

## Compliance Feedback for ESE Monthly Meeting 6/12/25

### Business Purpose:

With all purchases/transactions, including travel expenses, a business purpose/reason is required. What is needed at minimum for a business purpose depends on the type of resource and/or type of purchase:

#### **General Funding resource worktag (for example ICR, GOF, DOF, Gifts, Auxiliary)**

- What is the purpose of the purchase?

#### **Research Funding resource worktag (for example Federal, Federal Pass Through, State Grants)**

- What is the purpose?
- How does this purchase benefit the grant/project specifically?
  - Example: Purchasing widget X to be used in developing equipment Z to benefit research for project Y.

#### **Food Purchases:**

- Brief general description, including why you met with someone during a meal or what the food is for.
- Examples:
  - Lunch meeting with project partners to discuss upcoming developments in the project.
  - Dinner for TA's during evening grading session for CEE371
- If on a Research funding resource, be sure to add the benefit to the specific grant/project.

#### **Conferences/Meetings/Workshops/Seminars:**

- Brief general description which includes the name of the event and why you are attending/participating
- If on a Research funding resource, be sure to add the benefit to the specific grant/project

Add business purpose information to the ER itself (suggested locations):

- Header memo
- Expense item memo line
- ER comment section
- If the business purpose is in an attached document, label the document clearly that it contains the business purpose and highlight that information on the document for easy review.

### Lodging Receipts:

Per UW Travel, if a lodging receipt is a pre-paid receipt, then the following info should be available on the receipt.

- Prepaid date and payment method listed (such as credit card or Google/Apple pay)
- Amount paid.
- The email confirmation may also show an amount of \$0.00 due at the hotel.
  - Resort fees are typically collected at the hotel, so they usually not included in the pre-paid amount.

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Receipts that don't qualify as pre-paid receipts:

- If there is an "estimated" total.
- If there are any statements about a partial deposit.
- If it says, "guaranteeing the reservation" as one example.

Typically, we see these types of pre-paid receipts are from third party websites.

### Conference Registration payment submitted as a non-travel ER:

Reminder, all conference registrations payments also require a Dean's approval, if there is travel involved (vs. virtual), this includes Seattle.

### New Types of Uber rides:

There are new Uber rides available and here is a list of rides that are considered an upgrade and require a business justification and approval.

- Uber Assist (Requires medical documentation)
- Uber Comfort Electric
- Uber Premier
- Uber Pet
- Uber Select (luxury sedan)
- Uber LUX (full-size luxury)
- Uber XXL

Other new types of rides that require do not additional approval:

- Uber Green
- Uber X Share
- Uber Connect
- Uber VIP – attached to American Express card holders, no additional cost.
- Uber Pool
- Uber Taxi