Compliance Feedback for ESE Monthly Meeting 6/11/26

Poster printing outside of travel dates:

Any poster printing expenses incurred prior to your travel start date are considered a non-travel expense, even if they are related to your travel.

With the new 60-day policy starting July 6, 2026, please keep in mind that the 60-day period for non-travel expenses starts on the date of purchase.

- Therefore, please take into consideration that this expense is not a travel expense and has a different start date for the 60-day period vs. your travel expenses.

Receipt of Goods info:

Confirmed with UW Accounts Payable, receipt of goods is not required on ERs and MPs, effective immediately.

- This does not apply to PCs or RQs.

Reimbursement for Conference Registration:

If you are using a Non-Travel ER to process a reimbursement for an event registration (conference, meeting), then please add the following info to the ER.

- Note where the conference is being held (city, state/country).
- Assess and apply used tax to the line item, if the conference or meeting is in WA and no taxes were added to the invoice or receipt.