

Compliance Feedback for ESE Monthly Meeting 1/15/26

Addressing Send Back Comments:

Please be sure to address all send back comments before re-submitting your ER. It's very helpful to us when re-reviewing if there is a comment saying what has been changed.

If you believe any of the send back comments were in error or need clarification, please leave a comment to address it.

No URLs on Travel ERs:

Per UW Travel, URLs are not acceptable documentation. Please attach screenshots or a PDF of the page.

Registrations and Tax Changes:

Due to the recent tax updates in WA, the following Spend Category and Expense Item Categories are now default "Taxable Sales":

- **Training and Conference Fees (SC1046)**
- **Participation Fee** (in Expense Item Group: Business Travel: Conference/Meeting)
- **Registration/Conf. Fees** (in Expense Item Group: Business Travel: Conference/Meeting)
- **Training and Conference Fees** (in Expense Item Group: Non-Travel: Training & Conference)

If you have a registration for an in-state event, it should be taxed. If it's for an out-of-state event, it should not be taxed. If the event is going to be attended virtually from WA state, use the In-State guidance below.

For Procard transactions

- In-State: If taxes were not charged, add Use Tax.
- Out-of-State: Use SC1046, add worktag FT001 (Financial Treatment: Tax Exempt) in the Additional Worktags and add a comment to the memo line that the Financial Treatment is applied because out-of-state registrations are not taxable.

For ER transactions

- In-State: If taxes were not charged, add Use Tax.
- Out-of-State: Do nothing differently.

Updates to Ride Share Upgrade list:

Per UW Travel, the following are **not** considered upgrades:

- Uber: UberX, Uber Green/Electric, Uber Wait & Save, Women Drivers
- Lyft: Standard, Wait & Save, Green/Electric

The following are considered upgrades and will require approvals and business justification:

- Uber: Comfort, Uber XL, Uber XXL, Black, Black SUV
- Lyft: Extra Comfort, Lyft XL, Black, Black SUV
- Fees: Priority Pickup, Wait Time

Source: [Travel Services FAQ](#)

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Uber “Split Fare” fee:

Uber’s Split Fare fee is not separately reimbursable as it’s considered an incidental type of fee and is covered by Meal Per Diem allowance.

Updates to Car Rental Upgrade list:

UW Travel has updated their guidance on what is considered an upgrade for Car Rentals:

- Premium/Luxury
- Minivan/Vans
- SUV
 - Compact
 - Midsize
 - Standard
 - Full-size
 - Premium
- Truck
- Electric Vehicle (EVs)
- Hybrid
- Jeep

Source: [Travel Services FAQ](#)

Airfare Class of Fare:

When entering the class of fare for airfare into Workday, use the actual class of fare purchased even if reimbursing at a lower class of fare from a comparison.

For example, if the traveler purchased Premium Economy for personal preference, and has given an Economy comparison that shows the cost without the upgrade, the amount entered should be for the Economy comparison, but the Class of Fare entered should be Premium Economy.

Meal Per Diem and Personal Time:

Per UW Travel, using a comparison airfare to establish meal per diem start and end times when there is personal time during travel is not allowed. You must use the actual itinerary to establish start and end times and mark all meals related to personal time as provided.

Food Approval Form Dates:

Reminder that recurring food approval forms are only good for one year. Best practice is to do this by fiscal year, however we will accept forms with a specific event date and the recurring box checked up to one year from the original event date.

As such, there must be an event date or fiscal year written into the event name/description at the top of the form.

Mileage Rate Update 1/2026:

Mileage rate is now \$0.725/mile. This has been updated in Workday and on the Non-Employee Travel form for MPs.