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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/

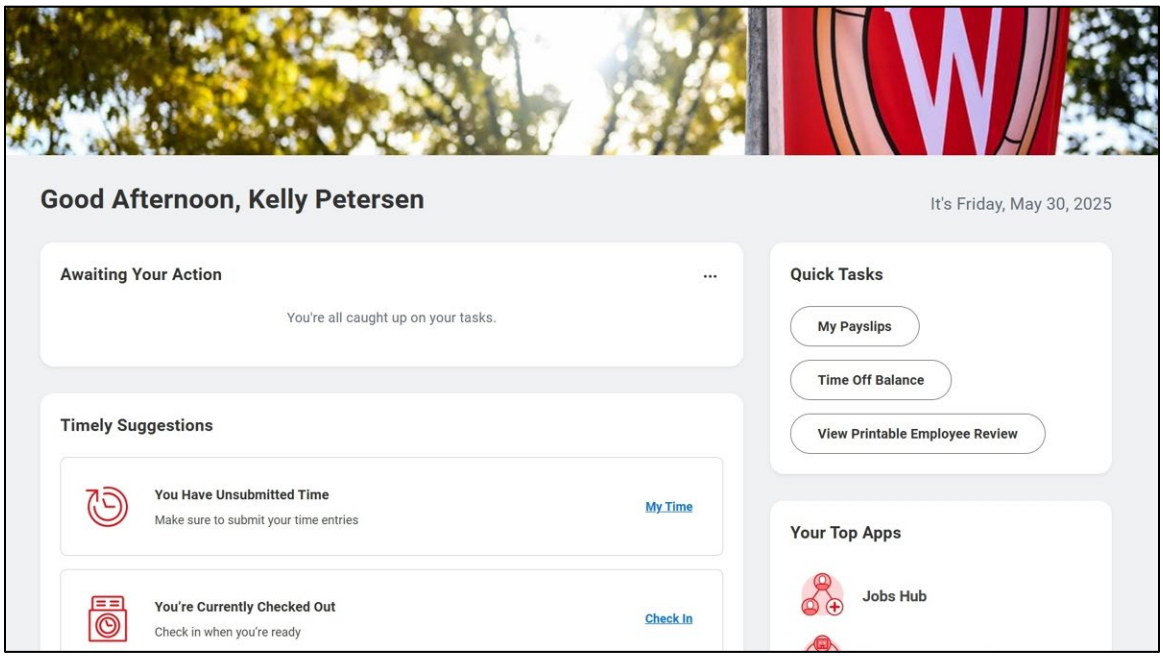
Lodging/Per Diem Calculator - https://www.wisconsin.edu/travel/lodging-and-meal-per-diem-calculator/ (Use the new option)

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

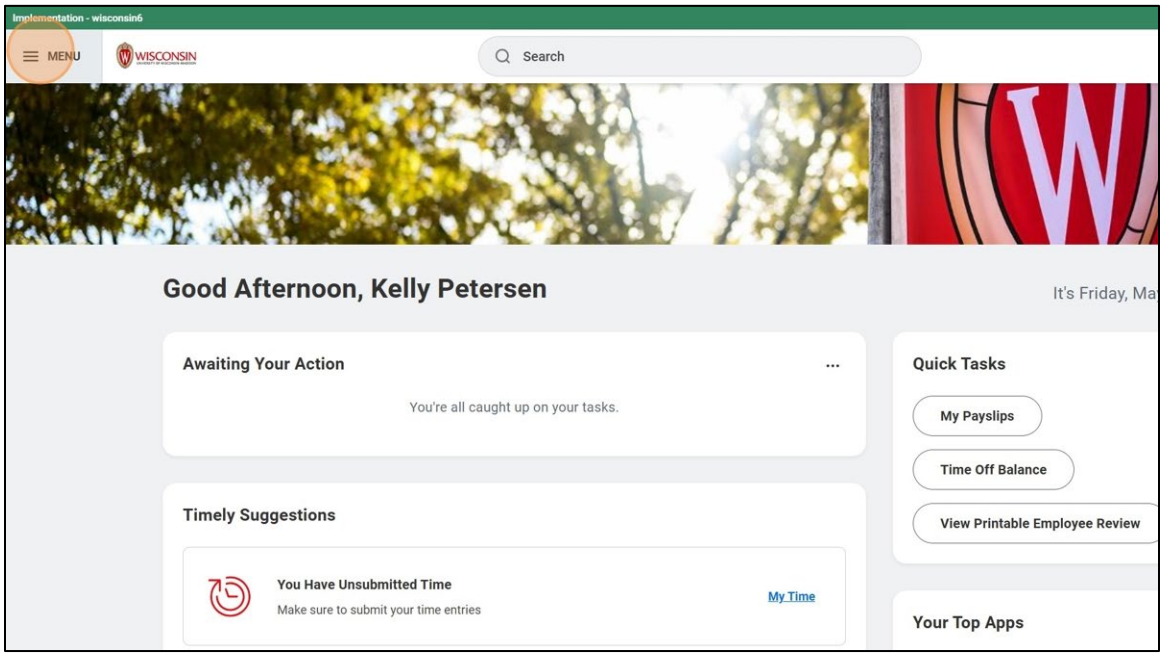
OANDA Currency Conversion - https://www.oanda.com/currency-converter/en/

# How to Create a Travel Reimbursement in Workday

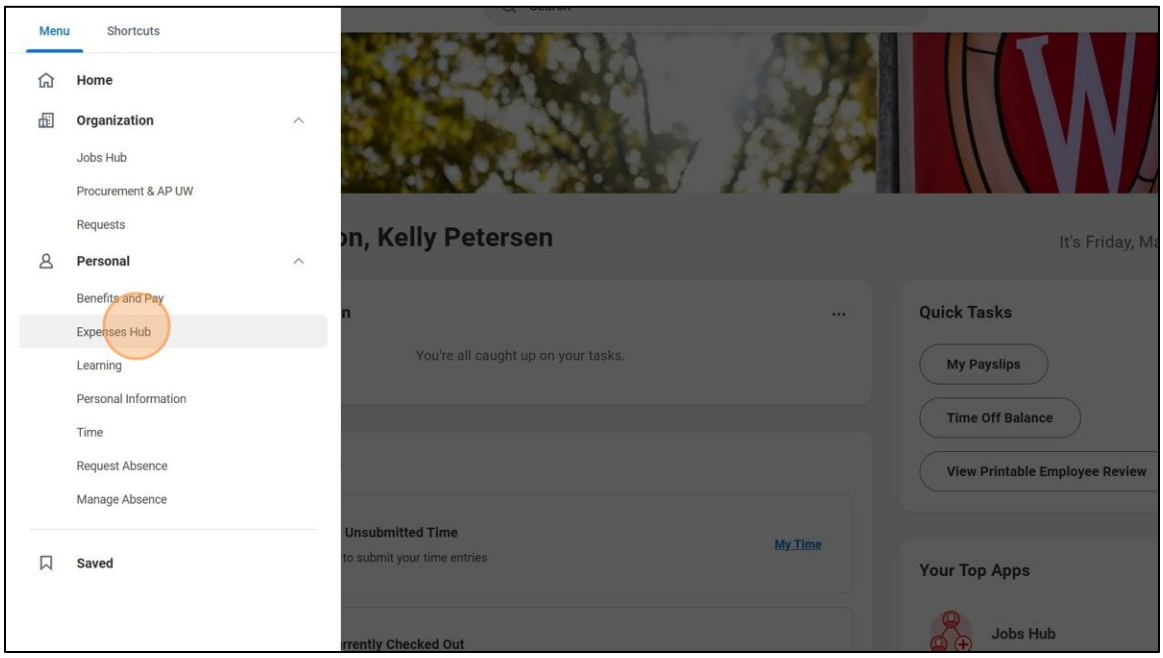
1. Navigate to https://impl.workday.com/wisconsin6/d/home.htmld



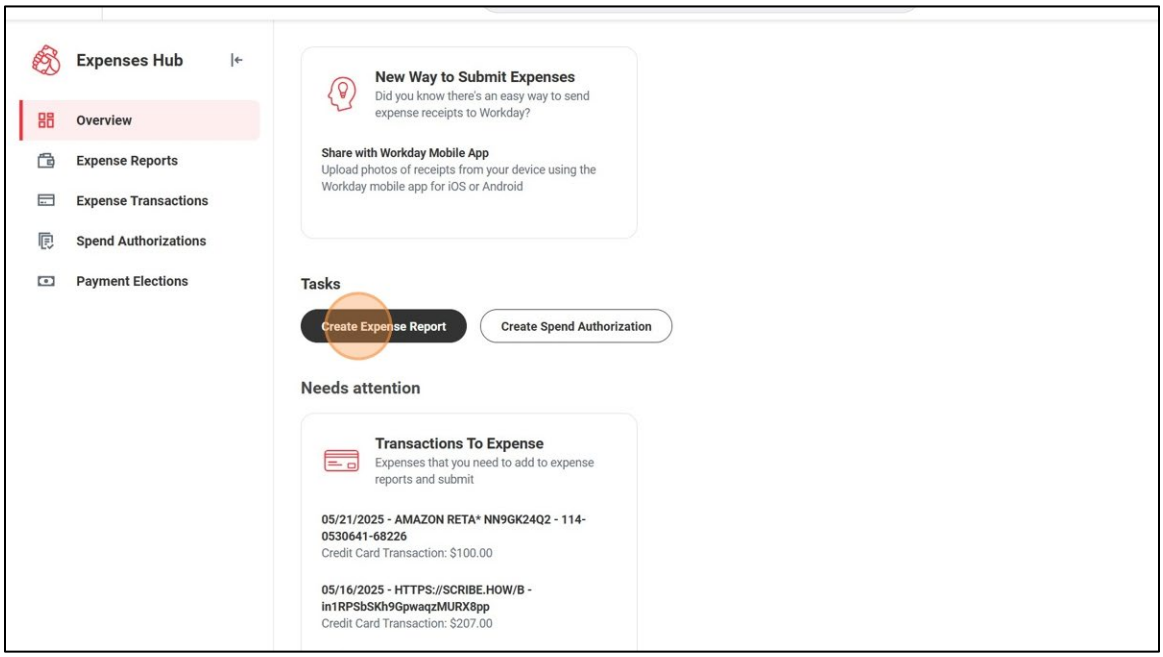
2. Click "MENU"




3. Click "Expenses Hub"

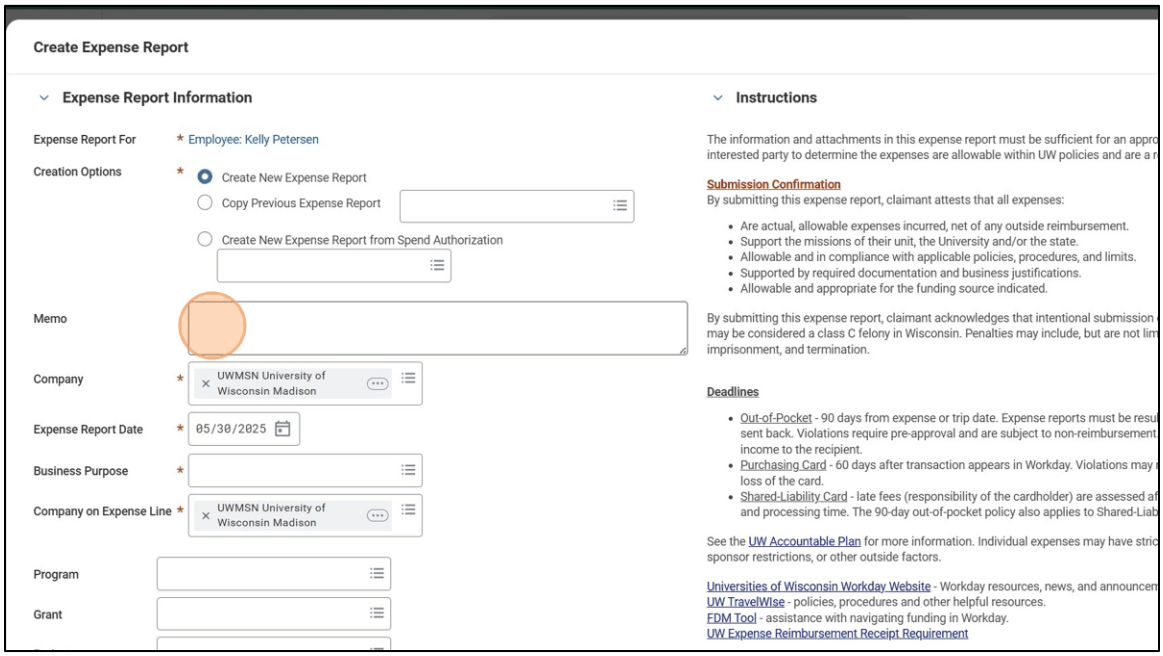


4. Click "Create Expense Report"




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.

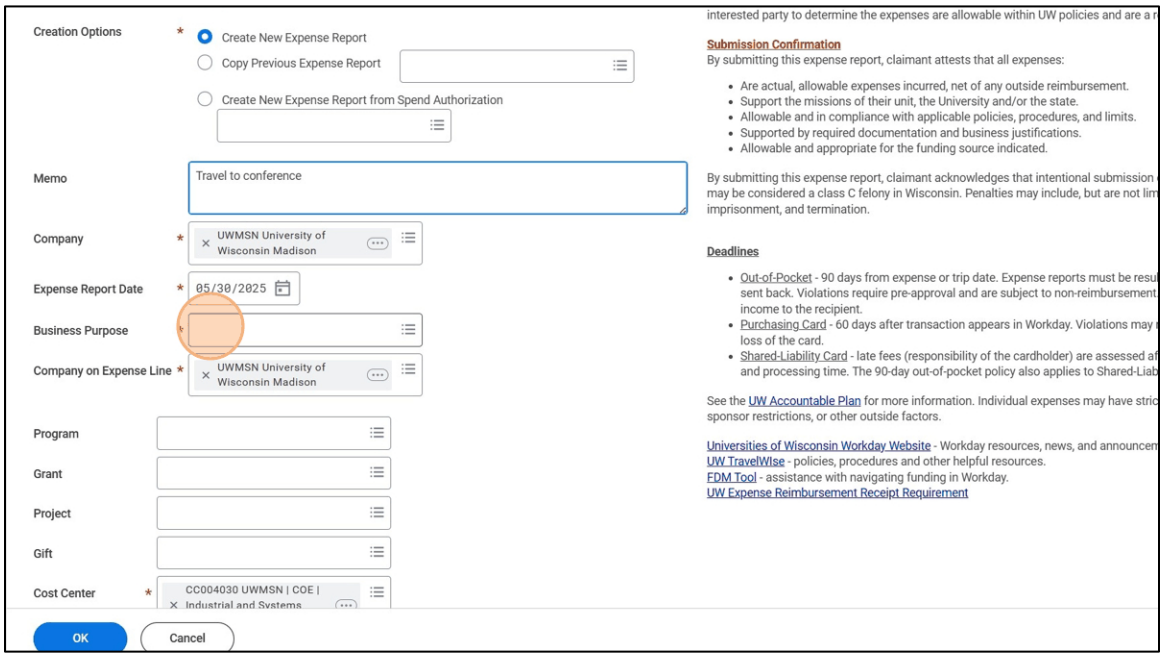
5. Click the "Memo" field.



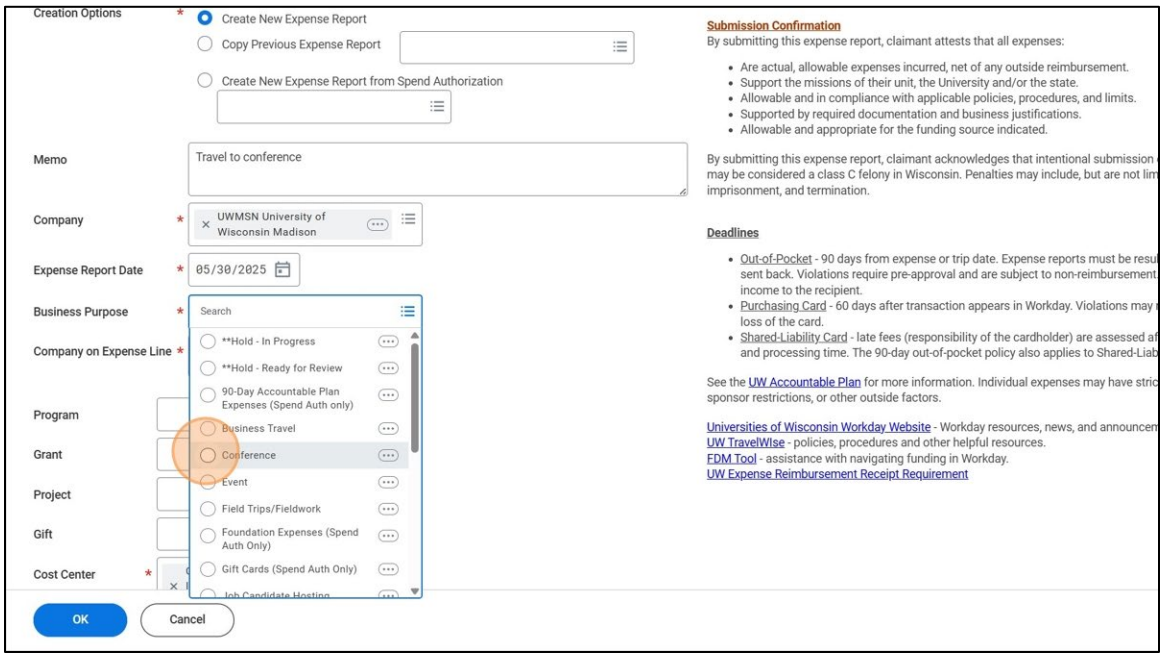

6. Type a brief description of the report and the business purpose for travel.

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.

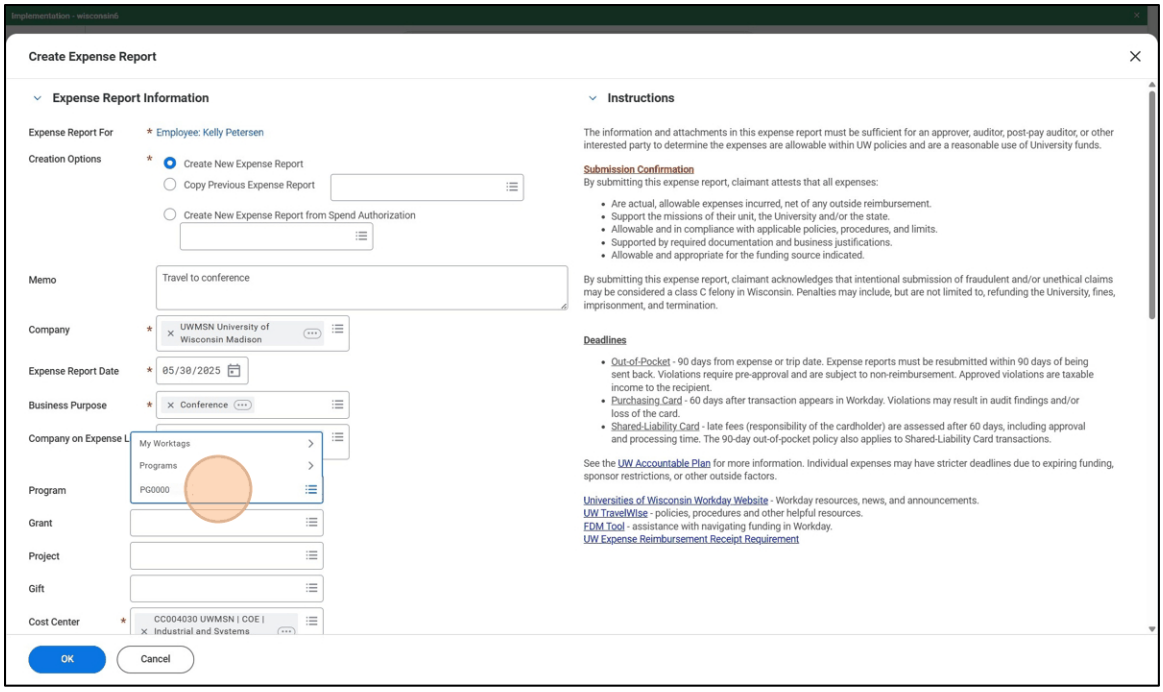



8. Select the business purpose that best fits the travel.




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.

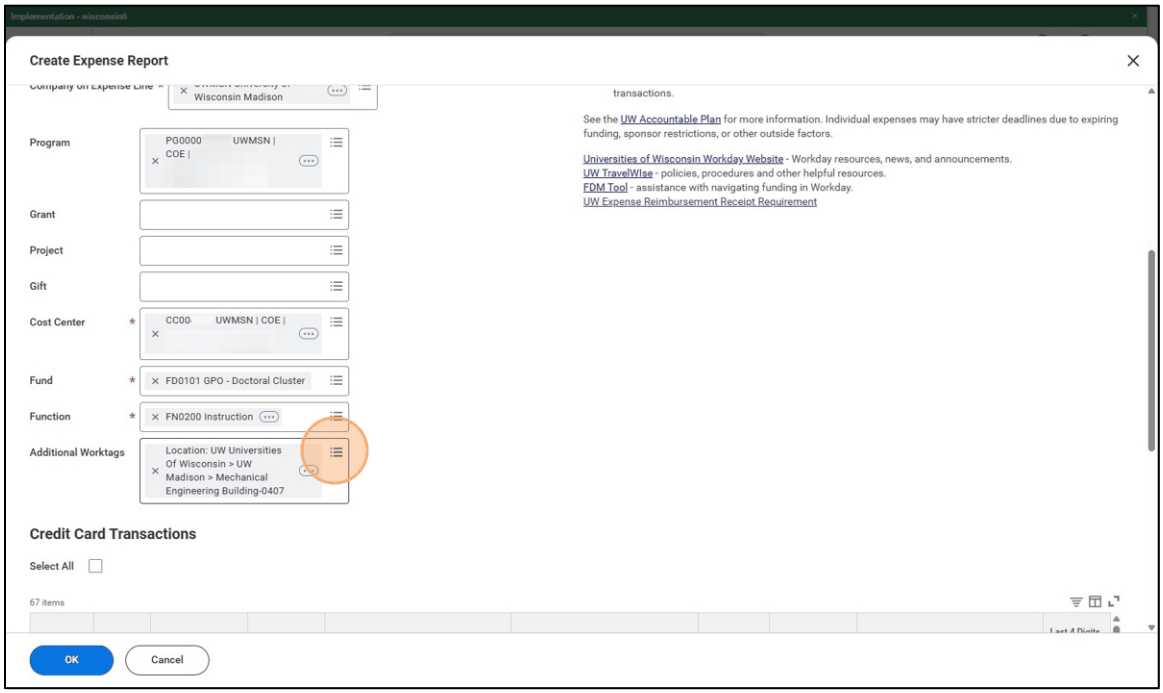
9. Click the "Program, Grant, Project, or Gift" field. The funding being used will determine which box is appropriate.



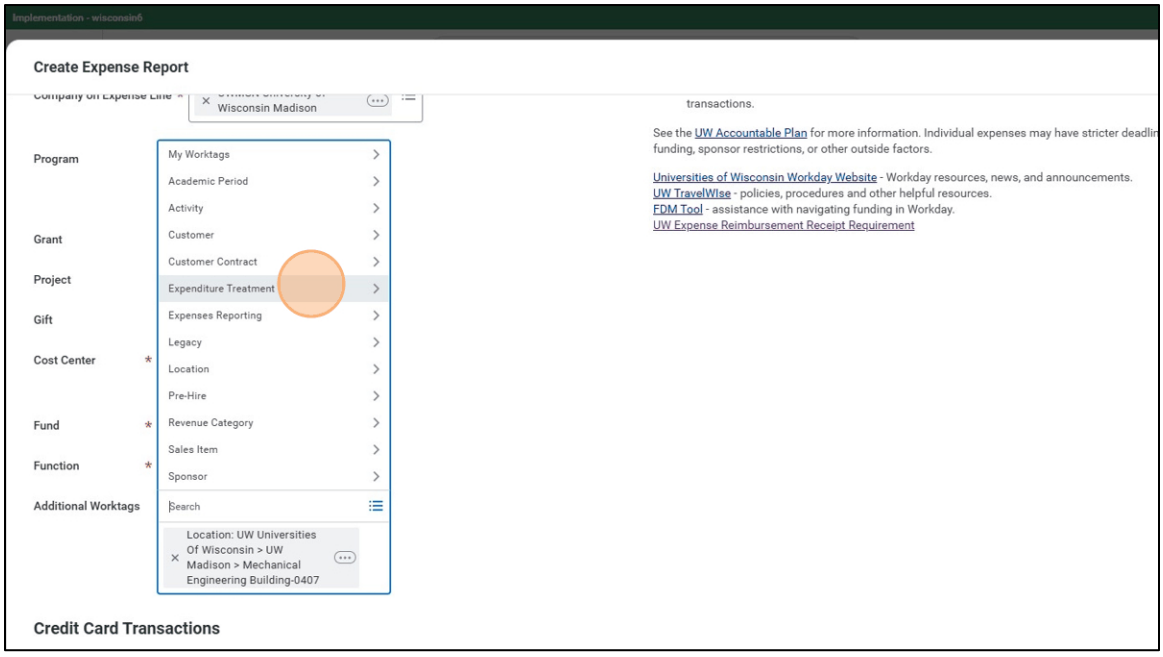

10. Type in the worktag number or name and press [[enter]]

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.

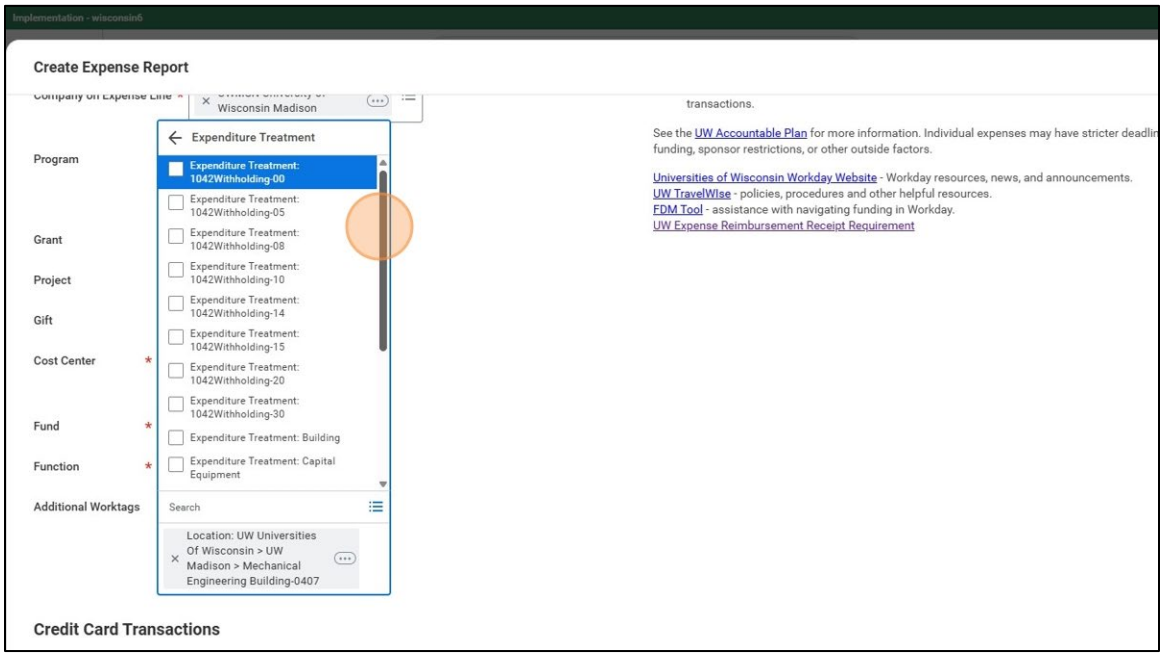
11. Click the three lines in the Additional Worktags box



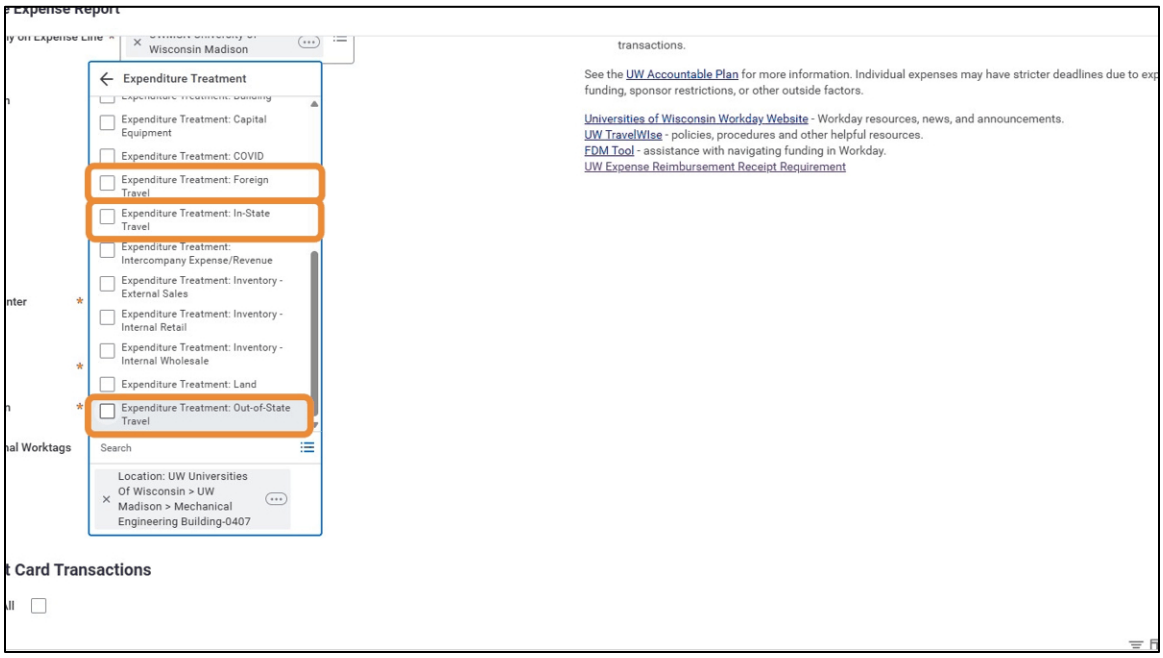

12. Click "Expenditure Treatment"



13. Scroll to the bottom of the list of treatments

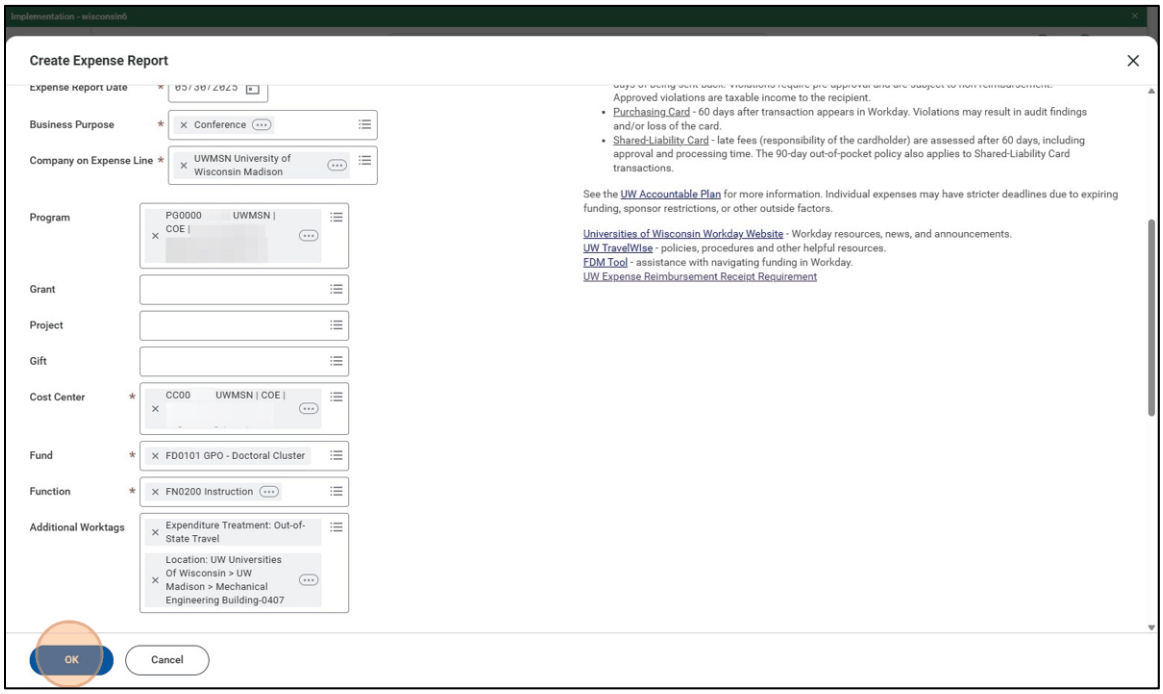



14. Click the checkbox next to the corresponding Travel you are reimbursing

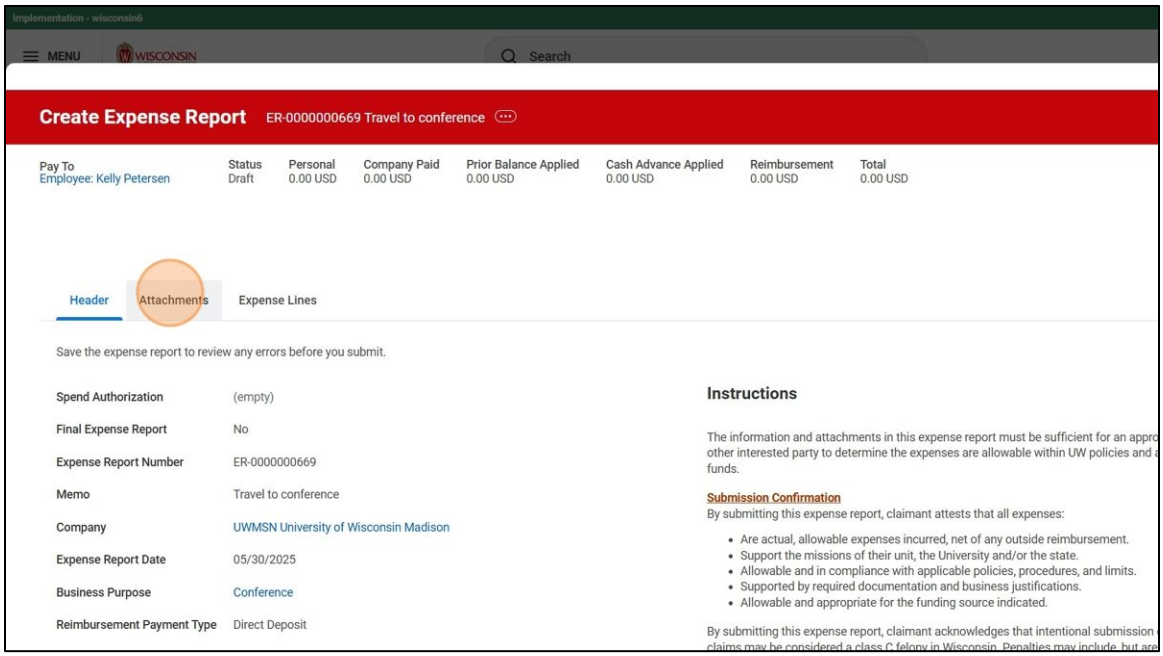



Verify funding is correct and the Cost Center, Fund, Function, and Additional Worktags have all updated as expected. This funding cannot be changed once off this page. Any errors will require submitting a new reimbursement.

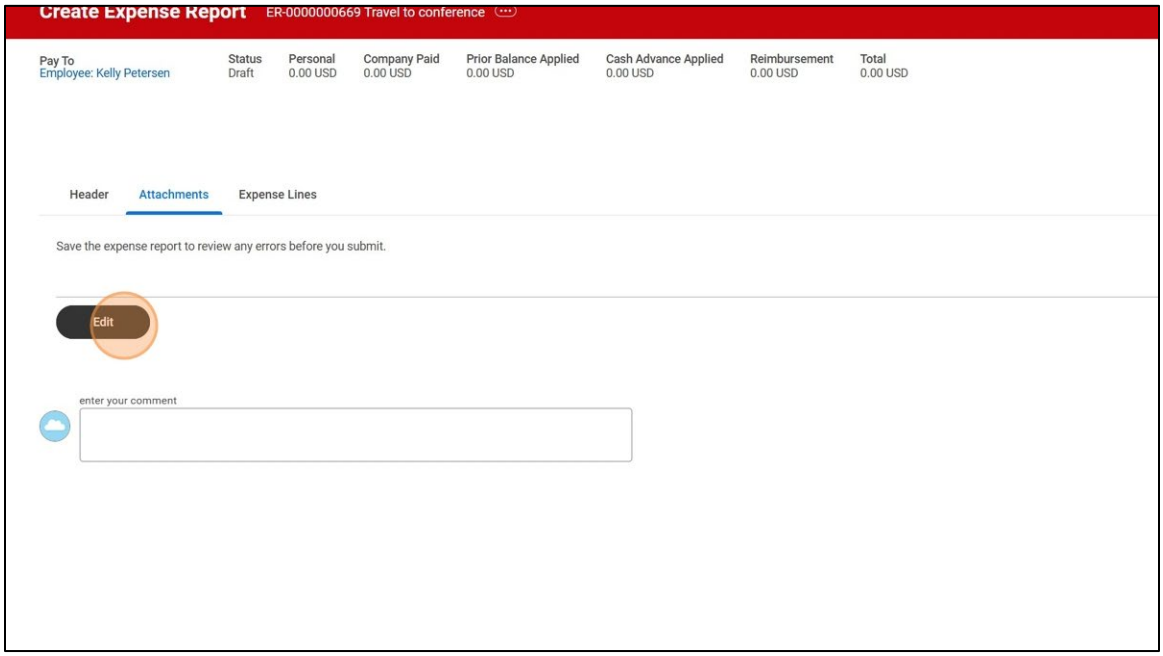
15. Click "OK"



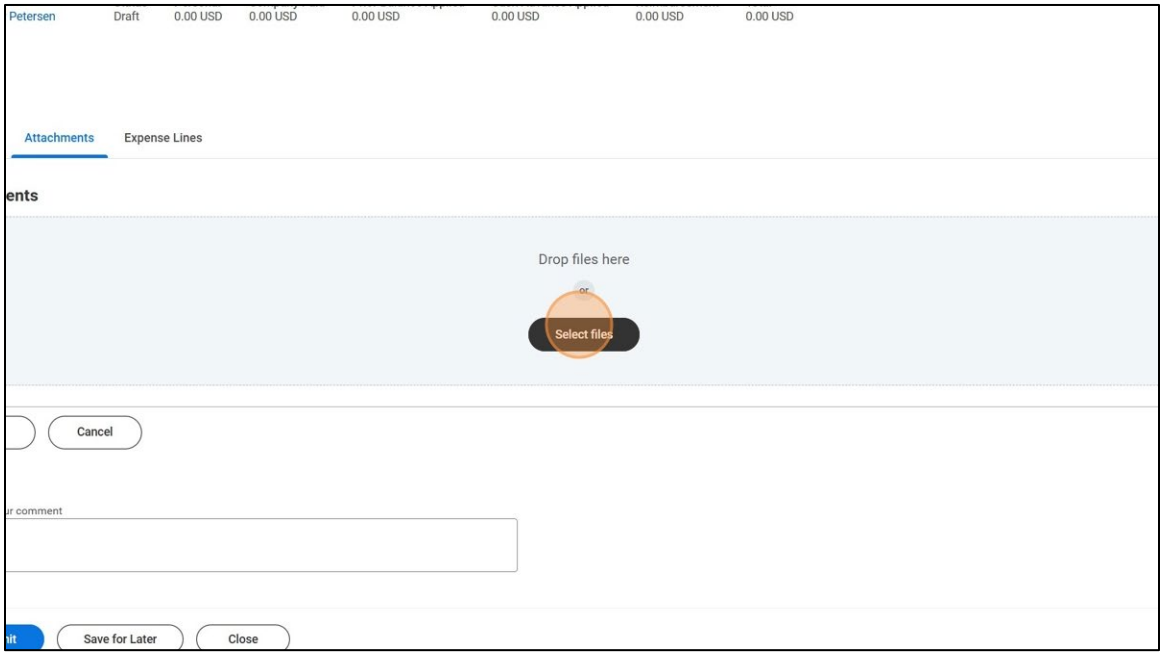

16. Click "Attachments". This area is for attachments that pertain to the entire trip. (e.g. a Conference Agenda)



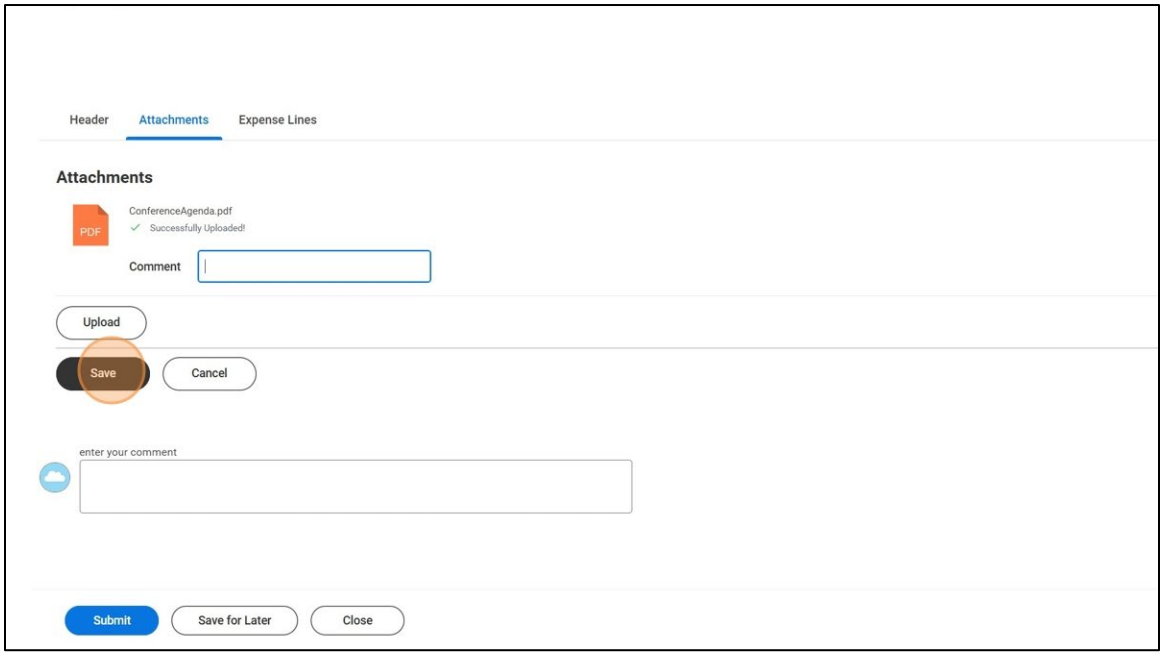
17. Click "Edit"



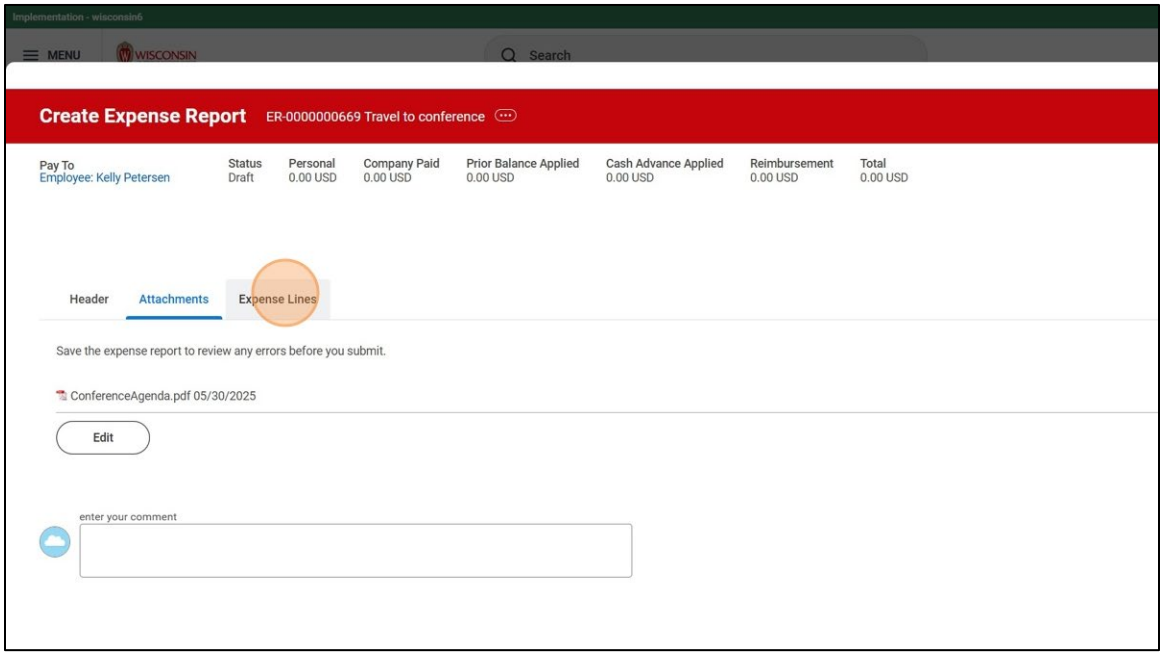

18. Click "Select files" to select from a location on your computer or drag the document into the grey box.



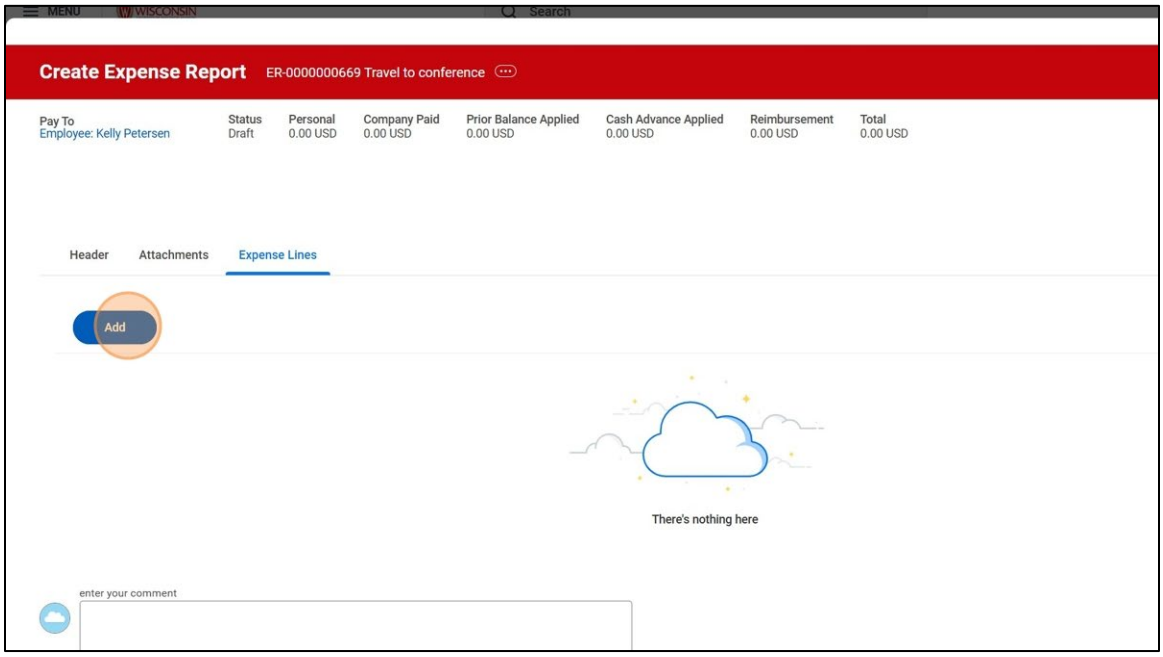
19. Click "Save". You can use the upload button to add more documents as necessary. Receipts for specific expenses can be added in following steps.



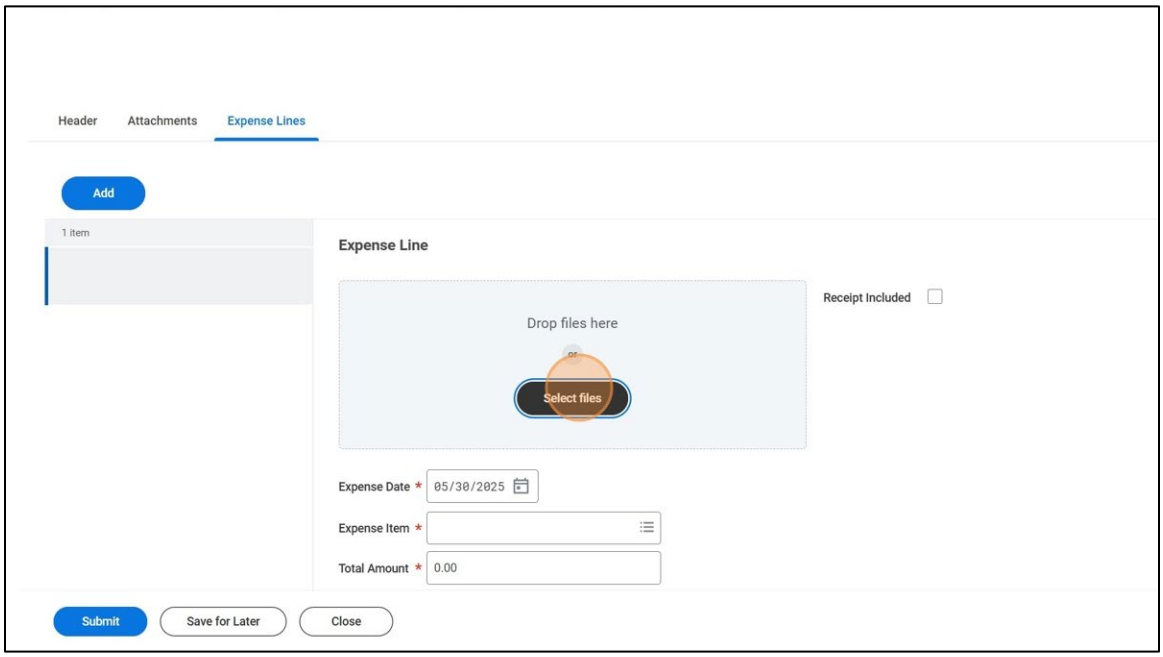

20. Click "Expense Lines"



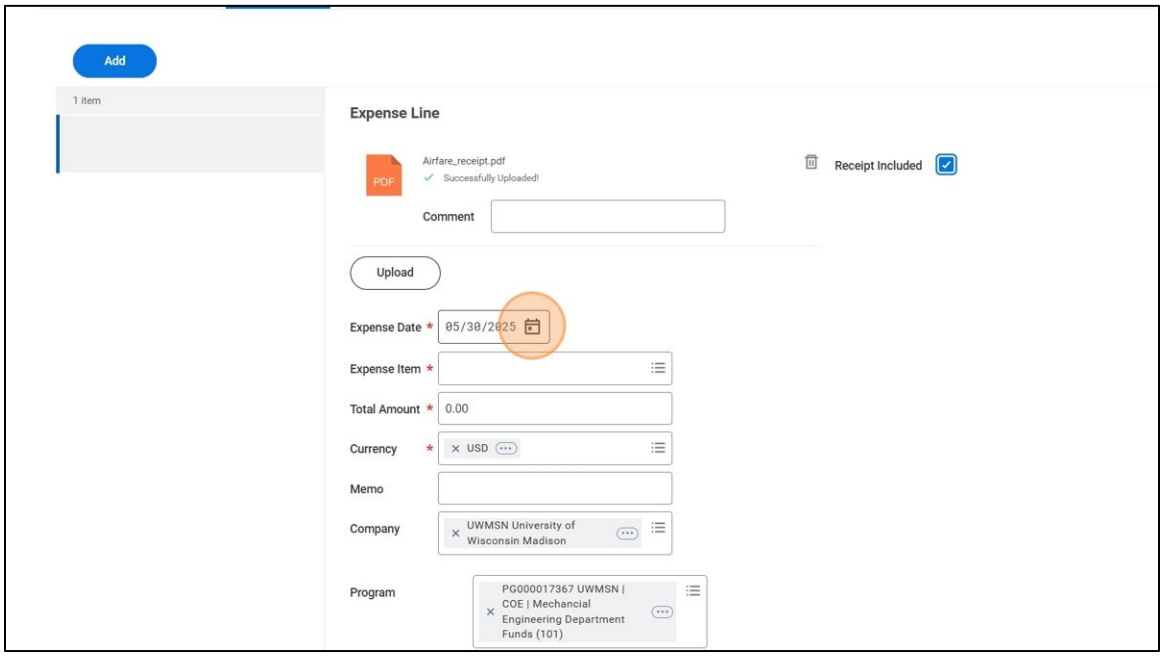
21. Click "Add"




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

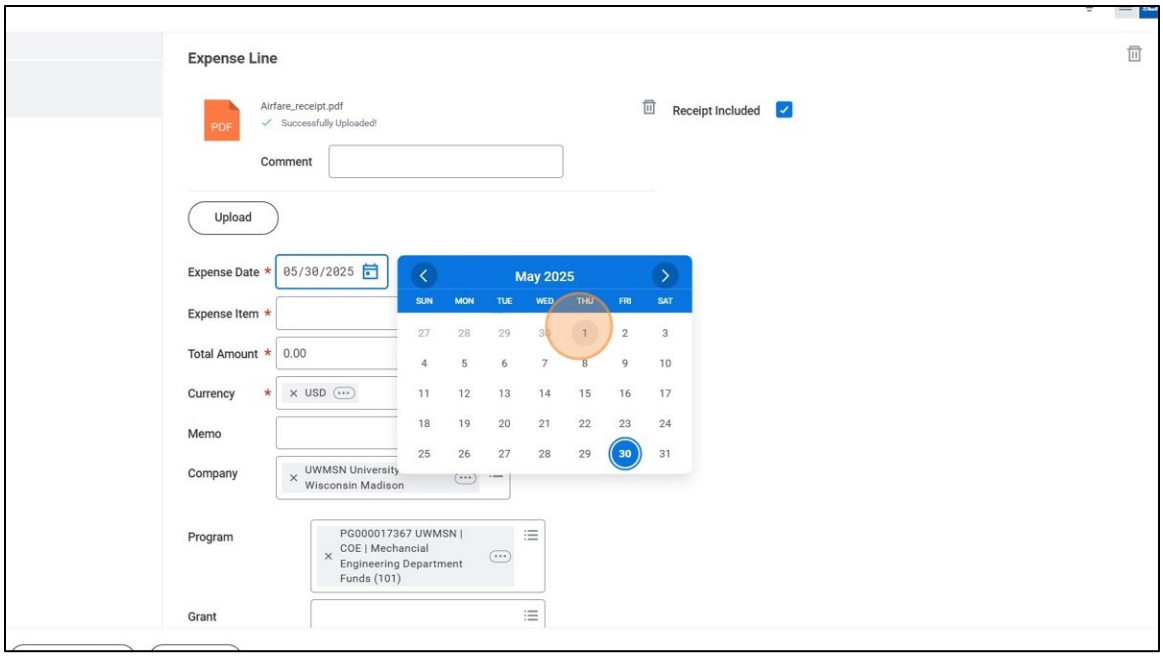


23. Click the calendar icon in "Expense Date" box.

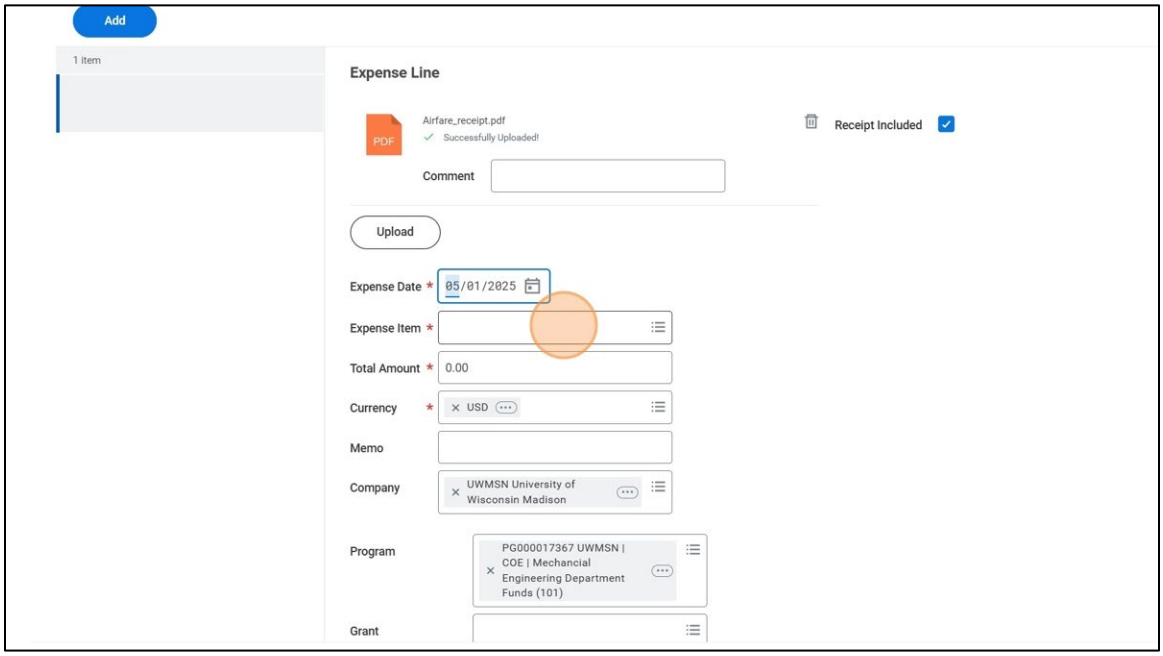



The date selected should be the date the expense was incurred not the date the event happened. For example: Airfare is typically booked weeks to months in advance of the actual date of travel. The date that the airfare was purchased should be used, not the date the flight departed. Look closely at all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

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



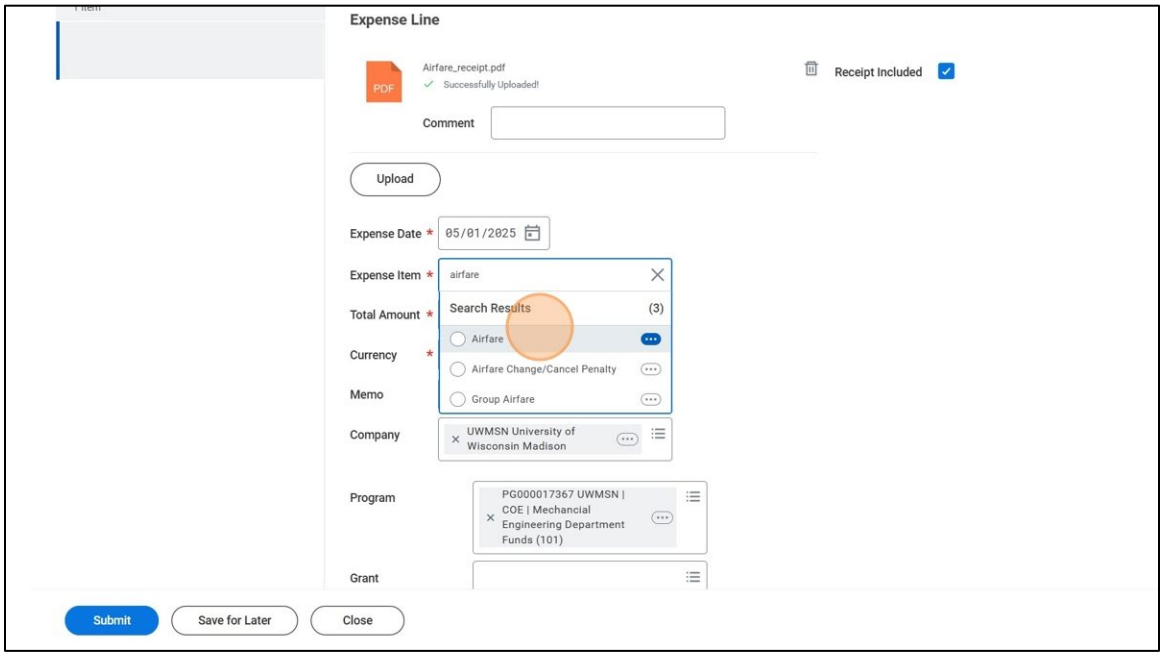

25. Click the "Expense Item" field.



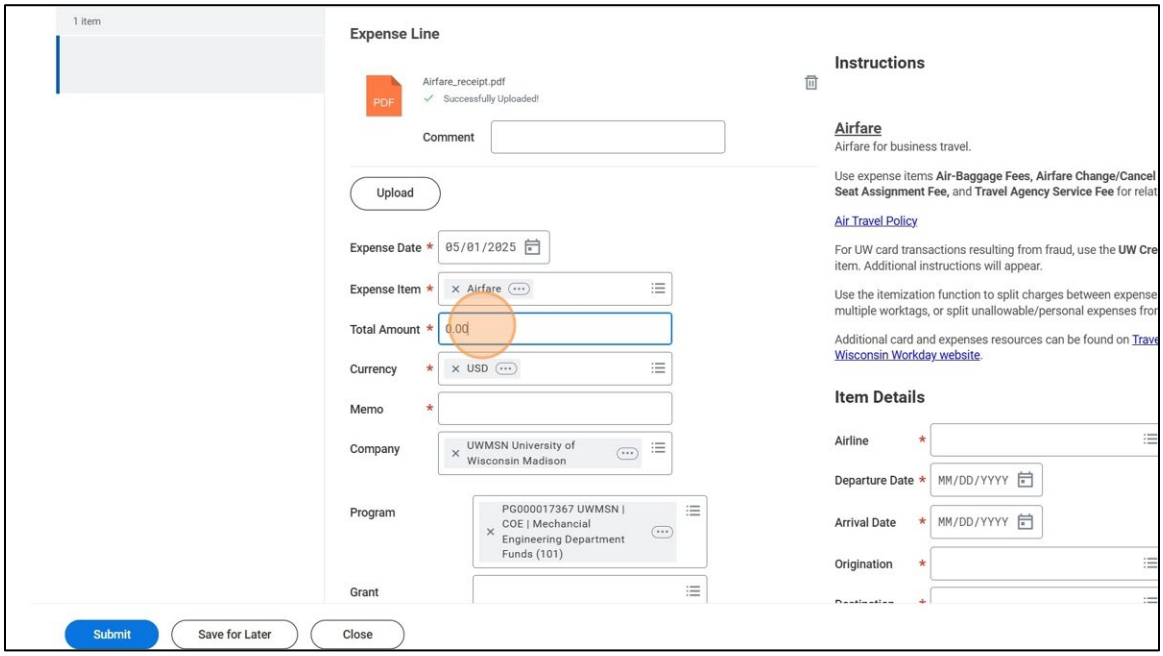

26. Type "airfare [[enter]]" - Select the appropriate Expense Item for the line item.

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"

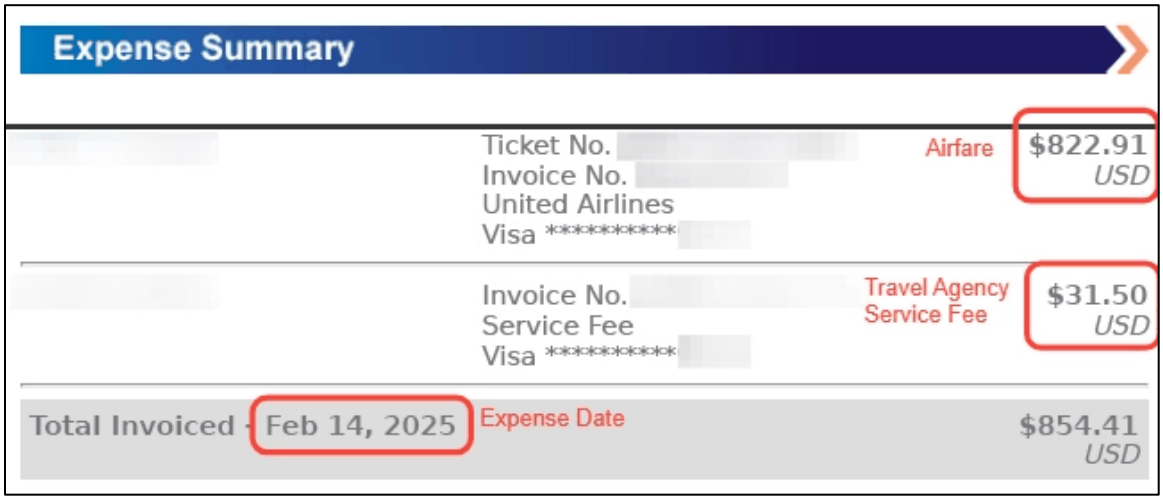



28. Click the "Total Amount" field and enter the price paid for Airfare.
    **DO NOT INCLUDE THE TRAVEL AGENCY FEE.** See below for an example.

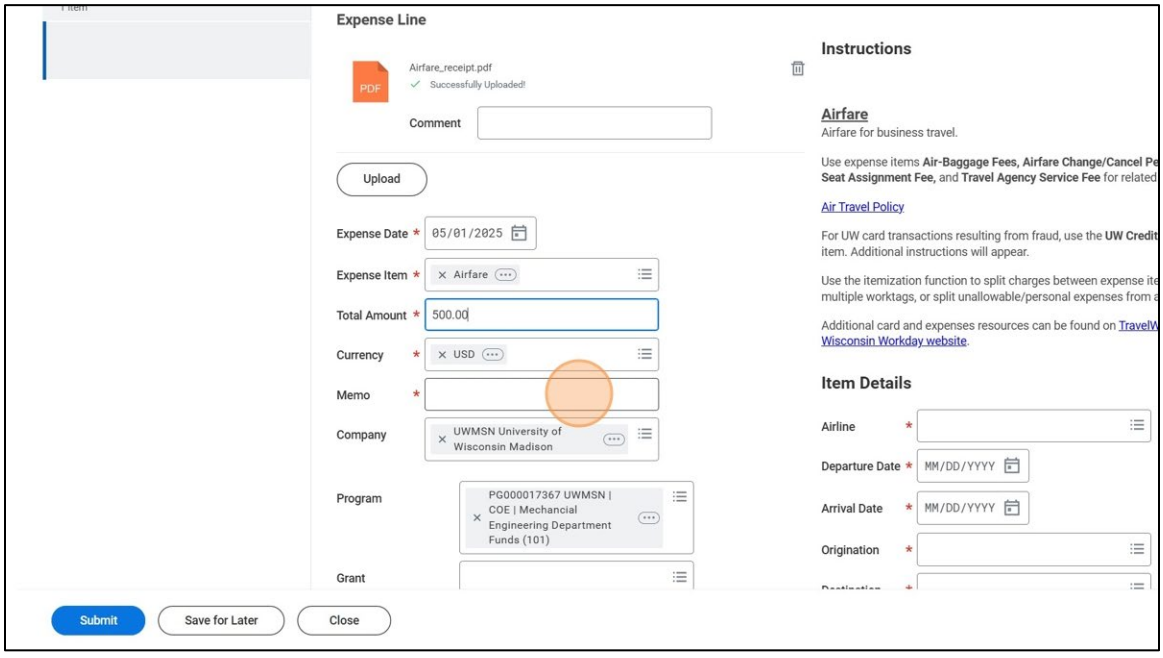


29. Fox World Travel Receipt Information

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

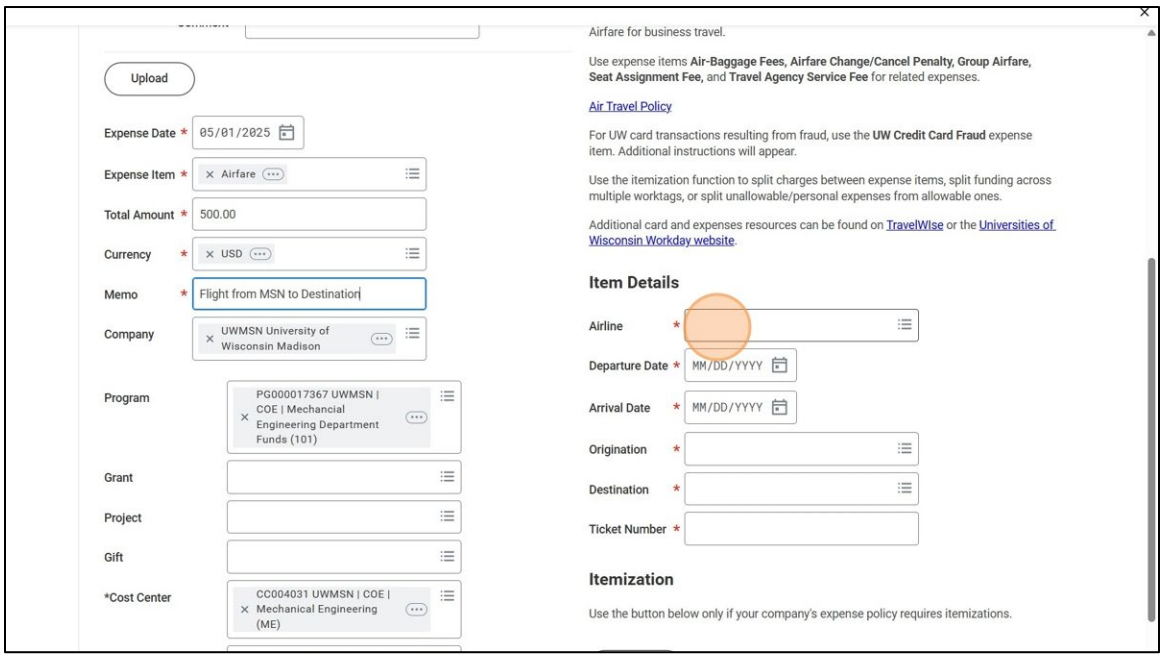


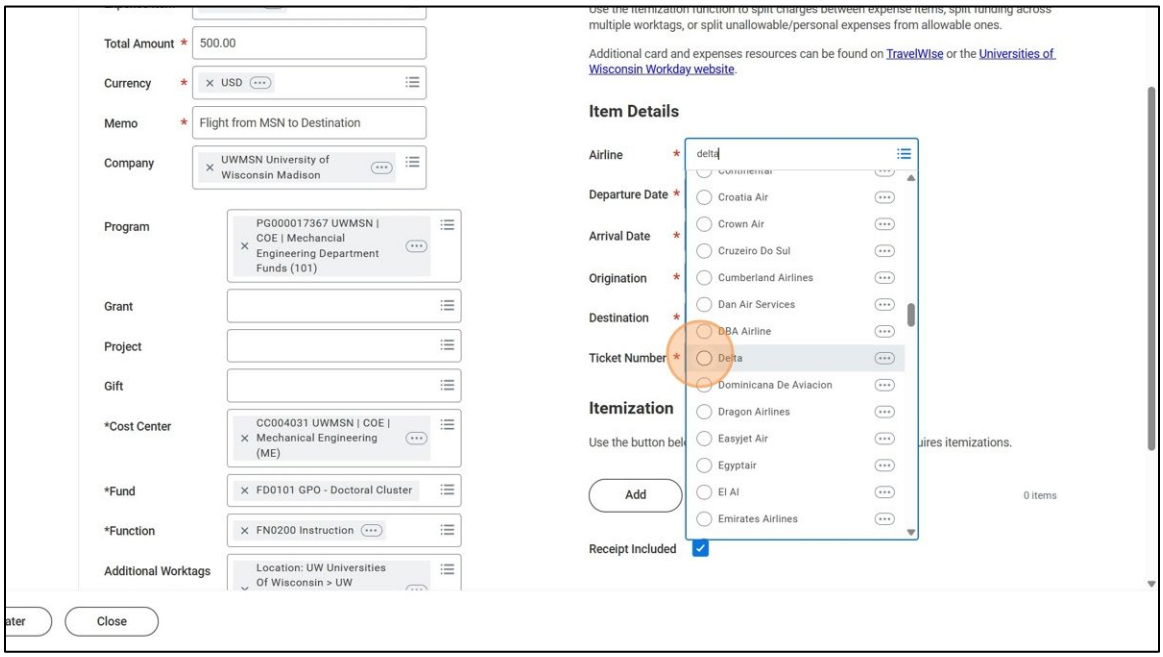

30. Click the "Memo" field.

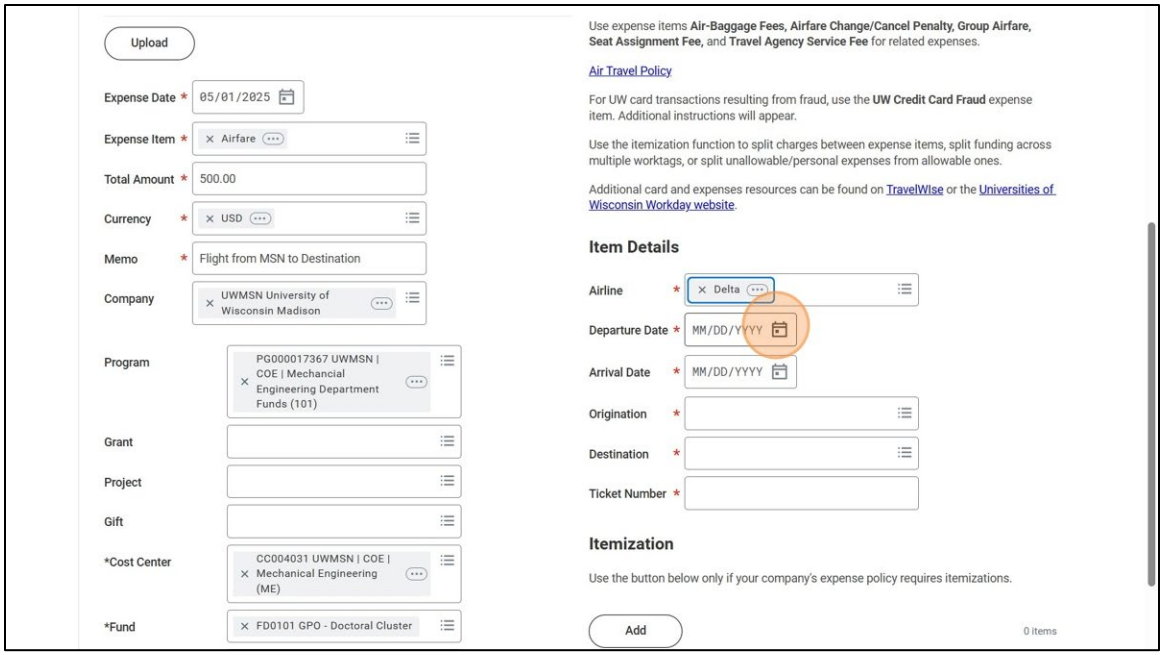


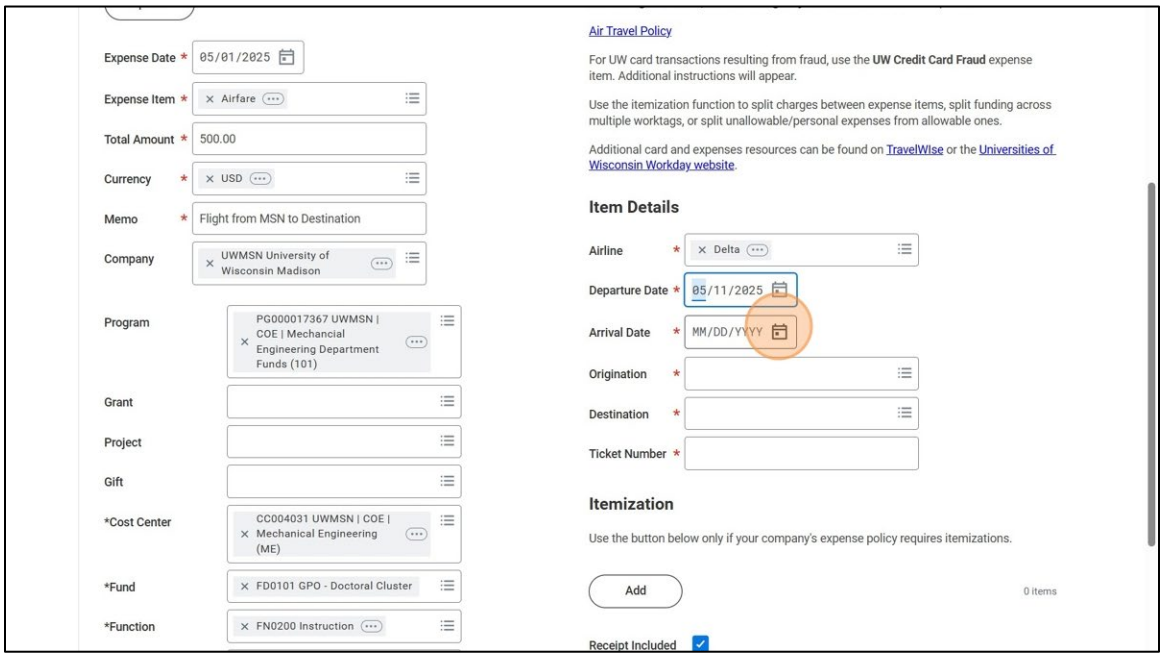

31. Type in a description of the line item. Add all necessary details.

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

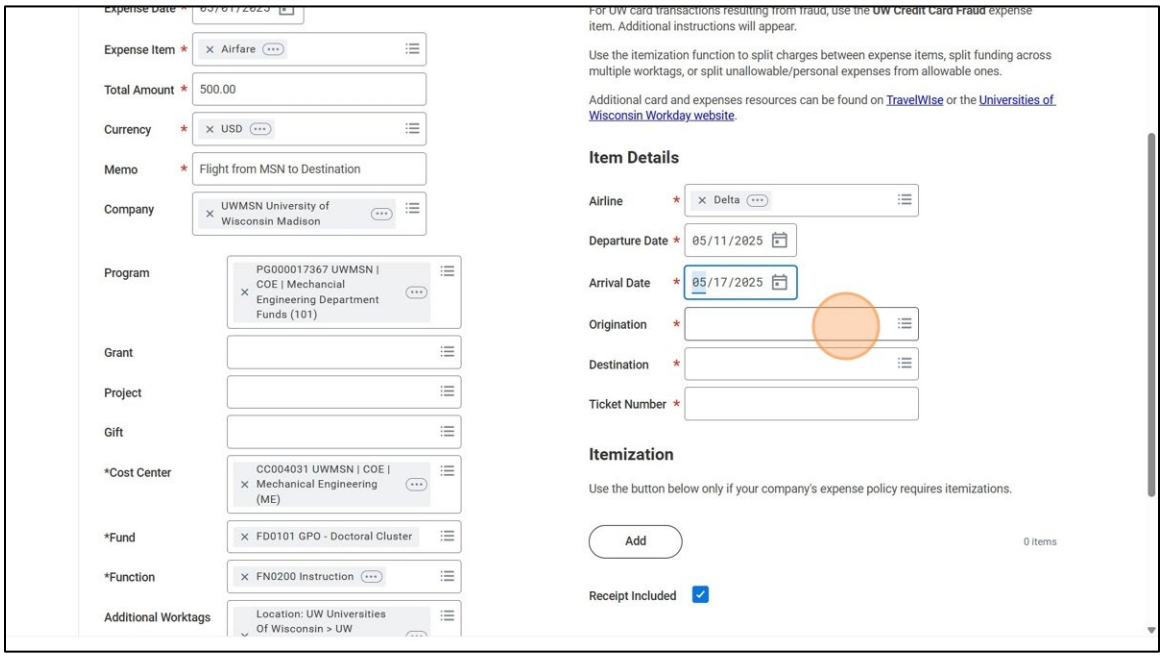


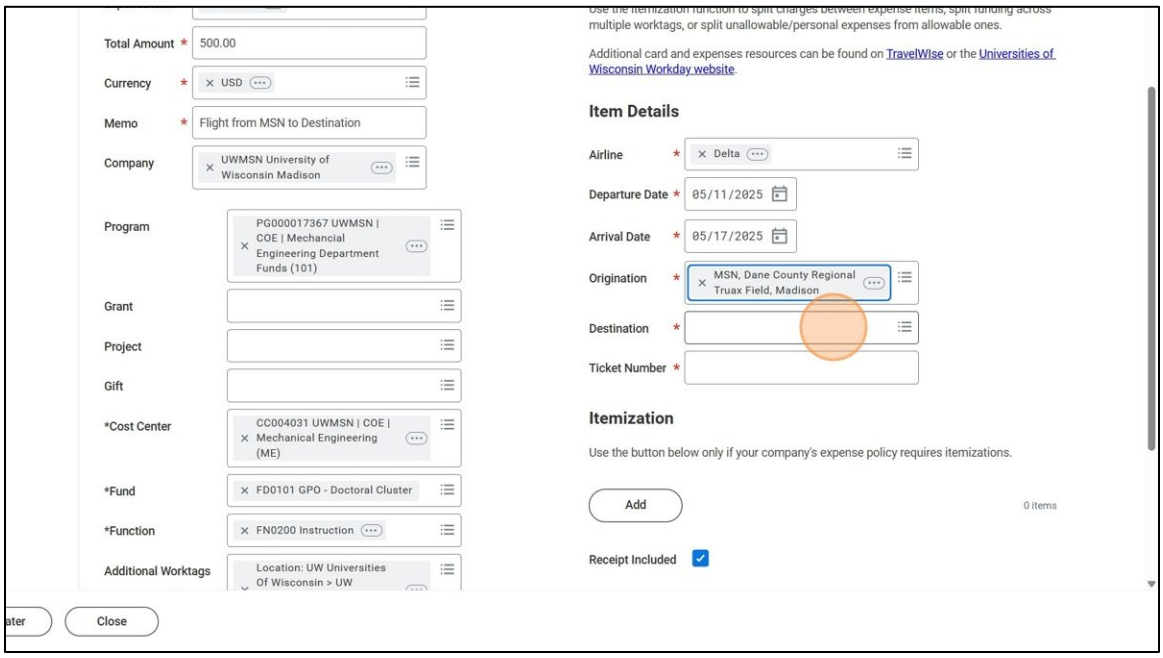

Upload
Expense Date * 05/01/2025
Expense Item * Airfare
Total Amount * 500.00
Currency * USD
Memo * Flight from MSN to Destination
Company UWMSN University of Wisconsin Madison
Program PG000017367 UWMSN | COE | Mechancial Engineering Department Funds (101)
Grant
Project
Gift
*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)
*Fund 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 * 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 * Airfare
Total Amount * 500.00
Currency * USD
Memo * Flight from MSN to Destination
Company UWMSN University of Wisconsin Madison
Program PG000017367 UWMSN | COE | Mechancial Engineering Department Funds (101)
Grant
Project
Gift
*Cost Center CC004031 UWMSN | COE | Mechanical Engineering (ME)
*Fund FD0101 GPO - Doctoral Cluster
*Function FN0200 Instruction
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 * 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

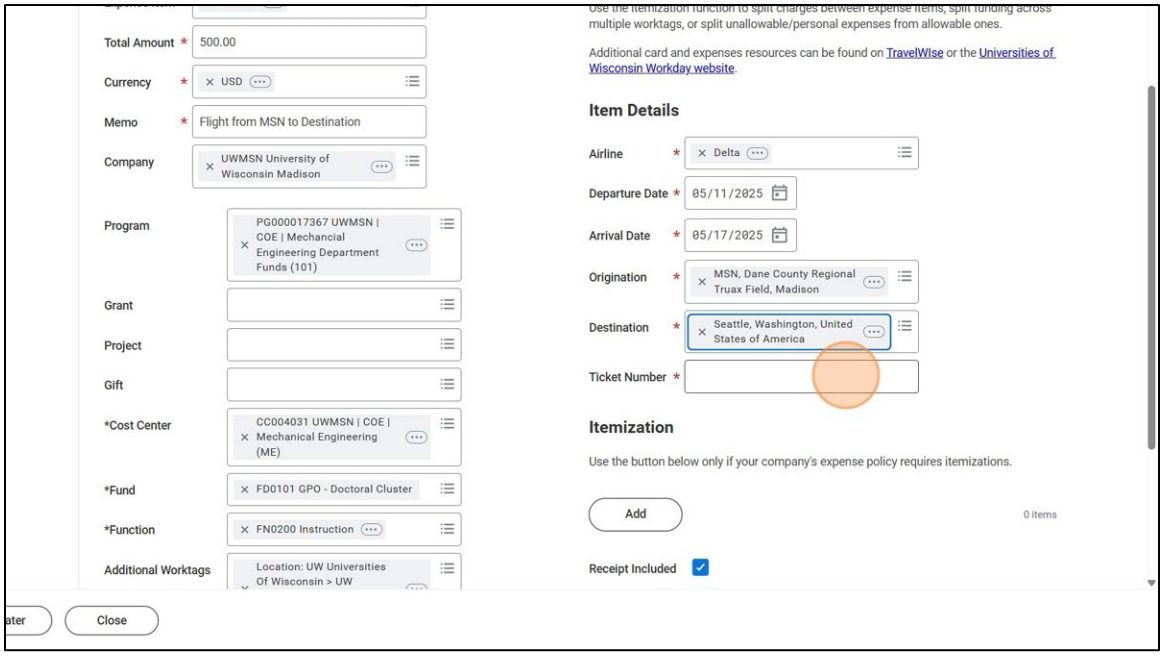
33. Click the "Origination" field, this is the airport you departed from.



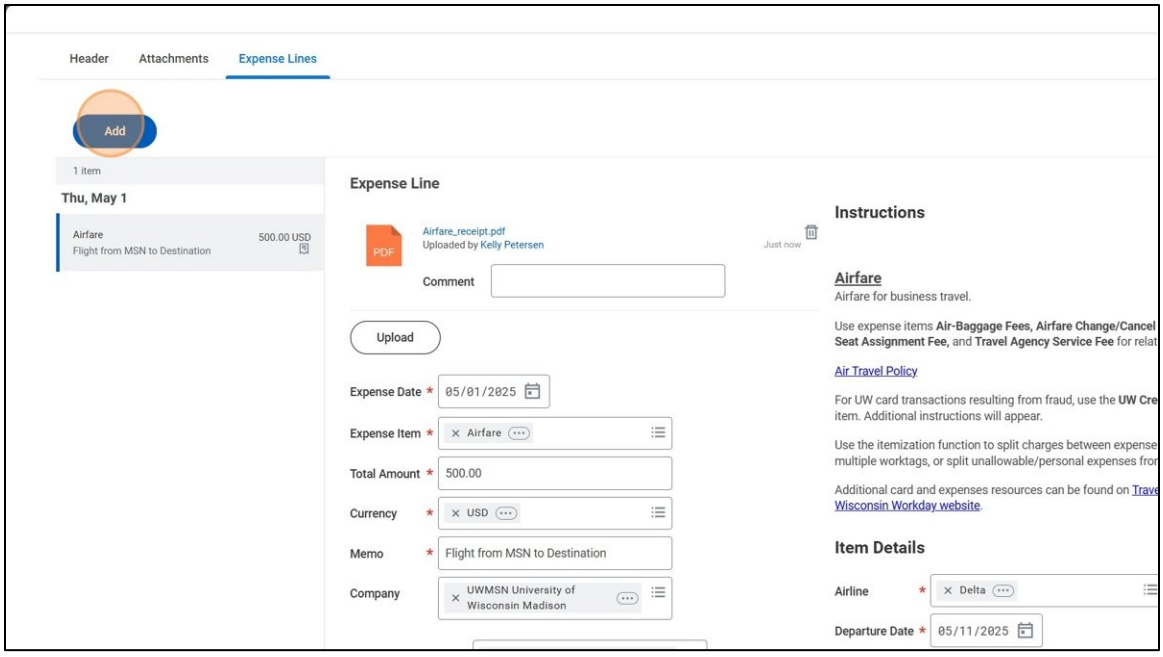

34. Click the "Destination" field. Search can be done by Airport Code, Airport Name, or City.



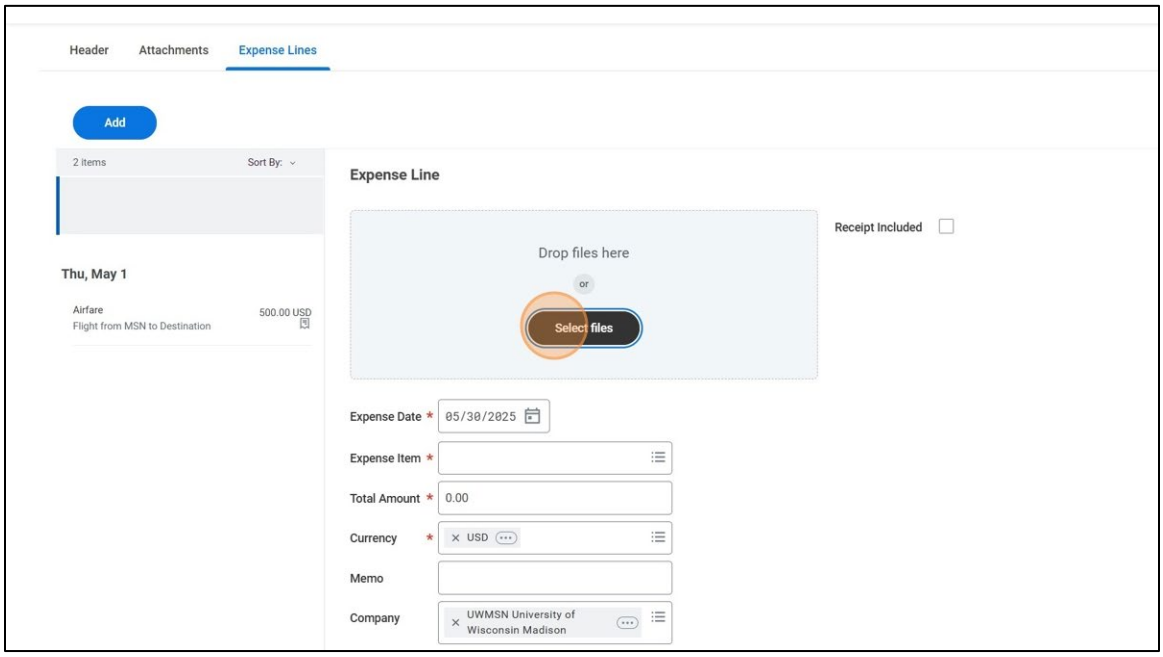
35. Click the "Ticket Number" field. This is included near the price information on your Fox World Travel Receipt



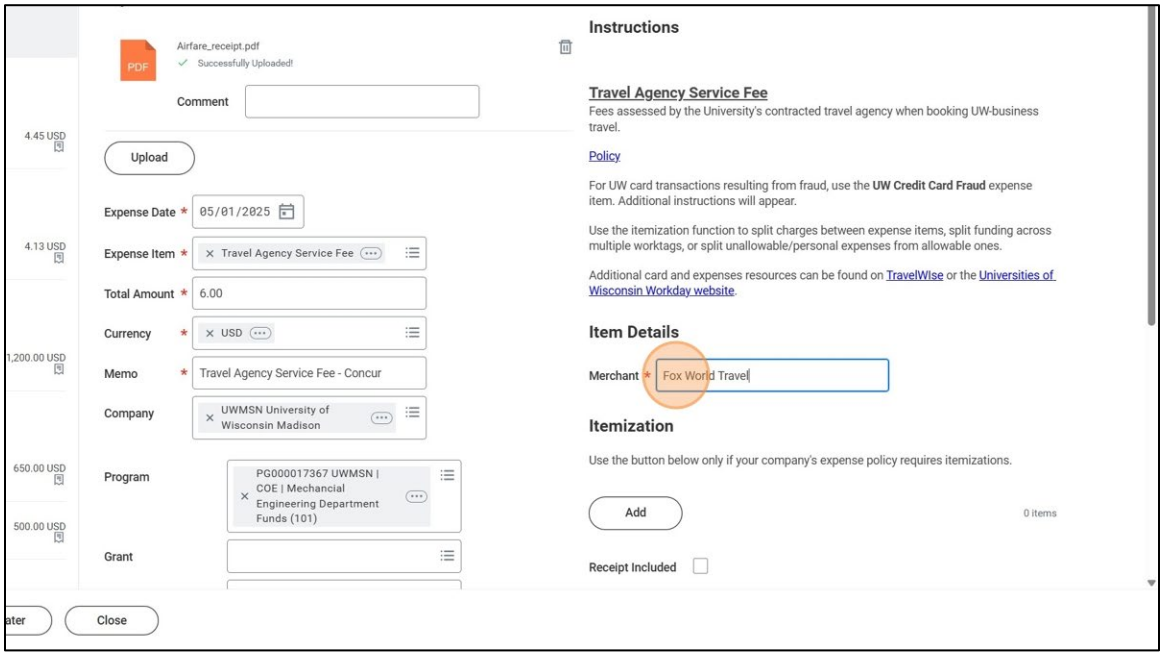

36. Click "Add" once all required information is completed.



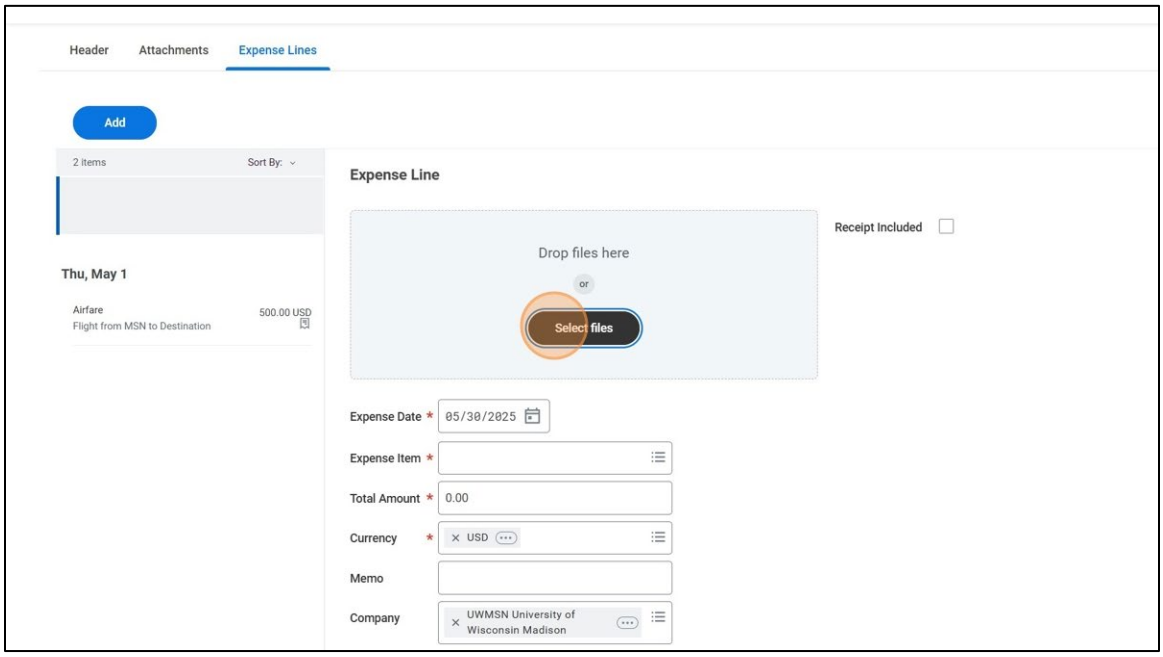
37. Repeat Steps 20-26 to add other expense items.



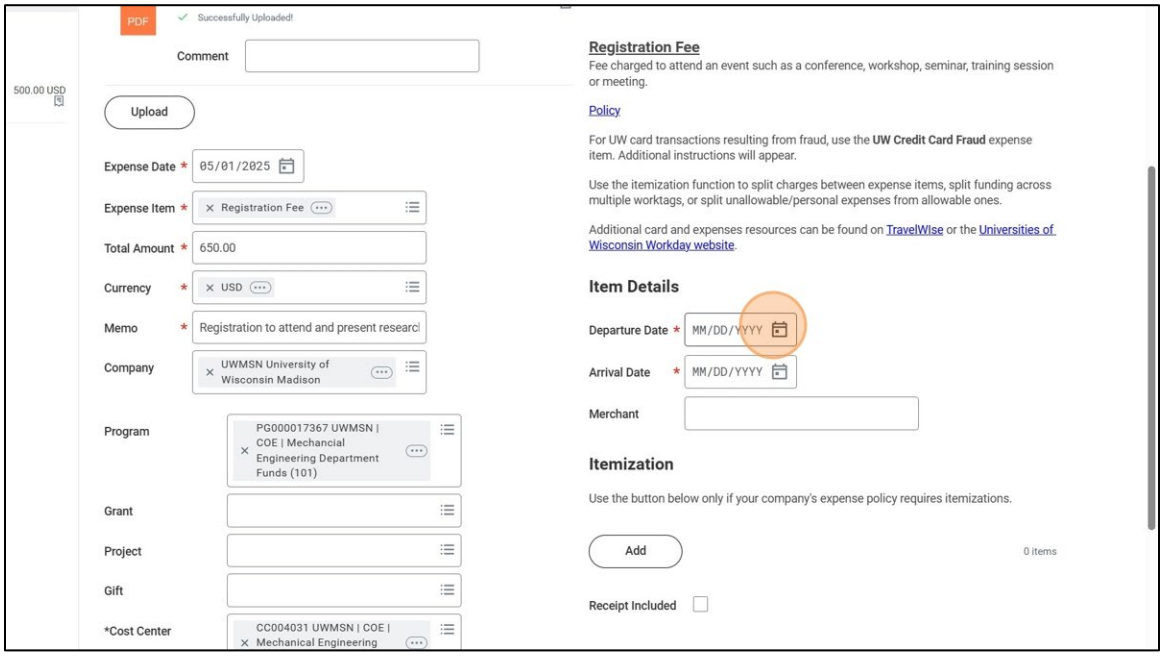

38. Update the required Item Details - Travel Agency Service Fee



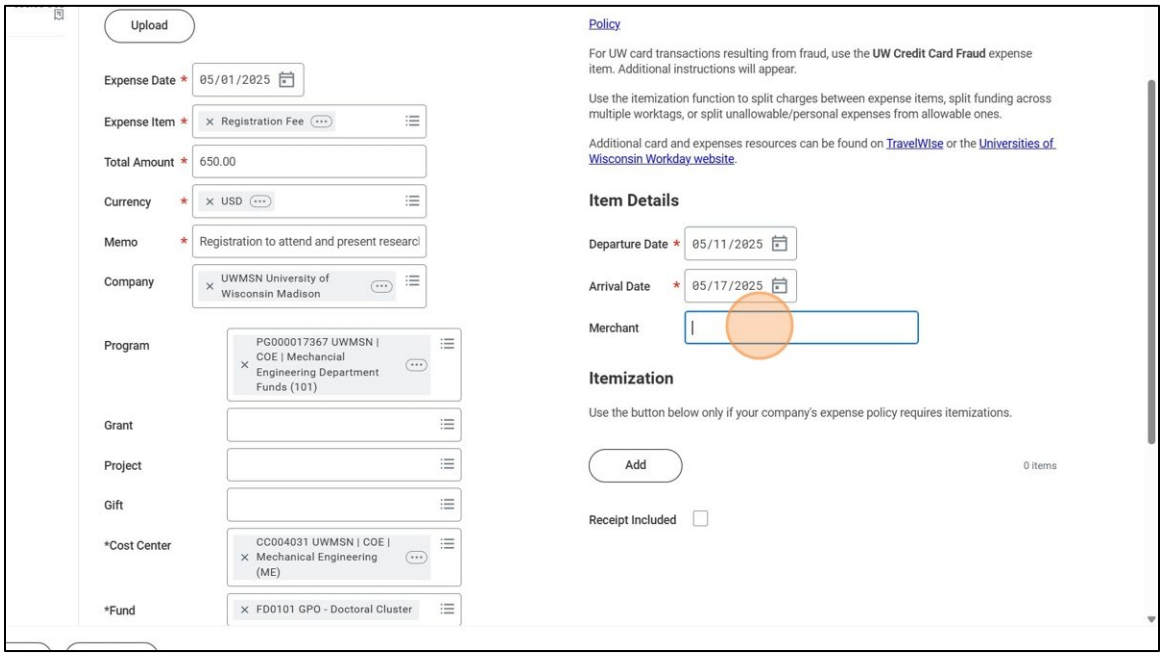
39. Repeat Steps 20-26 to add other expense items.



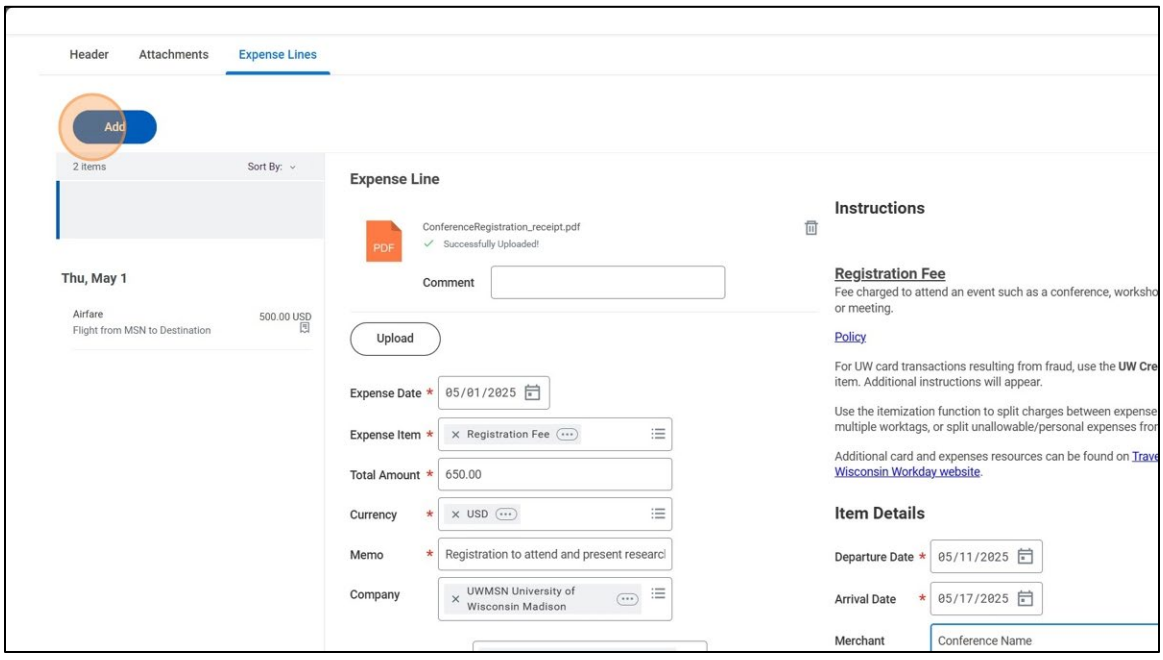

40. Update the required Item Details - Registration Fee



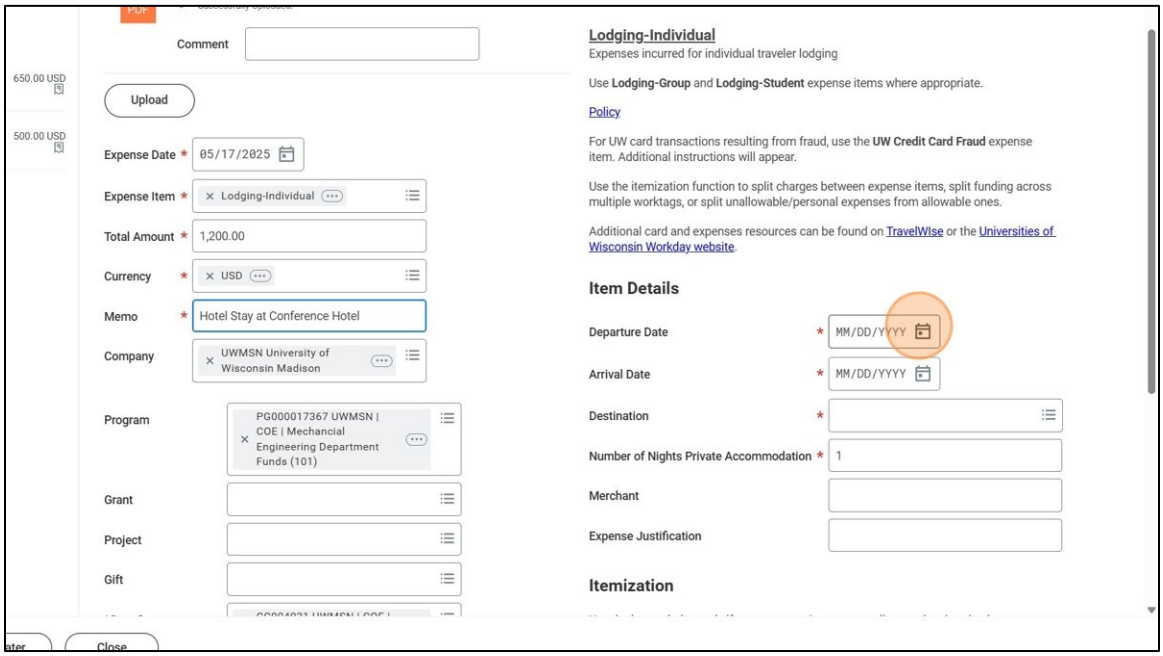
41. "Merchant" is the Conference or Event Organizer




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

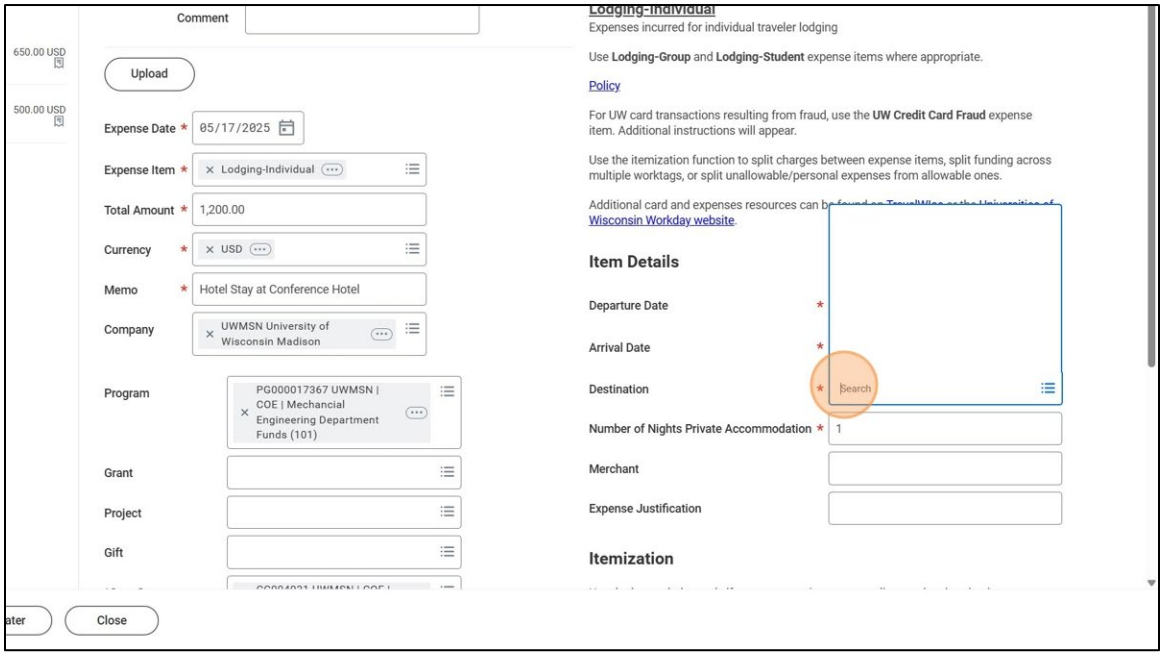


43. Update the required Item Details - Lodging-Individual

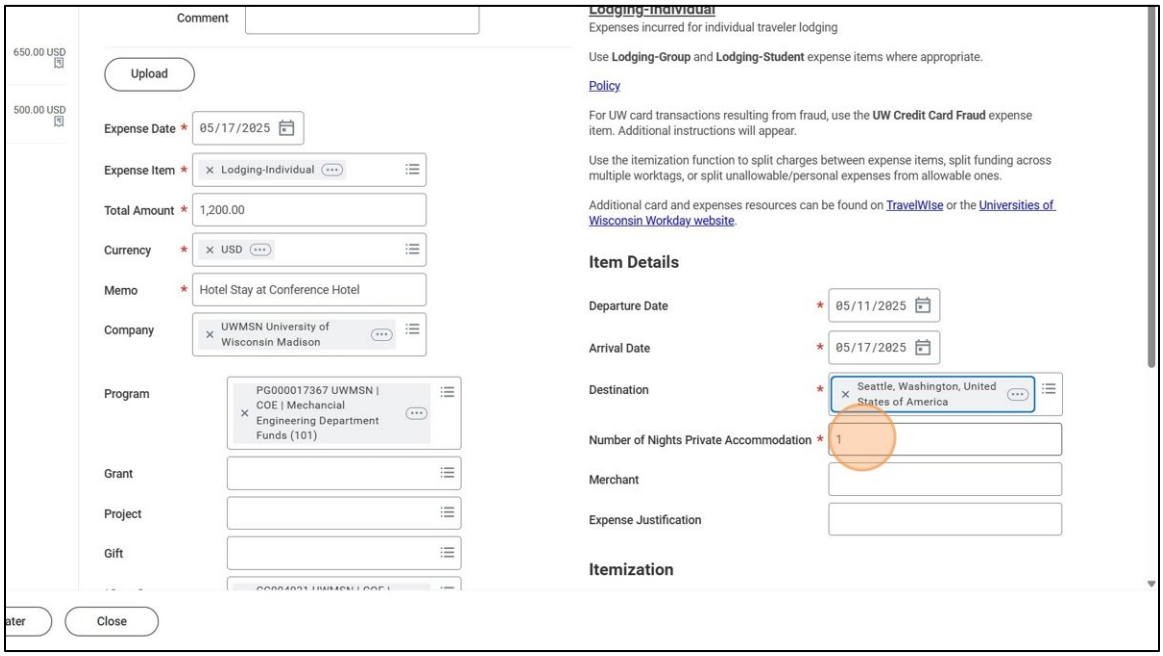



Students have a different expense type "Lodging-Student" be sure to follow policy for student travel.

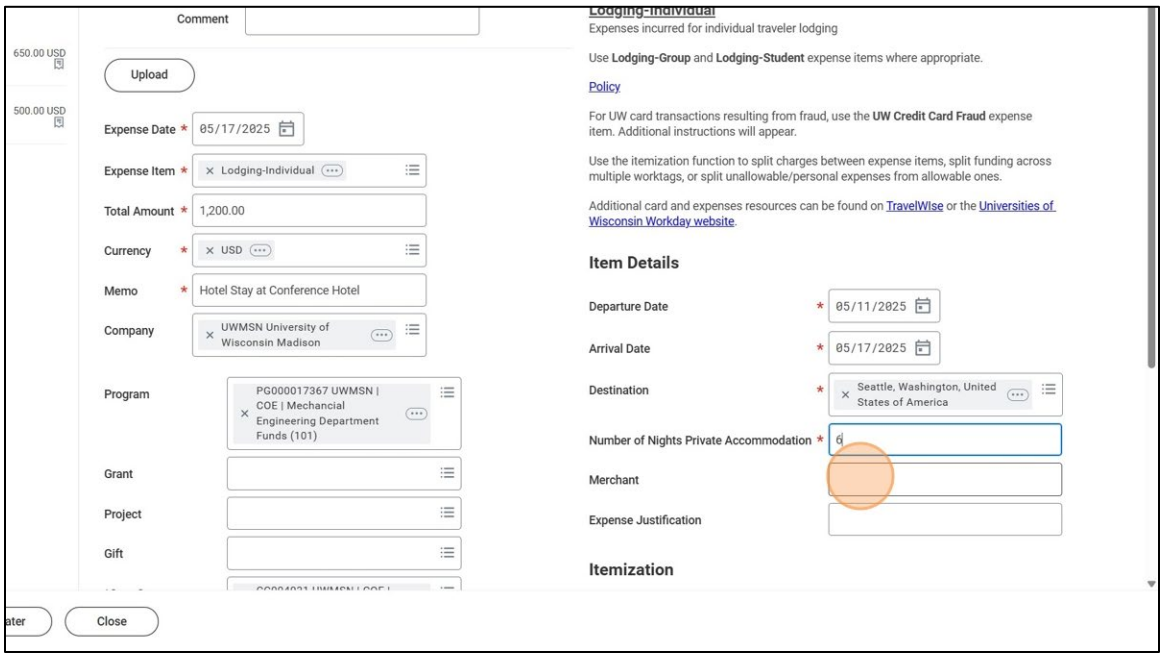
44. Click the "Destination" field. Search by city name.



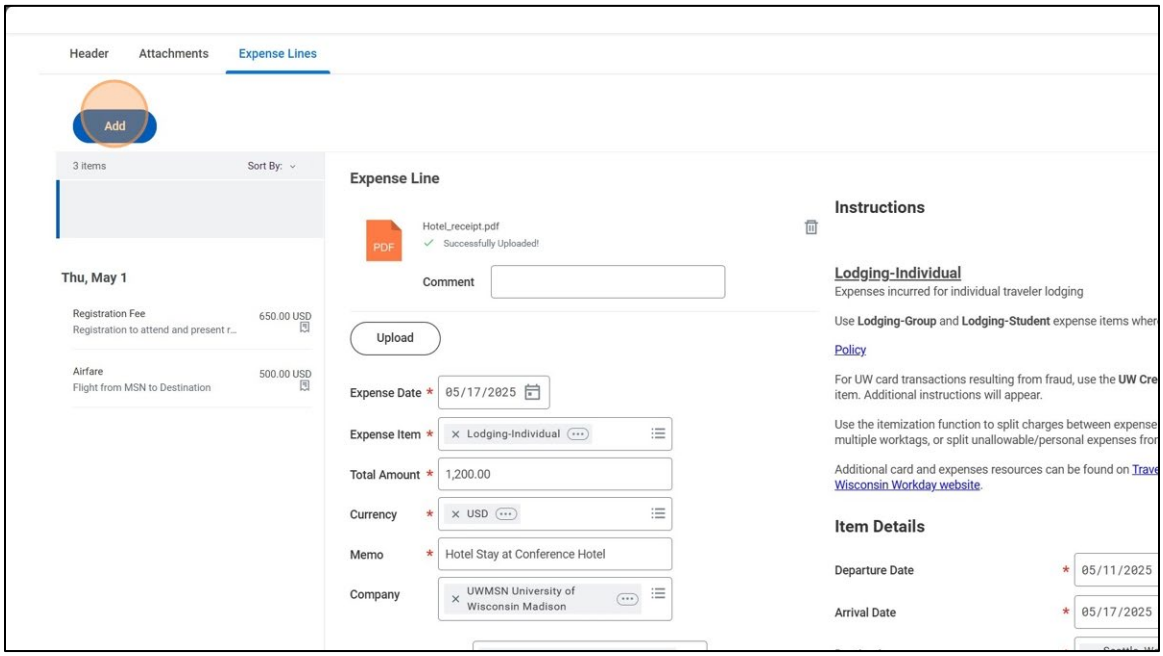
45. Enter the number of nights



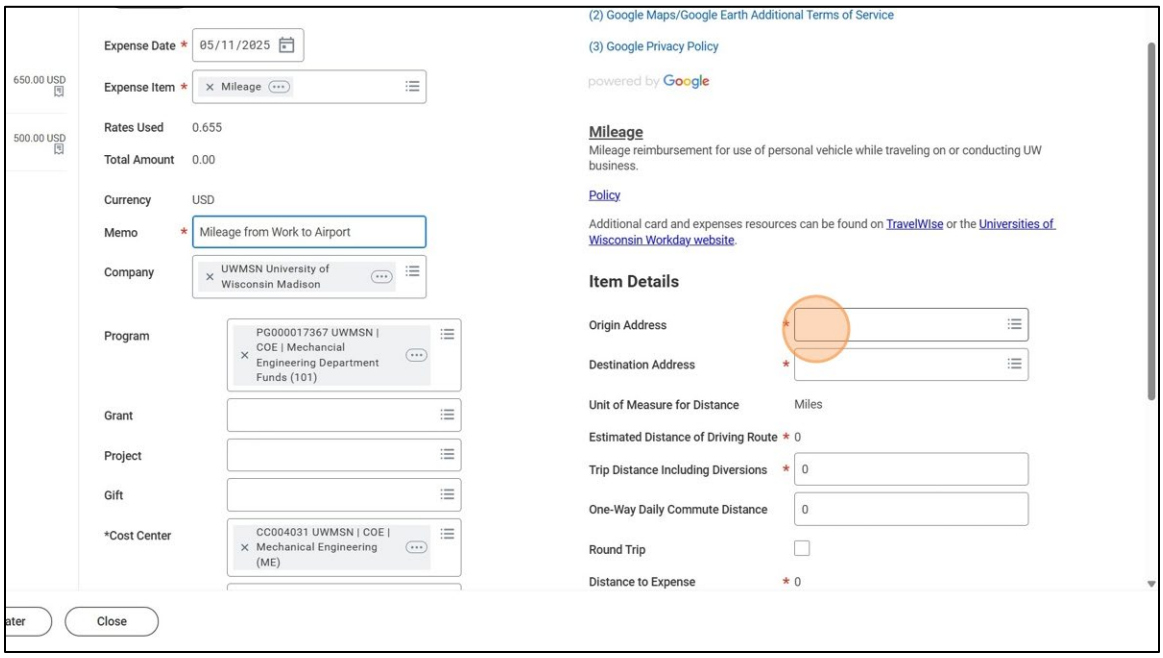

46. Click the "Merchant" field. Merchant is the Hotel Brand/Name



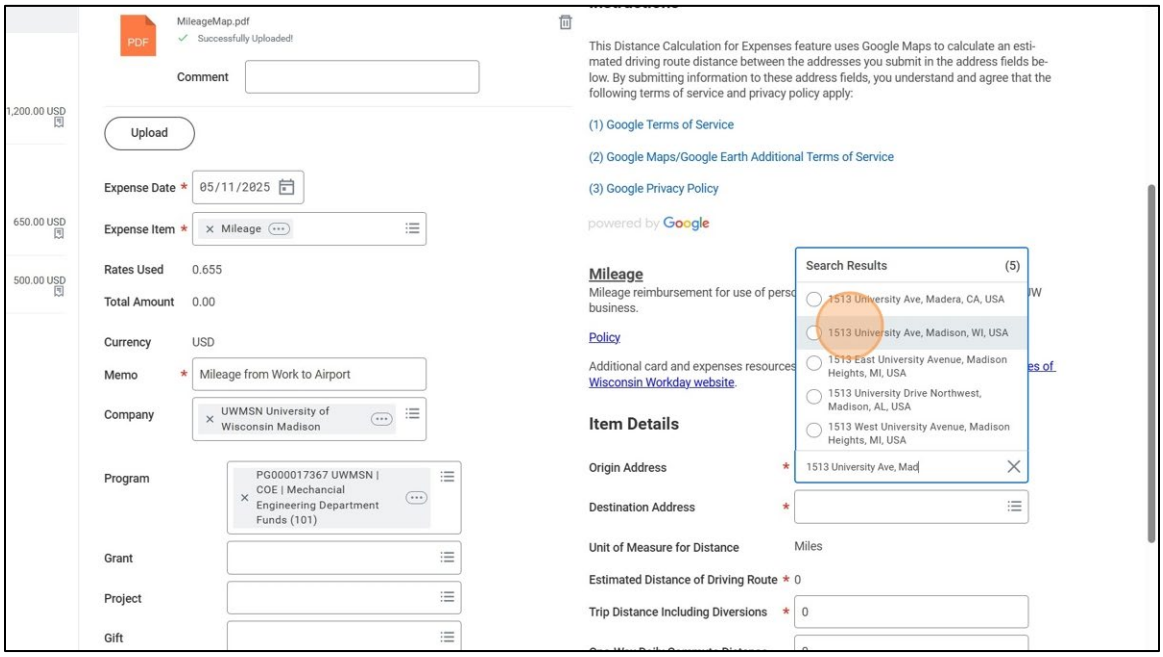
47. Click "Add" and repeat Steps 20-26 to add other expense items.



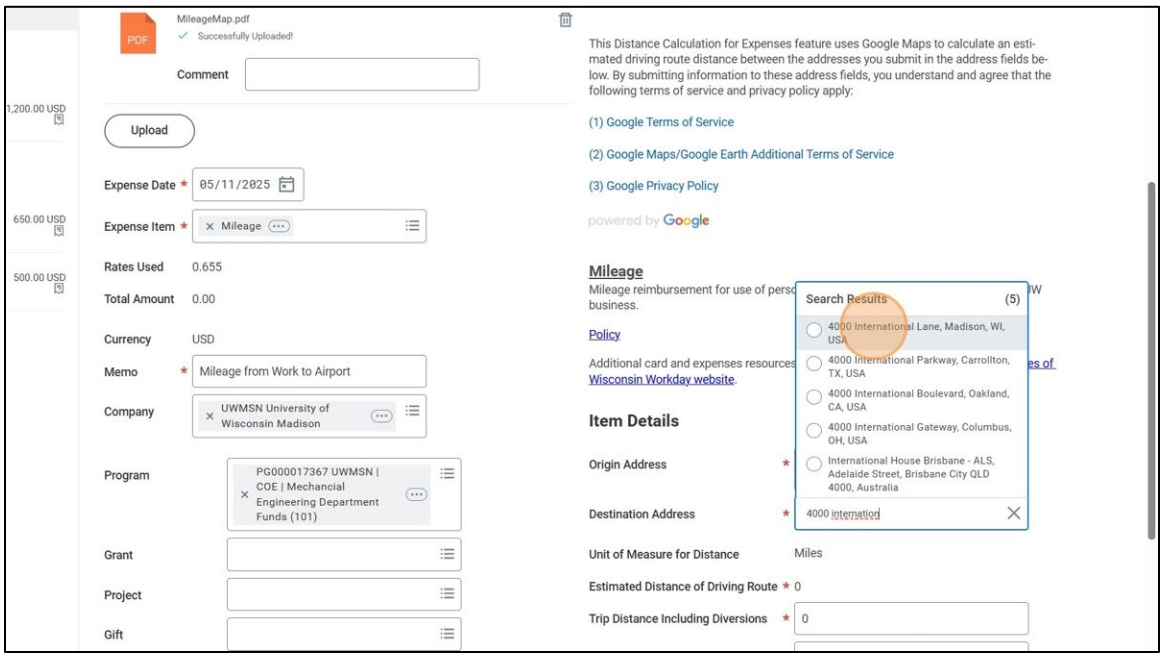

48. Update the required Item Details - Mileage



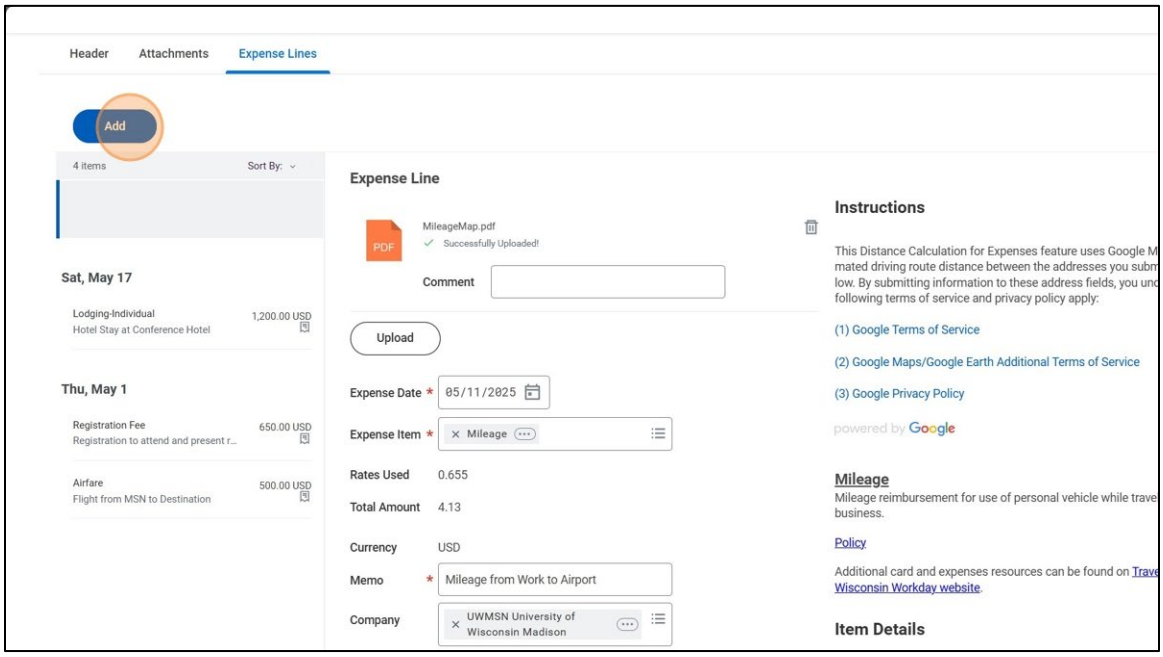
49. Enter the street address from where you departed



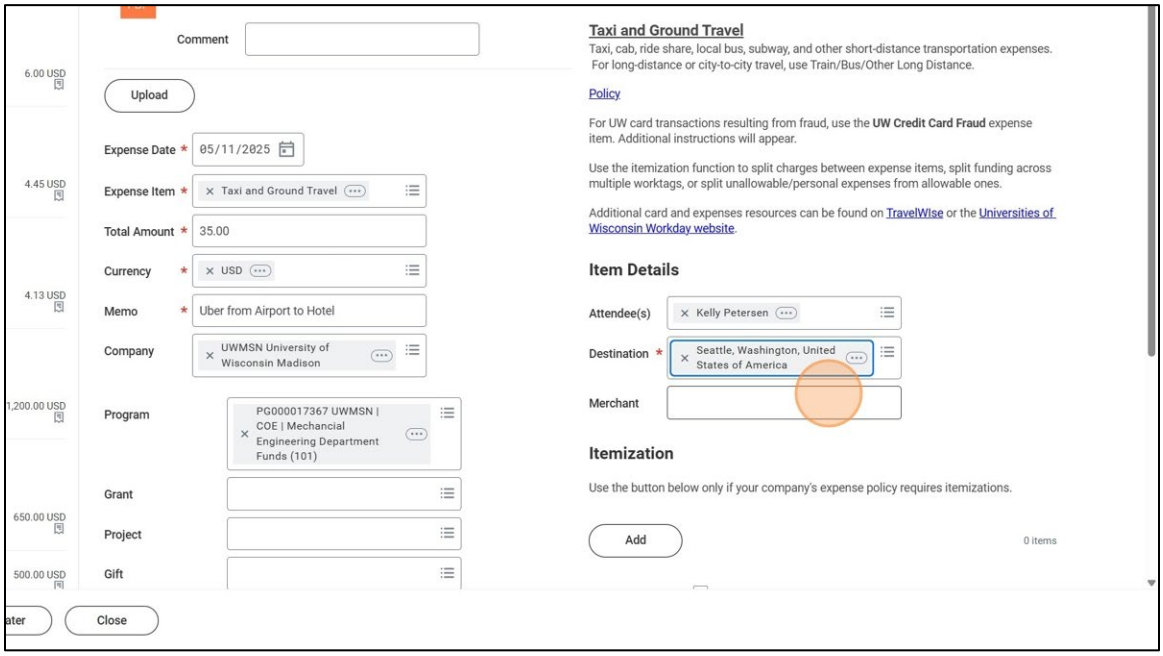

50. Enter the street address of where you arrived.



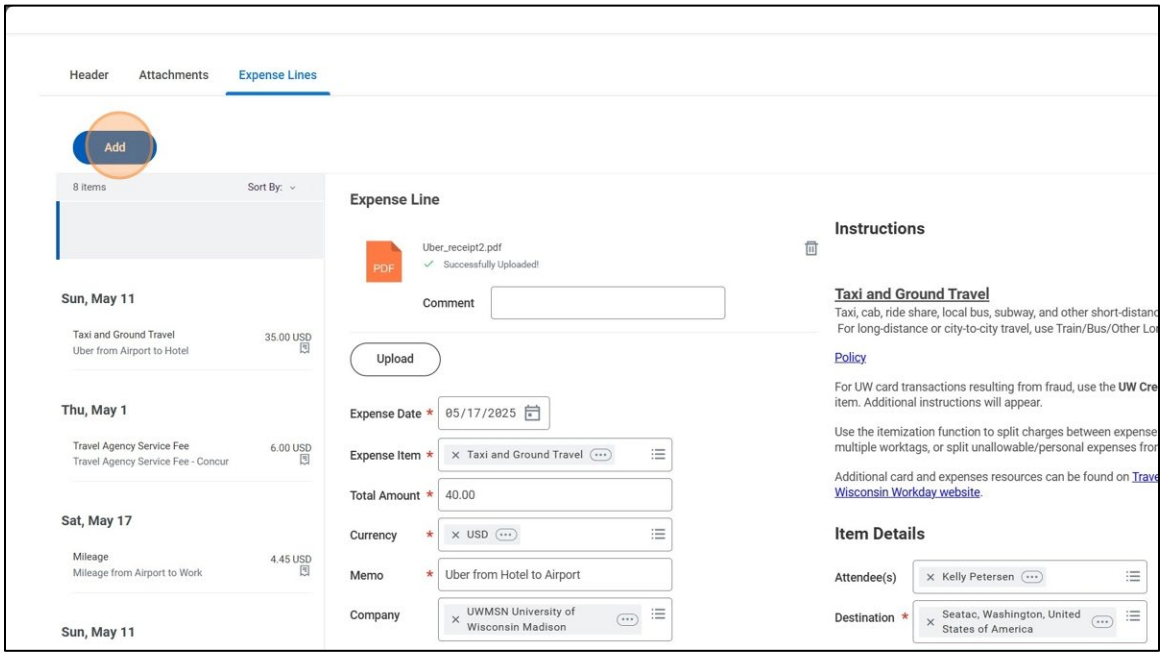
51. Click "Add" and repeat Steps 20-26 to add other expense items.



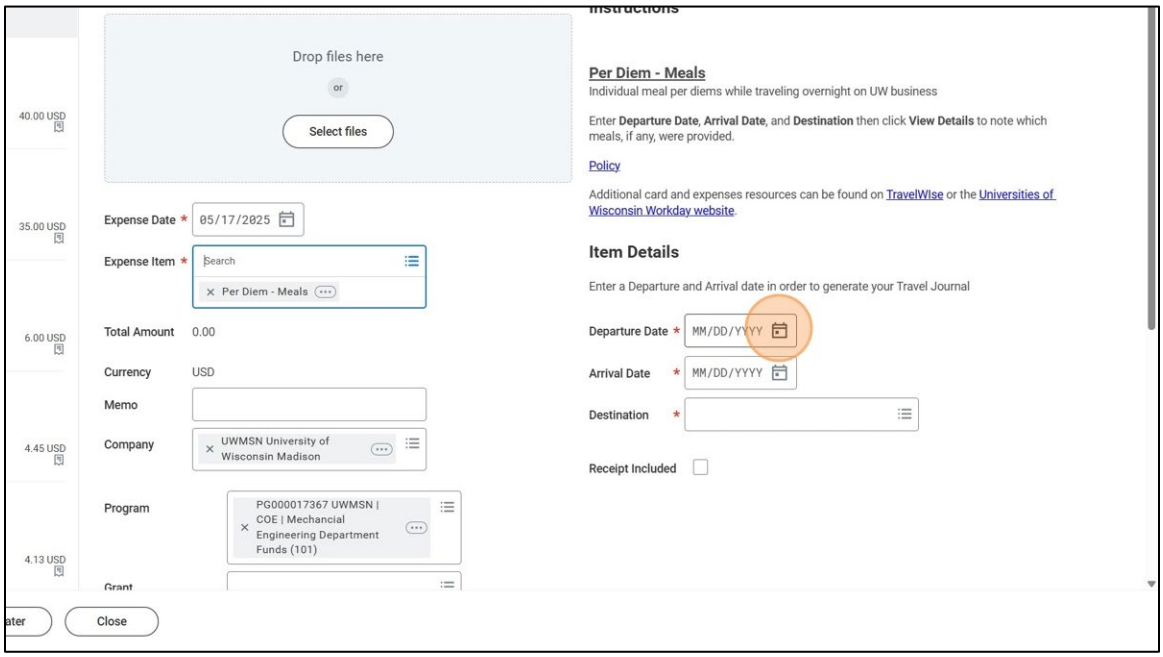

52. Update the required Item Details - Taxi, Uber, Lyft, Ground Travel
53. Attendee(s) - Add any and all people that rode in the vehicle for the expense requested
    Destination - Airport code or address of where you were dropped off.



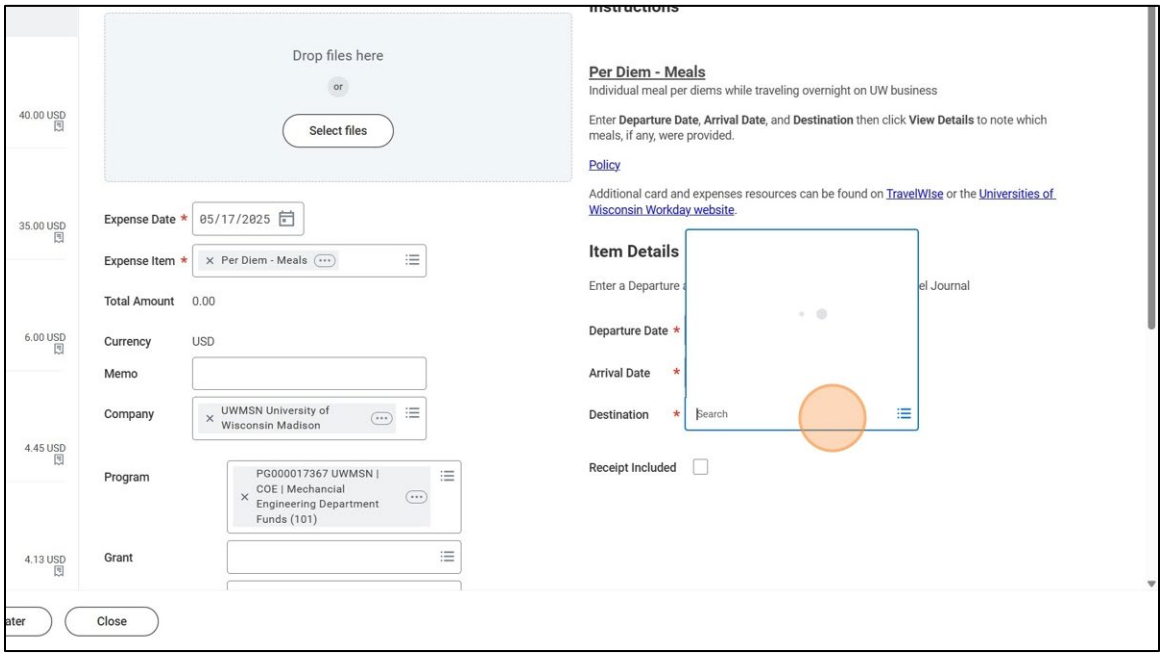
54. Click "Add" and repeat Steps 20-26 to add other expense items.



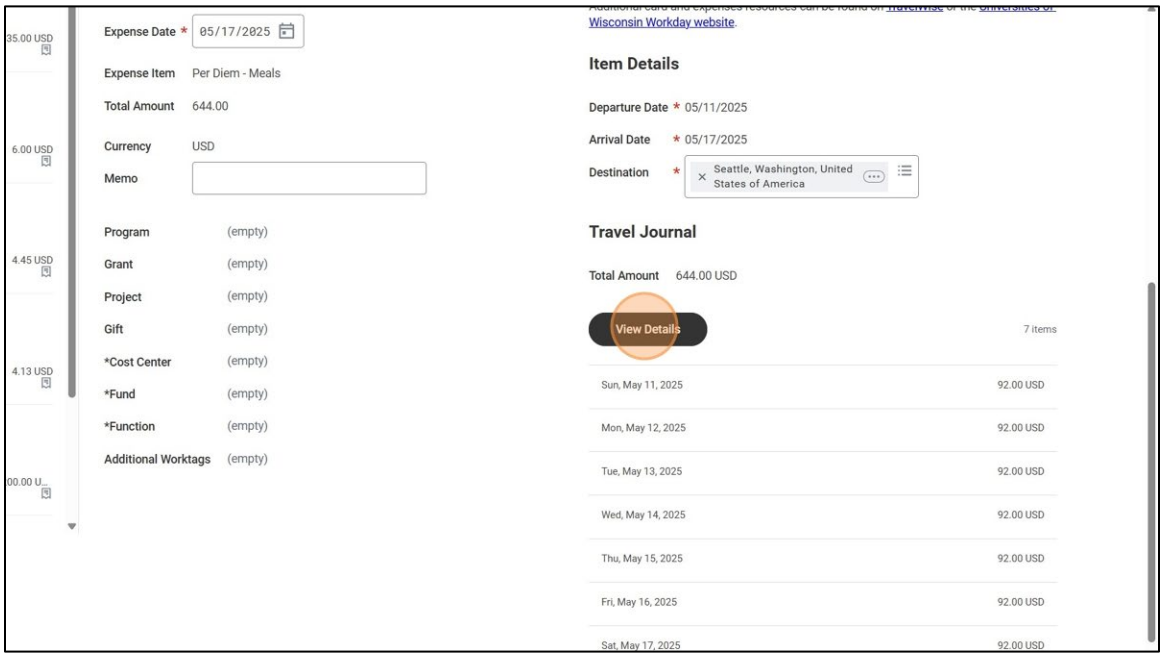

55. Update the required Item Details - Per Diem



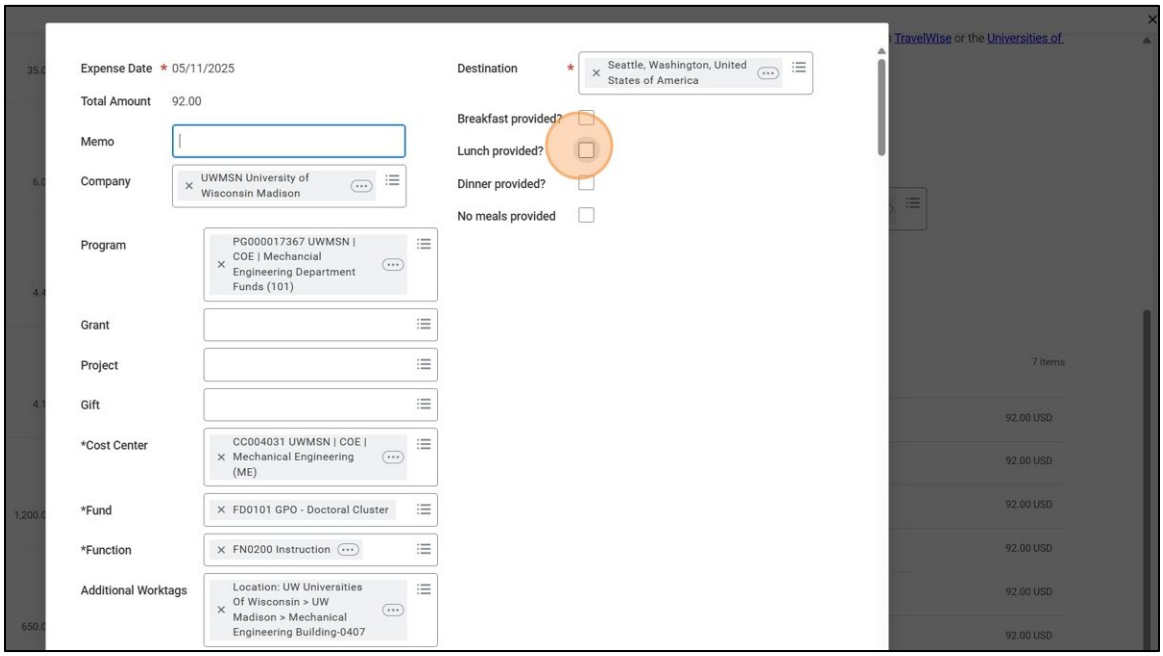
56. Click the "Destination" field. Enter the city of travel




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.

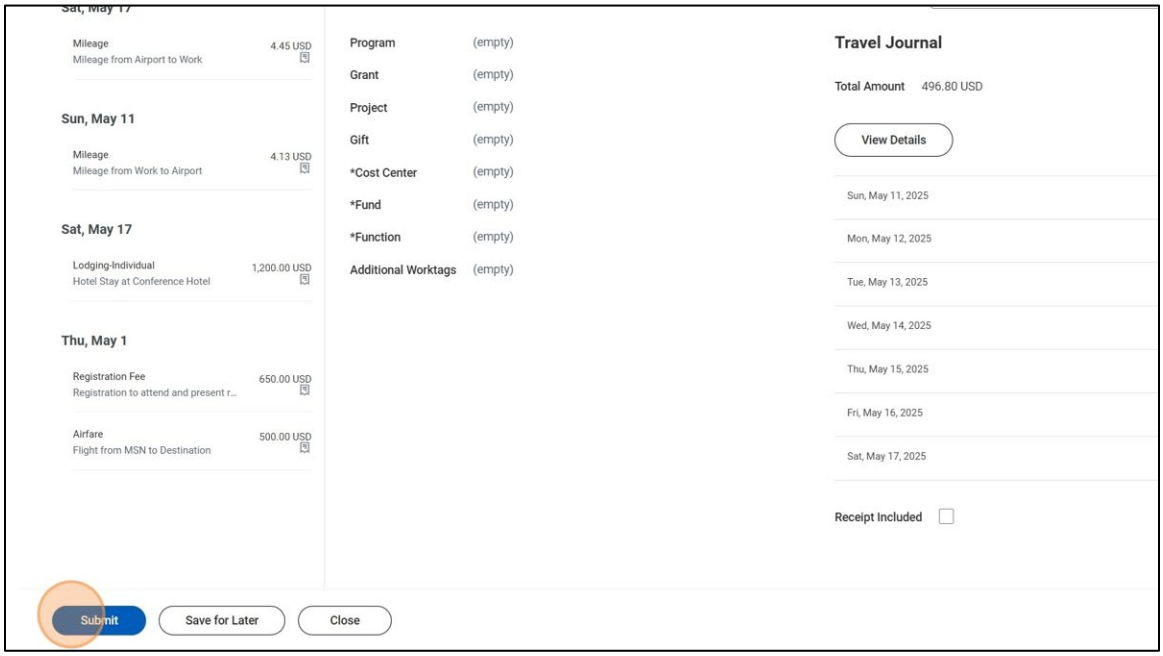


58. For each date of business travel. Indicate if you received a breakfast, lunch, dinner, or no meal.



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"




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