

# June ESE Monthly Fiscal Meeting

## Compliance Feedback

June 20, 2024

## Key Deposits

- This is a non-taxable expense item.
- Select a category to match the taxability, such as ‘Licenses and permits’, which is non-taxable.
- Add to the memo line:
  - "Choosing this Expense Item (or SC) for the default taxability to match the taxability of key deposit expense, which is non-taxable."

## Train Tickets (Rail) vs. Light Rail/subway/ferry/bus Expense Item Category

- The train is used for Amtrak or Deutsche Bahn (German Train company) require an itemized itinerary/ticket, which includes the start/end times & dates.
- Light Rail/subway/ferry/bus, this expense item category doesn't require an itinerary. Examples include intercity trains, commuter/regional trains, light rail or subway train.
- Typically, it is a daily pass or weekly pass, with no specific time to use the ticket.

## Banquet Meal listed on a Conference Registration

- If there is a conference/seminar sponsored meal listed on conference registration, then this expense must be entered separately from the conference registration amount.
- Select the “Business Travel Reimbursement” business purpose category on the header tab.
- Select the “Banquet meal” expense item category.

## Miscellaneous Payments Reminder

The document date should match the date of activity. This information was mentioned at the April UW Travel meeting.

- For MP Reimbursements: Date of invoice or receipt attached.
- For MP Non-employee travel: Use the first day of travel.

## Current - Worktag mismatch Error

- Recently, the College of Engineering updated several driver worktags in the Workday system, this included adding related worktags to the drivers.
  - Examples include adding program worktag or assignee worktag
- The most common driver worktags include program, gift, grant and cost center.

## Current - Worktag mismatch Error

- As a result of updating driver worktags, this has created an error in already submitted ERs in workday.
  - If the ER has been submitted and not fully approved and a worktag has been updated after submission, then a mismatch error will occur.
  - To fix this error, please go into each expense item line (and itemization split lines) and remove all the worktags and re-enter the driver worktag. Once you have done this, it should correct the error mismatch and you can re-submit.

## Current - Worktag mismatch Error

- We are sending out email messages with this info, when we come across an ER with this error.
  - If there are any send back notes, they will be added to the email message.
- After fixing the worktags, please leave a comment in your re-submission explaining that due to worktag updates, you had to re-enter the driver to correct errors.

### Error

#### 1. Page Error

- Worktags do not match Grant Related Worktags []



## Lodging Per Diem taxes & fees

- Add all mandatory fees associated with lodging, such as resort fees/amenity fees, these are to be included in the lodging room rate.
- All room taxes and fee taxes are added to the room tax line.

### Itemization

Remaining Amount to Itemize 2,60

Add

### Daily Expenses

Edit

Room Rate - Out of State Domestic \*

Sun, Mar 5, 2023

Room Tax \*

Sun, Mar 5, 2023

## Calculating alcohol amounts

When calculating amounts for alcohol, make sure to include the tax portion **AND** the tip portion with the base amount of the alcoholic items.

## Itemized Receipt

- If there is no itemized receipt, must provide itemization in comments/memo line regarding what was purchased/ordered.
- This is required for all funding sources, including discretionary funds.
- Some level of detail is required.

## Resources:

- ESE Website Link:  
<https://www.co-ese.uw.edu/>

### **Includes the following:**

- Recorded Sessions & Training
  - MP General Reference Guide
- Documents & Forms:
  - \$75 Supporting Documentation Waiver Policy
  - COE Travel Authorization Memo FY24 NLA
  - COE Travel Upgrade Request
- Communication: ESE News & Updates
  - ESE monthly meeting documents presented.
- Home: ESE Current Wait Times
- ESE Calendar
  - link to Wednesday Weekly Noon Office Hours