ESE Guide: Non-Travel Reimbursement Request Form

This is an ESE guide to filling out the UW Connect Finance Non-Travel Reimbursement Request form so our Reimbursement Team can enter non-travel reimbursements on your behalf. It includes guidance on commonly asked fields and ESE-specific tips. View the various topics via the Bookmarks panel (open with this button).

Instructions will be in these speech bubbles.

Requester's Information

Who is this request for?

○ Myself ◉ Someone else

If you are the person being reimbursed, select "Myself". If not, select "Someone else" and enter their UW NetID.

*** UW NetID**

Enter the UW NetID of the individual for whom you are submitting.
For UW NetID lookup, most users can be found by searching in the UW Directory.
Note: **UWNetID**@uw.edu is Email address shown on UW Directory results.

nevin11

Contact Number

Shared Environment

College of Engineering Shared Environment

Verify this says "College of Engineering Shared Environment."

Would you like this support request routed to a different shared environment other than the default one above?

○ Yes

◉ No

Click "No," unless "College of Engineering Shared Environment" is not shown above.

*** Email**

nevin11@uw.edu

*** What is the employee status?**

-- None --

*** What is your associated department or unit?**

Non-Travel Details

*** Business Purpose and Description**

Clearly explain why the purchase was needed. How will it be used? How does it benefit the UW?

- If using a grant, also add a "Benefit to Grant" statement explaining how it specifically benefits the grant.

Example: *"Widget X to be used with equipment Z to benefit the research of project Y."*

*** Reimbursement Type**

- (•) Direct Deposit
- ( ) Check

What is the total expense amount?

Enter amount in dollars and cent without "$" and ",". (Example: 1550.25)

275.00

Add all expenses submitted on this request together and enter total.

Non-Travel Expense Information

Non-Travel Expenses

Add | Remove All

Actions	Expense Items	Description of Item	Quantity	Per Uni
✎ ✖	Food	Dinner at Agua Verde for 5		
✎ ✖	Supplies	Dish soap	2	5.00

Click the "Add" button to enter line items.

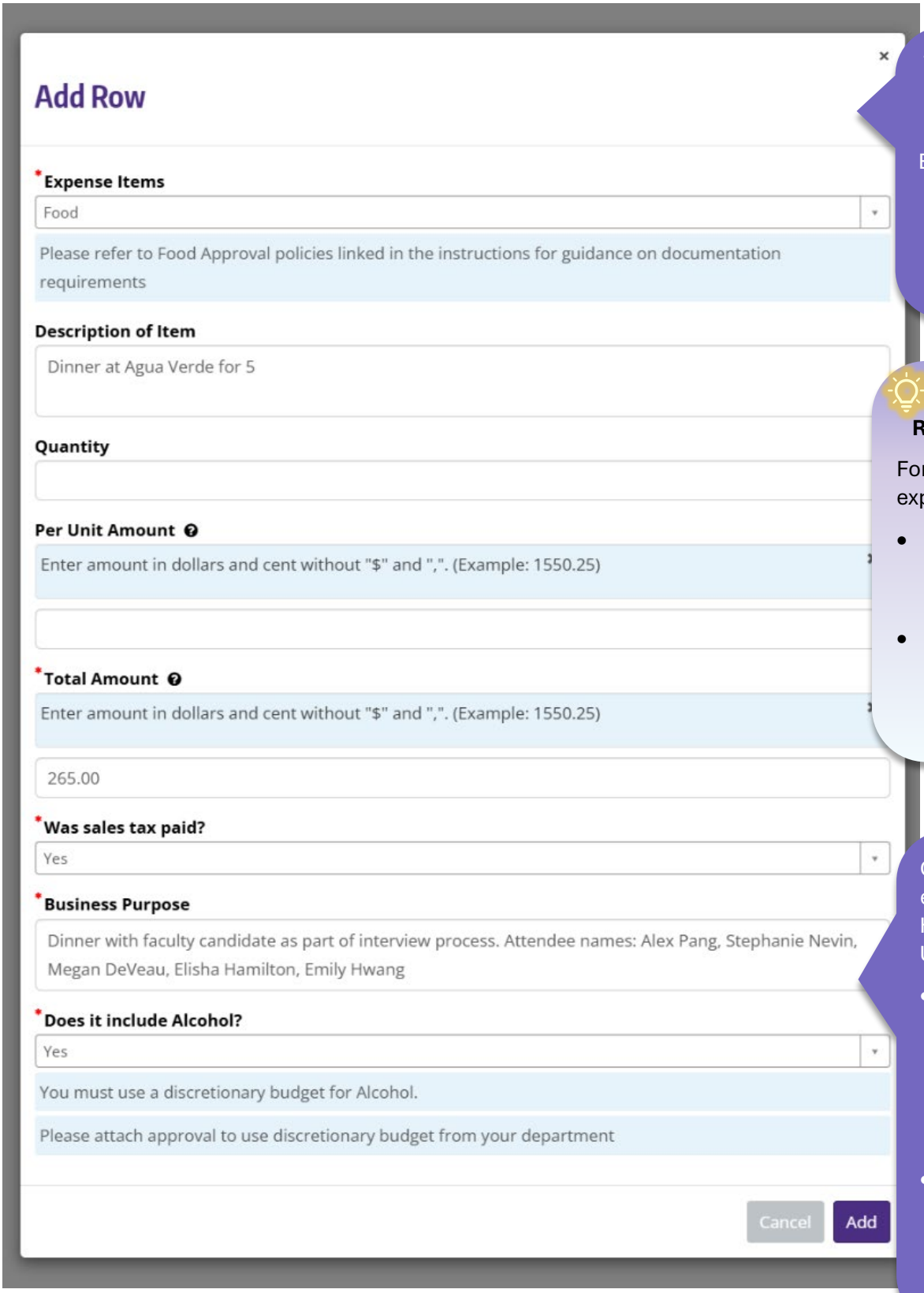
You do not need to enter items on the same receipt individually.

See **next page** for pop up box instructions.

☑ * Click here to confirm the line items in the table match the Total Expense Amount.

The total amount listed in the table match the total expense amount

Checking this box is required, but the amounts do not have to match entirely.



This pop-up box is where you can add multiple expenses.

Each receipt should be its own line item.

See **next page** for more information on each Expense Item type.

ESE Tips: Receipts & Mixed Items

For receipts with a mix of expense item types:

- If food is included, choose “Food” as the Expense Item.
- If no food is included, choose “Other” as the Expense Item and add a description of the items.

Clearly explain why each expense was needed. How does it benefit the UW?

- If using a grant, also add a “Benefit to Grant” statement explaining how it specifically benefits the grant.
- If it is a meal, explain why the meal was necessary to UW business and include attendee list.

ESE Tips:
Non-Travel Expenses

See below for examples and additional details the ESE may need for each Expense Item.

Food

- Meals, groceries, etc.
- If buying food for research and not human consumption, note this in the Business Purpose field.
- Please see ESE Food Supplemental for further information and requirements.

Freight and Shipping Fees

- Shipping that has been charged separately for non-taxable purchased goods.
- Shipping that is not tied to purchasing a good (e.g. sending samples or equipment sent in for repairs).
- Includes associated tariffs/customs, duties, and fees.

Shipping and Freight – Purchase of Goods

- Shipping that has been charged separately for taxable purchased goods.
- Includes associated tariffs/customs, duties, and fees.

Journal and Magazine Membership

- Subscriptions for digital and physical publications.

Licenses and Permit

- WA State banquet permit
- Visa/work permit fees

Membership Dues and Fees

- Confirmation of allowability from grant manager required when on a federal grant.

Postage

- Stamps and payments made to USPS for the receipt or forwarding of mail.

Supplies

- General supplies
- Office supplies
  - Cannot be reimbursed with federal grants.
- Books
  - Includes digital and physical copies.
- Software purchases/subscriptions
- Outside printing services (e.g. poster printing)

Training & Conferences

- Registration fees for any conference, meeting or workshop.
- Provide event location in Description or Business Purpose fields.

Other

- All other types of reimbursable expenses not covered above. Some common examples are:
  - Advertising
  - Key deposit refunds
  - Entertainment tickets & fees
  - Publication Fees
  - Repair and Maintenance

If you selected food or Conference/Training, have you attached the food approval form and a list of attendees?

Refer to the food approval form by clicking here

-- None --

- If multiple conference or training registrations were purchased, provide a list of the registrants' names.
- For Food, see our ESE Food Supplemental.

***Are there multiple funding sources needed?**

Yes

***Please provide the detail funding resources information below including budget equivalent details and % of expenses to be applied.**

Describe how to split the worktags. You can use percentages or amounts.

Funding Source

At minimum, a user must provide a Cost Center and Resource (to charge your department, etc.). Otherwise, another driver worktag can be provided (e.g. Grant). If you are unsure, please check with your Shared Environment to ensure the Worktag you've provided is a driver.

If you have a FAS budget# that is used for this activity, you can reference the Budget to Worktag Mapping Workbook to see what Worktags might apply.

Company

Driver Worktag Type

-- None --

- Company can be UW1861 or SOM depending on where your worktags reside.
- A driver worktag is required.
  If unsure what worktag to use, contact your PI or department fiscal staff.

Optional Worktags

Adhoc Activity

Assignee

Adhoc Program

Workorder

ESE Tips: Optional Worktags

These would be additional worktags that are provided to you, if applicable.

Customer Watch List

Add Watchers

Please enter the name of the person you'd like to add to the customer watch list

- This is like an email "CC:".
- You can add as many as needed.
- If a name can't be added, type the email address in the Additional Comments box below.

Additional Comments

Provide any other information or clarifications for the ESE Reimbursement Team.

See ESE Tips: Additional Comments below for suggestions.

Attach Files

Do not attach documents containing confidential, personal, or restricted data in accordance with UW Privacy data classifications.

Add Attachments

SUBMIT

ESE Tips: Additional Comments

- Provide confirmation that each item has been received.
- If not attaching an approval and you have current written delegated spend authority on file in your department, state that here.
- If requesting food, provide an attendee list as a comment, in the Business Purpose field, or as an attachment.
  - If there are multiple meals, provide an attendee list for each meal.
- If requesting food and using a Restricted Gift worktag, note if the gift allows food. See ESE Food Supplemental for more information.

ESE Tips: Attachments

- Approval for purchase. Grant approvals should be from the PI.
- Paid receipts are required and must include:
  - Description or itemization of charges
  - Vendor name
  - Amount paid
  - Date paid
  - Payment method
  - Translation (if foreign)
- Attendee lists for food/meals
- Food approval forms if applicable
- Do not attach email file formats directly (e.g. .MSG/PST/EML files). Please print these to PDF and attach.