

Compliance Feedback for ESE Monthly Meeting - April

Car Service/Ride Share Upgrades

We are still seeing a lot of reimbursements that are missing documents or justifications when there are ride share upgrades.

Please double check that you have included:

- A signed Car Service Upgrade Approval form (either a blanket approval form from your department or a per-instance copy from the UW Travel Services website) – even if using a discretionary resource
- A business justification for the upgrade
 - If you use a Blanket Approval form, this is added to the memo line
 - If you use a per-instance approval form, this must be written on the signed form
- Any required supporting information that goes with your business justification
 - For example, if the upgraded option was the “Lowest Cost” or “Only Option” at the time, this means attaching a screenshot taken at the time of booking to document this
 - If the upgrade justification is for medical accommodation, please make sure to note that the DSO accommodation is on file with the department. We do NOT need anything to be attached, we just need to have it verified in the memo line or comments that it is on file.
- If the business justification being used is “On Discretionary Resource,” make sure that the expense line is in fact using a discretionary resource, not another resource like a restricted gift. Sometimes these get confused with one another.

Discretionary Resource versus Restricted Gifts

Restricted gifts and discretionary gifts are different. Discretionary resources are unrestricted gifts and allow for a much broader range of expenses that would not otherwise be allowed on other resources. A restricted gift however has stipulations attached to how it can be used.

Please make sure to look at the RESOURCE worktag, if it is a Discretionary, it will say “Discretionary” in the title.

These types of things are only allowed on Discretionary resources and **not** a Restricted Gift:

- Alcohol
- Meal over per diem
- Fines/Citations
- Car service upgrades where there is no other business justification, so the justification becomes “Using Discretionary Resource”

Airfare and eCredits/Wallet Funds

- If there are any eCredits/awards/wallet funds used, then an itemized itinerary is required for the original ticket that created the credit. Even if we have a copy of the bank/cc statement that shows the proof of the original payment, per UW Travel, we must also have the itemized itinerary for that flight as well.

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Lodging Receipts/Folios/Invoices

- For hotel folios/invoices/receipts, if there is a notation that indicates “pay at property” or “due at property,” then we will need a copy of the hotel folio, showing the form of payment.
- Per UW Travel, if the hotel expense is not fully pre-paid, then the hotel should provide a paid hotel folio copy to traveler.

Sales Taxability

For Purchases:

- If an Expense Item category selected is a taxable spend category and the vendor hasn't applied taxes to the purchase, then you need to add the use tax to the line item in Workday.

For Food Purchases:

- If **no** taxes were applied to the food purchase, then select the “Food” Expense Item category.
- If there is a combination of taxed and non-taxed items, then the entire receipt can be entered as “Meals, Coffee, and Refreshments” as a lump sum OR it can be itemized so the non-taxed food items are entered as “Food” and the taxed items are entered as “Meals, Coffee, and Refreshments.”

Car Rental Agreements

- Per UW Travel: Documentation required - Vehicle rental requires a final rental agreement (itemized) to validate the allowable damage waivers, vehicle type, fees, and proof of payment.”
- Car rental receipts will not be accepted, if they show any of the following:
 - Estimated times or payment amounts
 - Spend authorization only
 - Only has “method of payment” but no paid date

Meals Paid for Others and Hosting and Entertaining

Per UW Travel: “If any traveler is not specifically on UW business or is not on Travel Status, then the meal would be considered ‘Hosting and Entertaining’ and is reimbursed through a non-travel expense report.”

- This is a change in ESE’s understanding of how this Expense Item was to be used per previous correspondence with UW Travel.
- If there is at least one attendee at the meal who is not in travel status or not on UW business (such as a spouse/partner who’s not participating in the UW business purpose of the meal), then the entire meal expense will need to be reimbursed on a Non-Travel ER using the Expense Item category “Hosting and Entertaining”.
 - The “Hosting and Entertaining” Expense Item category requires use of a discretionary resource worktag and is 1099 reportable.