Compliance Feedback for ESE Monthly Meeting 5/9/24:

Ride Share Wait Times and Priority Pickup Upgrades

* Wait Time fees must have a business justification included in the memo line to be reimbursable. Please be sure to include this information any time there is a wait time fee, no matter how little it is.
* Priority pickup upgrades need a clear, strong business justification included in the memo line to be reimbursable, including an explanation of why leaving earlier wasn’t an option if urgency was the business justification.
* If no business justification can be provided, you may use discretionary funds for these fees/upgrades.

Approvals when using GR (Grant) Worktags

* When using grant worktags (GR), make sure that PI approval is attached. The only time this isn’t necessary is when the payee is the PI of the grant being used.

Approval Flow Issues – Split Funding using a Grant and Cost Center+Resource

* When an approver holds both a Grant Manager and Cost Center Manager role, please be mindful when approving transactions with split funding using grants and cost center + resource worktags. If there is only ONE Cost Center Manager and they approve at the Grant Manager level, the workflow will not allow them to approve again at the necessary Cost Center level after approving at the Grant Manager level, leaving the transaction in limbo.

Claiming Mileage

* When claiming mileage, a map must be provided or:
* When claiming “standard airport mileage” meaning something from the “select mileage log” located on the UW Travel site, you must add a comment to the ER stating which log was referenced and the route.
* Example of comment – “From Seattle Campus to Seatac Airport, using mileage for selected locations from UW travel website”

Discretionary Resources

* Please note that if you are trying to use discretionary funding, please be sure that the resource worktag says “discretionary” in it.

Internet and Phone Services

* Please be sure to put the business justification in the memo section. We are not seeing any business justifications for these reimbursement requests.