration Fee
Fee charged to attend an event such as a conference, workshop 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 * 05/11/2025

Arrival Date * 05/17/2025

Merchant Conference Name

43. Update the required Item Details - Lodging-Individual

Lodging-Individual
Expenses incurred for individual traveler lodging

Use **Lodging-Group** and **Lodging-Student** expense items where appropriate.

[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 * MM/DD/YYYY

Arrival Date * MM/DD/YYYY

Destination *

Number of Nights Private Accommodation * 1

Merchant

Expense Justification

Itemization



Students have a different expense type "Lodging-Student" be sure to follow policy for student travel.

44. Click the "Destination" field. Search by city name.

Lodging-Individual
Expenses incurred for individual traveler lodging

Use **Lodging-Group** and **Lodging-Student** expense items where appropriate.

[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 *

Arrival Date *

Destination * Search

Number of Nights Private Accommodation * 1

Merchant

Expense Justification

Itemization

45. Enter the number of nights

Comment

650.00 USD

500.00 USD

Expense Date * 05/17/2025

Expense Item *

Total Amount * 1,200.00

Currency *

Memo * Hotel Stay at Conference Hotel

Company *

Program

Grant

Project

Gift

Lodging-Individual
Expenses incurred for individual traveler lodging

Use **Lodging-Group** and **Lodging-Student** expense items where appropriate.

[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 * 05/11/2025

Arrival Date * 05/17/2025

Destination *

Number of Nights Private Accommodation * 1

Merchant

Expense Justification

Itemization

46. Click the "Merchant" field. Merchant is the Hotel Brand/Name

Comment

650.00 USD

500.00 USD

Expense Date * 05/17/2025

Expense Item *

Total Amount * 1,200.00

Currency *

Memo * Hotel Stay at Conference Hotel

Company *

Program

Grant

Project

Gift

Lodging-Individual
Expenses incurred for individual traveler lodging

Use **Lodging-Group** and **Lodging-Student** expense items where appropriate.

[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 * 05/11/2025

Arrival Date * 05/17/2025

Destination *

Number of Nights Private Accommodation * 1

Merchant

Expense Justification

Itemization

47. Click "Add" and repeat Steps 20-26 to add other expense items.

Header Attachments **Expense Lines**

Add

3 items Sort By: ▾

Thu, May 1

Registration Fee 650.00 USD
Registration to attend and present...

Airfare 500.00 USD
Flight from MSN to Destination

Expense Line

Hotel_receipt.pdf
Successfully Uploaded!

Comment

Upload

Expense Date * 05/17/2025

Expense Item * X Lodging-Individual

Total Amount * 1,200.00

Currency * X USD

Memo * Hotel Stay at Conference Hotel

Company X UWMSN University of Wisconsin Madison

Instructions

Lodging-Individual
Expenses incurred for individual traveler lodging

Use **Lodging-Group** and **Lodging-Student** expense items when

[Policy](#)

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

Use the itemization function to split charges between expense multiple worktags, or split unallowable/personal expenses from

Additional card and expenses resources can be found on [TravelWise](#) and [UW Wisconsin Workday website](#).

Item Details

Departure Date * 05/11/2025

Arrival Date * 05/17/2025

48. Update the required Item Details - Mileage

Expense Date * 05/11/2025

Expense Item * X Mileage

Rates Used 0.655

Total Amount 0.00

Currency USD

Memo * Mileage from Work to Airport

Company X UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)

(2) Google Maps/Google Earth Additional Terms of Service

(3) Google Privacy Policy

powered by Google

Mileage
Mileage reimbursement for use of personal vehicle while traveling on or conducting UW business.

[Policy](#)

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

Item Details

Origin Address *

Destination Address *

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 0

Trip Distance Including Diversions * 0

One-Way Daily Commute Distance 0

Round Trip ☐

Distance to Expense * 0

ater Close

49. Enter the street address from where you departed

MileageMap.pdf
✓ Successfully Uploaded!

Comment

Upload

Expense Date * 05/11/2025

Expense Item * Mileage

Rates Used 0.655

Total Amount 0.00

Currency USD

Memo * Mileage from Work to Airport

Company UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) [Google Terms of Service](#)

(2) [Google Maps/Google Earth Additional Terms of Service](#)

(3) [Google Privacy Policy](#)

powered by Google

Mileage
Mileage reimbursement for use of personal vehicle for business.

Policy
Additional card and expenses resources
[Wisconsin Workday website](#)

Item Details

Origin Address * 1513 University Ave, Mad

Destination Address *

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 0

Trip Distance Including Diversions * 0

Search Results (5)

- 1513 University Ave, Madera, CA, USA
- 1513 University Ave, Madison, WI, USA
- 1513 East University Avenue, Madison Heights, MI, USA
- 1513 University Drive Northwest, Madison, AL, USA
- 1513 West University Avenue, Madison Heights, MI, USA

50. Enter the street address of where you arrived.

MileageMap.pdf
✓ Successfully Uploaded!

Comment

Upload

Expense Date * 05/11/2025

Expense Item * Mileage

Rates Used 0.655

Total Amount 0.00

Currency USD

Memo * Mileage from Work to Airport

Company UWMSN University of Wisconsin Madison

Program PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) [Google Terms of Service](#)

(2) [Google Maps/Google Earth Additional Terms of Service](#)

(3) [Google Privacy Policy](#)

powered by Google

Mileage
Mileage reimbursement for use of personal vehicle for business.

Policy
Additional card and expenses resources
[Wisconsin Workday website](#)

Item Details

Origin Address *

Destination Address * 4000 International

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 0

Trip Distance Including Diversions * 0

Search Results (5)

- 4000 International Lane, Madison, WI, USA
- 4000 International Parkway, Carrollton, TX, USA
- 4000 International Boulevard, Oakland, CA, USA
- 4000 International Gateway, Columbus, OH, USA
- International House Brisbane - ALS, Adelaide Street, Brisbane City QLD 4000, Australia

51. Click "Add" and repeat Steps 20-26 to add other expense items.

Header Attachments **Expense Lines**

Add

4 Items Sort By: ▾

Sat, May 17

Lodging-Individual 1,200.00 USD
Hotel Stay at Conference Hotel

Thu, May 1

Registration Fee 650.00 USD
Registration to attend and present r...

Airfare 500.00 USD
Flight from MSN to Destination

Expense Line

MileageMap.pdf
Successfully Uploaded!

Comment

Upload

Expense Date * 05/11/2025

Expense Item * x Mileage

Rates Used 0.655

Total Amount 4.13

Currency USD

Memo * Mileage from Work to Airport

Company x UWMSN University of Wisconsin Madison

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate the estimated driving route distance between the addresses you submit. By submitting information to these address fields, you understand and agree to the following terms of service and privacy policy apply:

(1) [Google Terms of Service](#)
(2) [Google Maps/Google Earth Additional Terms of Service](#)
(3) [Google Privacy Policy](#)

powered by Google

Mileage
Mileage reimbursement for use of personal vehicle while traveling on business.

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

Item Details

52. Update the required Item Details - Taxi, Uber, Lyft, Ground Travel

53. Attendee(s) - Add any and all people that rode in the vehicle for the expense requested
Destination - Airport code or address of where you were dropped off.

Comment

Upload

Expense Date * 05/11/2025

Expense Item * x Taxi and Ground Travel

Total Amount * 35.00

Currency * x USD

Memo * Uber from Airport to Hotel

Company x UWMSN University of Wisconsin Madison

Program x PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)

Grant

Project

Gift

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
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

Attendee(s) x Kelly Petersen

Destination * x Seattle, Washington, United States of America

Merchant

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

Add 0 Items

Close

54. Click "Add" and repeat Steps 20-26 to add other expense items.

The screenshot shows the 'Expense Lines' interface. On the left, there's a list of items with dates: Sun, May 11 (Taxi and Ground Travel, 35.00 USD), Thu, May 1 (Travel Agency Service Fee, 6.00 USD), Sat, May 17 (Mileage, 4.45 USD), and Sun, May 11. The 'Add' button is circled in orange. The main form on the right is for an 'Expense Line' and includes the following fields:

- Expense Line**: Uber_receipt2.pdf, Successfully Uploaded!
- Comment**: Text input field.
- Upload**: Button.
- Expense Date**: 05/17/2025
- Expense Item**: Taxi and Ground Travel
- Total Amount**: 40.00
- Currency**: USD
- Memo**: Uber from Hotel to Airport
- Company**: UWMSN University of Wisconsin Madison

On the right side, there are sections for **Instructions** (Taxi and Ground Travel, Policy) and **Item Details** (Attendee(s): Kelly Petersen, Destination: Seatac, Washington, United States of America).

55. Update the required Item Details - Per Diem

The screenshot shows the 'Expense Line' interface with the 'Per Diem - Meals' section highlighted. The 'Departure Date' field is circled in orange. The form includes the following fields:

- Expense Date**: 05/17/2025
- Expense Item**: Per Diem - Meals
- Total Amount**: 0.00
- Currency**: USD
- Memo**: Text input field.
- Company**: UWMSN University of Wisconsin Madison
- Program**: PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)
- Grant**: Text input field.
- Departure Date**: MM/DD/YYYY (circled in orange)
- Arrival Date**: MM/DD/YYYY
- Destination**: Text input field.
- Receipt Included**: ☐

On the right side, there are sections for **Instructions** (Per Diem - Meals, Policy) and **Item Details** (Departure Date, Arrival Date, Destination, Receipt Included).

56. Click the "Destination" field. Enter the city of travel

The screenshot shows the 'Expense Entry' form. On the left is a vertical list of currency amounts: 40.00 USD, 35.00 USD, 6.00 USD, 4.45 USD, and 4.13 USD. The main form area contains the following fields:

- Drop files here** (with a 'Select files' button)
- Expense Date ***: 05/17/2025
- Expense Item ***: Per Diem - Meals
- Total Amount**: 0.00
- Currency**: USD
- Memo**: (empty text box)
- Company**: UWMSN University of Wisconsin Madison
- Program**: PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)
- Grant**: (empty text box)

On the right, the **Instructions** section includes:

- 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**: Additional card and expenses resources can be found on [TravelWise](#) or the [Universities of Wisconsin Workday website](#).
- Item Details**: Enter a Departure Date, Arrival Date, and Destination. The **Destination** field is highlighted with an orange circle.
- Receipt Included**: ☐

At the bottom left are buttons for 'Enter' and 'Close'.

57. Click "View Details" - Notice, the funding doesn't show for the line item. It will be shown and can be edited in the details section.

The screenshot shows the 'View Details' section. On the left, the same currency list is present. The main form area now displays:

- Expense Date ***: 05/17/2025
- Expense Item**: Per Diem - Meals
- Total Amount**: 644.00
- Currency**: USD
- Memo**: (empty text box)
- Program**: (empty)
- Grant**: (empty)
- Project**: (empty)
- Gift**: (empty)
- *Cost Center**: (empty)
- *Fund**: (empty)
- *Function**: (empty)
- Additional Worktags**: (empty)

On the right, the **Item Details** section shows:

- Departure Date ***: 05/11/2025
- Arrival Date ***: 05/17/2025
- Destination ***: Seattle, Washington, United States of America

Below this is the **Travel Journal** section:

- Total Amount**: 644.00 USD
- View Details** button (highlighted with an orange circle)
- 7 Items**

Date	Amount
Sun, May 11, 2025	92.00 USD
Mon, May 12, 2025	92.00 USD
Tue, May 13, 2025	92.00 USD
Wed, May 14, 2025	92.00 USD
Thu, May 15, 2025	92.00 USD
Fri, May 16, 2025	92.00 USD
Sat, May 17, 2025	92.00 USD

58. For each date of business travel. Indicate if you received a breakfast, lunch, dinner, or no meal.

The screenshot shows a travel expense form with the following fields and values:

- Expense Date:** 05/11/2025
- Destination:** Seattle, Washington, United States of America
- Total Amount:** 92.00
- Memo:** (empty text box)
- Company:** UWMSN University of Wisconsin Madison
- Program:** PG000017367 UWMSN | COE | Mechanical Engineering Department Funds (101)
- Grant:** (empty text box)
- Project:** (empty text box)
- Gift:** (empty text box)
- *Cost Center:** CC004031 UWMSN | COE | Mechanical Engineering (ME)
- *Fund:** FD0101 GPO - Doctoral Cluster
- *Function:** FN0200 Instruction
- Additional Worktags:** Location: UW Universities Of Wisconsin > UW Madison > Mechanical Engineering Building-0407

On the right side of the form, there are four checkboxes for meal provision:

- Breakfast provided?** ☐
- Lunch provided?** ☒ (This checkbox is highlighted with a red circle)
- Dinner provided?** ☐
- No meals provided** ☐

Below the form, a list of items is visible, each with a value of 92.00 USD:

- 7 items
- 92.00 USD
- 92.00 USD
- 92.00 USD
- 92.00 USD
- 92.00 USD
- 92.00 USD

59. Once all line items have been added, all required documentation is uploaded, required Item Details are complete, and any Errors or alerts have been attended to move forward to submit or save for later.

60. Click "Submit"

<p>Sat, May 17</p> <p>Mileage 4.45 USD Mileage from Airport to Work</p> <p>Sun, May 11</p> <p>Mileage 4.13 USD Mileage from Work to Airport</p> <p>Sat, May 17</p> <p>Lodging-Individual 1,200.00 USD Hotel Stay at Conference Hotel</p> <p>Thu, May 1</p> <p>Registration Fee 650.00 USD Registration to attend and present r...</p> <p>Airfare 500.00 USD Flight from MSN to Destination</p>	<p>Program (empty)</p> <p>Grant (empty)</p> <p>Project (empty)</p> <p>Gift (empty)</p> <p>*Cost Center (empty)</p> <p>*Fund (empty)</p> <p>*Function (empty)</p> <p>Additional Worktags (empty)</p>	<p>Travel Journal</p> <p>Total Amount 496.80 USD</p> <p>View Details</p> <p>Sun, May 11, 2025</p> <p>Mon, May 12, 2025</p> <p>Tue, May 13, 2025</p> <p>Wed, May 14, 2025</p> <p>Thu, May 15, 2025</p> <p>Fri, May 16, 2025</p> <p>Sat, May 17, 2025</p> <p>Receipt Included <input type="checkbox"/></p>
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[Submit](#) [Save for Later](#) [Close](#)

61. This reimbursement will move on to the next approver based on the funding process. Once submitted you can use the "Business Process" to view next steps.

Business Purpose Options

**Hold- In Progress

** Hold – Ready for Review

90-Day Accountable Plan Expenses (Spend Auth Only)

Business Travel

Conference

Event

Field Trips/Fieldwork

Foundation Expenses (Spend Auth Only)

Gift Cards (Spend Auth Only)

Job Candidate Hosting

Non-Travel

Official Functions

Policy Exceptions

Professional Development

Purchasing Card Reconciliation

Recruiting

Relocation

Research Travel

Student Travel

Study Abroad

Team Travel

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](#)