

Travel and Expense Reimbursement

Expense Types for e-Reimbursement

A pre-trip Travel Authorization or a post-trip Expense Report includes one or more Expense Types. The e-Reimbursement system **automatically** assigns an **account code** to each expense line based on the Expense Type and Expense Billing Code entered by the Traveler (or Alternate/Delegate). The assigned account code cannot be changed by a Traveler or Alternate/Delegate. The Approver or Auditor may change an assigned account code for the following two circumstances:

1. Expense Type, Other Non-Travel
2. One or more expense report line items are to be charged to a UW–Foundation account

The three e-Reimbursement Expense Billing Codes are:

- **In-state:** all trip related costs where the trip destination is within the traveler’s headquarter state
- **Out-of-state:** all trip related costs where the trip destination is outside the traveler’s headquarter state, but within their headquarter country
- **Foreign:** all trip related costs where the trip destination is outside the traveler’s headquarter country

Note: Traveler can be an employee, non-employee, or relocating employee.

The following table describes the 29 Expense Types used in the e–Reimbursement system:

EXPENSE TYPE	DESCRIPTION	POLICY LINKS	ACCOUNT CODES		
			In-State	Out-of-State	Foreign
Airfare - Cancel/Change Fee	Additional fees charged by an airline after an air reservation has been ticketed. Examples include: baggage fees, aisle/window seating fee, ticket change fee, and rebooking fee.	- Change Fee - Baggage/Seating Fee	2800	2801	2802
Airfare – Coach Only	Airline tickets for travel via common carrier (major airline). Reimbursement limited to coach class airfare.	- Policy 201.A - Air Travel (domestic airfare) - Policy 201.J-International Travel (foreign airfare)	2800	2801	2802
Airfare – Travel Agency Service Fee	Booking, reservation or service fee billed as a separate item and paid to travel agency or commercial booking sites to provide travel reservation related services.	- Travel agencies - Cliqbook Q&A	2800	2801	2802
Athletic Pre/Post Game Meal	Athletics Dept. Use Only: Team pre/post game meals and snacks, including tax, gratuity and/or service charges	- State of Wisconsin/UW/NCAA guidelines - Policy 201.I-Meals	2860	2861	2862
Athletics Team Breakfast	Athletics Dept. Use Only: Team breakfasts, including tax, gratuity and/or service charges	- State of Wisconsin/UW/NCAA guidelines - Policy 201.I-Meals	2860	2861	2862
Athletics Team Lunch	Athletics Dept. Use Only: Team lunches, including tax, gratuity and/or service charges	- State of Wisconsin/UW/NCAA guidelines - Policy201.I-Meals	2860	2861	2862

Athletics Team Dinner	Athletics Dept. Use Only: Team dinners, including tax, gratuity and/or service charges	- State of Wisconsin/UW/NCAA guidelines - Policy 201.I-Meals	2860	2861	2862
Bus/Train – Long Distance	Long-distance (inter-city) bus and train expenses.	- Policy 201.E-Train Travel - Policy 201.F-Bus Travel	2800	2801	2802
Business Communications	Business-related communication charges; e.g., e-mail or Internet connectivity, FAX transmissions, phone calls, photocopy charges under \$50, postage, prepaid phone cards, teleconferencing charges, telegrams, shipping charges (not related to moving or relocation expenses)	- Policy 201.O- Business Communications, Prepaid Phone Cards, and Phone Calls-Personal - Number PPP 5-Photocopy charges	2870	2871	2872
Car Rental	Car rental where renting a vehicle is the most cost-efficient means of transportation or when the efficient conduct of UW business precludes the use of other means of transportation.	- Policy 201.D-Vehicle Rental and Gas	2810	2811	2812
Event	Food, beverages, and related expenses (e.g., room charges) for group meals, receptions, meeting/conferences, and refreshment breaks including tax, gratuity, and/or service charges. Must include a participant list.	- Policy 202-Meeting/ Conferences - Policy 202.A-Receptions - Policy 202.C-Refreshment Breaks - Policy 202.B-Meal expenses	2890	2891	2892
Gas	Purchase of gasoline for: <ul style="list-style-type: none"> • personal vehicle in lieu of claiming mileage • refueling car rentals • fleet vehicles when State/UW gas card is not accepted 	- Policy 201.B-Gas charges claimed in lieu of mileage - Policy 201.D-Gas charges claimed for car rentals	2810	2811	2812
Local Transport/Shuttle	Local transportation charges incurred via local airport/hotel shuttle, city bus, ferry, rail, or subway.	- Policy 201.G-Taxi/Airline Limousine	2820	2821	2822
Lodging	Expenses incurred by the traveler for overnight lodging at facilities licensed as a hotel, motel, campground or tourist rooming house.	- Policy 201.H-Lodging	2850	2851	2852
Lodging – Extended	Weekly/monthly lodging for employees who are required to remain in one location for an extended period (30 days or more) and may include apartments or private homes if the cost is more economical.	- Policy 201.H-Lodging	2850	2851	2852
Lodging - Group	Overnight lodging for anyone other than the person requesting reimbursement at a facility licensed as a hotel, motel, campground, or tourist rooming house.	- Policy 201.H-Lodging - Policy 203-Non-employees	2850	2851	2852
Meals	Total dollar amount spent per day on breakfast, lunch and dinner combined, including tax and maximum 15% tip when the trip includes an overnight stay or when travel does not include an overnight stay, but has a meal with a documented business purpose. Documentation of business purpose must include details of the UW business topics discussed and/or business conducted during the meal AND list of attendee names	- Policy 201.I-Meals	2860	2861	2862

	Note: Meals included in the cost of lodging or registration fees are not reimbursable.				
Meals - Hosted	Meals purchased on behalf of others, including the person requesting reimbursement, including tax, gratuity and/or service charges. Must include a participant list.	-Policy 202.B-Hosted meals	2860	2861	2862
Meals - Taxable	Meal costs in connection with same day travel (no overnight lodging involved) are generally considered taxable income to the employee. The meal reimbursement might be considered nontaxable when the meal has a documented business purpose. Documentation of business purpose must include details of the UW business topics discussed and/or business conducted during the meal AND list of attendee names.	-Policy 201.I-Meals -Policy 601-Tax Reporting and Withholding on non-salary payments	2863	2864	N/A
Mileage	Reimbursement for miles driven for UW-related business when the traveler takes his/her privately owned vehicle. <i>Note:</i> If mileage is claimed, the traveler is not allowed to also claim reimbursement for gasoline.	-Policy 201.B-Fleet Vehicles vs. Privately Owned Vehicles including Mileage, Parking, and Gas	2830	2831	2832
Other Non-Travel	Best judgment business-related purchases (\$5,000 or less) if the purchase complies with the UW-Madison's purchasing policies and procedures, accounting policies and procedures, and with extramural funding agency restrictions. Miscellaneous supplies are to be purchased through Materials Distribution Services (MDS) or via the Purchasing card when possible. <ul style="list-style-type: none"> • Approvers and Auditors change the default Account Code, 3101, to an account code suited to the expense • Tuition Reimbursement when using Account Codes 2180, 2181, and 2184 	- Policy 201.Q-Other Non-Travel Special approvals: Number PPP4-Special approvals -Number PPP 6-Illegal purchases -Number PPP 3-Best judgment order \$5000 or less	3101 Office Supplies	3101 Office Supplies	3101 Office Supplies
Other Travel	Incidental travel related expenses not identified by any other category. Examples include bottled water (during foreign travel); passport/visa/travelers check/currency exchange fees, tips/gratuities not associated with meals or events, airport luggage carts, laundry, toll charges, portorage, travel by ship, etc.	-Policy 201.R-Other Non-Travel -Foreign travel (water): Policy 201.J-International Travel (foreign travel)	2870	2871	2872
Parking	Parking charges incurred at locations other than the employee's permanent work site while on authorized official business.	-Policy 201.B-Fleet Vehicles vs. Privately owned vehicles including Mileage, Parking, and Gas	2870	2871	2872
Registration Fee	Fee charged to attend an event such as a conference, workshop, seminar, training session or meeting.	-Policy 201.S-Registration Fees	2840	2841	2842
Relocation – Direct Moving Costs	Direct Costs associated with the moving of household goods including: line haul, insurance surcharge, seasonal rate adjustment, long carry, stairs, elevator, piano or	-Relocation Expenses Fact Sheet for Employees	2880	2881	N/A

	organ, extra labor, ferry, appliance service, packing, purchase of containers and packing material and unpacking.				
Relocation - Stipend	Incidental Costs of relocating paid as a stipend as a fixed amount up to \$1000. This is paid in connection with the move; no receipts are necessary. The intention of the stipend is to help defray costs not paid for as Direct Costs. Examples not paid by direct costs are: valuation (additional insurance), extra pickup of household goods; storage for the convenience of the employee; warehouse handling, extra auto (hauling or towing); en route travel costs (meals, lodging, tolls, etc.); overtime loading; loading or unloading of automobiles, trucks, motorcycles, specialty vehicles; weight additives for transporting any bulky articles; and other costs associated with the move.	-Policy 201.N-Relocation	2884	2884	2884
Relocation – Temporary Lodging	Temporary lodging reimbursement associated with relocation may not exceed 45 days and shall not exceed the in-state lodging maximum for a single rate. The 45 days need not be consecutive. Meals are not reimbursable. Temporary lodging is a non-qualified (taxable) reimbursement.	-Relocation Expenses Fact Sheet for Employees	2883	2883	2883
Taxi	Local transportation charges incurred via taxi	-Policy 201.G-Taxi/Airline Limousine	2820	2821	2822