

Expense type	Required Expense Detail Fields	Description Field Examples
<b>Airfare-Cancel/Change fee</b> – Additional fees for optional services charged by an airline	Description - Justification for change, type of fee incurred (e.g. baggage fee, change/rebooking fee, window/aisle seating fee)	Baggage Fee
<b>Airfare-Coach only</b> – Limited to coach class airfare only	Ticket number Merchant Description - itinerary (from – to)	RT: Madison, WI to Denver, CO
<b>Airfare-Travel Agency Service Fee</b>	Description – describe fee being charged	Service Fee
<b>Business Communications*</b> <b>Receipt Required</b> Internet Fax charges Duplication/copy charges Telephone calls	Location – where expense occurred Description – type of expense or purchase  <b>Group like expenses using one expense line per expense type</b>	Internet at hotel for 2 days to receive and respond to work emails (\$9.95/day)
<b>Car Rental</b>	Merchant Location – where expense occurred Description – reason for rental	Rented car to travel from the hotel to different schools to conduct interviews
<b>Gas*</b> <b>Receipt Required</b>	Location – where expense occurred Description – why the purchase was made	Gas for rental car
<b>Local Transportation/ Shuttle:</b> Subway City bus Airport/hotel shuttle	Location – where expense occurred Description – travel mode and itinerary (e.g. airport to hotel)	Subway from hotel to airport
<b>Lodging</b>  <i>When max exceeds allowable limit enter justification in "Location Amount" field. Ex. Conference Hotel</i>	Number of nights Merchant Location – where expense occurred Description – cost/night  <b>Use one expense line</b>	\$110/night + tax
<b>Long Distance Train/Bus</b>	Location – where expense occurred Description – travel mode and itinerary	Van Galder Bus from Madison, WI to Chicago, IL
<b>Meals</b> <b>Meal</b> – total dollar amount spent per day <b>Taxable</b> – meal costs in connection with same day travel (no overnight lodging or business conducted during meal)	Location – where expense occurred Description – meals included: breakfast, lunch, dinner Taxable meals – describe business conducted during the meal  <b>Meals are entered by day</b>	B, L, D
<b>Mileage</b> ↓ 300 miles - use auto hi ↑ 301 miles - use auto lo  <i>If claiming high mileage rate when driving your personal vehicle you must provide non-availability slips from both the UW Car Fleet Office and the DOA Car Fleet Office.</i>	Transportation type Miles driven Origination location Destination location Description – itinerary, dates of departure & return  <b>Provide MapQuest directions to show the number of miles driven</b>	Drove personal car from Madison, WI to Chicago, IL on 8/20/10 and back on 8/22/10
<b>Other Non-Travel*</b> – incidental supplies and low dollar purchases <b>Receipt Required</b>	Merchant/Vendor Location – where expense occurred Description - identify expense and explanation for the expense	Had to purchase 2 books for use in my research.
<b>Other Travel</b> Tolls Laundry* Bottled water- <i>Foreign Travel Only</i> Passport/visa fees Hotel gratuities Porterage Other misc. travel expenses*	Location – where expense occurred Description - incidental travel expense purchased  <b>Group like expenses using one expense line per expense type</b>	Porterage tips - \$1/bag on 8/20 and 8/22 and hospitality tips - \$2/night for 3 nights

**\*Receipt Policy Updated February 2011 – Receipts Required**

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<b>Parking</b> – charges incurred at locations other than the employee's permanent work site while on business	Location – where expense occurred Description – what and where parking expense was for  <b>Group like expenses using one expense line per expense type</b>	Parking at hotel for 4 nights  Parking at the Dane County Airport for 4 days
<b>Registration</b> – Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting	Location of event Description – name of conference, training, workshop (NO Acronyms)	American Educational Research Association Conference
<b>Taxi</b>	Destination location Description – itinerary	Home to airport
<b>Telephone Calls-Personal</b>	Destination location – one call per night of lodging  <b>Use one expense line</b>	\$5/night for 3 nights

Meeting/Conference Events – Group receptions, breaks, meals, meetings, and conferences		
*STATE MEAL MAXIMUMS APPLY TO ALL MEALS *ALCOHOL NEEDS TO BE BILLED SEPARATELY		
Expense type - Event	Required detail	Supporting Documentation
<b>Reception</b>	Location Merchant Description – name of event Number of people	<a href="#">Event Forms</a> Agenda Original detailed/itemized receipt(s)
<b>Meal – Hosted</b> Meals purchased on behalf of other(s), including the person requesting reimbursement	Location Merchant Description – name of event, purpose, justification why it was necessary to meet over the meal period Attendees – affiliation & title ( <i>must be entered into e-Reimbursement</i> ) Number of people	<a href="#">Event Forms</a> Agenda <a href="#">Participant List</a> Original detailed/itemized receipt(s)
<b>Refreshment</b>	Location Merchant Description – name of event Number of people	<a href="#">Event Forms</a> Agenda Original detailed/itemized receipt(s)

**TIPS:**

- ❖ **Printing (UW Policy)** – Printing charges over \$49.99 are **NOT** allowed unless you used DoIT Printing Services.
- ❖ **Airfare and Registration Fees** – Can be reimbursed prior to travel
  - Any expense that has been University Prepaid needs to still be listed out on the traveler's expense report.
  - If requesting reimbursement you can only use a travel authorization for one reimbursement. Use a blank expense report to reimburse airfare and/or a registration fee prior to travel.