

Compliance Feedback for ESE Monthly Meeting 5/14/26

Food related Expense Item/Spend categories:

Going forward, please use the following Expense Item categories for each kind of food purchase on ERs:

- **Meals, Coffee, and Refreshments (maps to SC1997)**
 - Taxable food/drink purchases from grocery stores/Costco/etc.
 - Restaurant meals/delivered food from restaurants (such as DoorDash/Uber Eats/Grubhub)
- **Catering and Prepared Food (maps to SC1152)**
 - Catering only
- **Food (maps to SC1078)**
 - Non-taxable food/drink purchases from grocery stores/Costco/etc.
 - Bakery purchases where tax was not charged (common examples are bagels or donuts)

For Procard or MPs, please use the above referenced Spend Categories for each kind of food purchase.

This change is because “Meals, Coffee, and Refreshments” and “Catering and Prepared Food,” which we have been treating as interchangeable up to now, go into different ledger accounts accounting-wise. We will start sending back for this change going forward.

Food Approval on Royalty and Restricted Gift Resources:

- Royalty resource worktags
 - Requires approval forms going forward. The ESE has received some clarity on this, so this is a change from our previous understanding of the policy.
- Restricted Gift resource worktags
 - Requires either a note indicating the restricted gift allows for food **or** a food approval form attached. This is because not all restricted gifts allow food, but the ESE has no means to know which ones do and don't. So please make a note to indicate if the restricted gift allows food.

Conference Expenses by Transaction Type:

As we mentioned at the last meeting, we were working on getting clarification for various conference expense/registration scenarios, especially regarding taxes. We now have a chart outlining the different transaction types and if the event is attended in WA or outside of WA. The chart will be shared on the ESE website.

Non-Travel ERs & ProCards and event locations:

When submitting a non-travel ER or Procard verification with an event registration or similar expense, please add a note indicating the location of the event so that we can assess whether tax needs to be applied (such as when an event is in WA).

For your information only - Use Tax Changes:

There are no changes at the department level, but since some of you may have seen the Procurement updates, we wanted to touch on this topic.

For ERs (both non-travel and travel), when Use Tax is added, the compliance reviewer will be taking an extra step during review to correct the default Tax Options so the correct amount will be calculated in Workday.

For MPs, Use Tax when it is required will be submitted manually by the compliance reviewer via a UW Connect Finance form (as MPs don't have a native way to report Use Tax in Workday).