

Expense Types and Billing Types for e-Reimbursement

In e-Reimbursement, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line.

Billing Types:

- **In-state:** expenses incurred within the claimant's headquarter state or as part of a trip within the traveler's headquarters state
- **Out-of-state:** expenses incurred outside the claimant's headquarter state or as part of a trip outside of the traveler's headquarter state
- **Foreign:** expenses incurred outside of the claimant's headquarter country or as part of a trip outside the traveler's headquarter country

Expense Types:

EXPENSE TYPE	ADDITIONAL INFORMATION REQUIRED ON DETAIL PAGE	POLICY REFERENCE http://bus svc.wisc.edu/acct/policy/ppindex.html	ACCOUNT CODES		
			In-State	Out-of-State	Foreign
Air – Baggage Fees Airline baggage or equipment fees.	Description: If additional baggage beyond the first piece and/or overweight/oversized baggage is claimed, provide justification.	Policy 201.A - Airfare	2800	2801	2802
Airfare Commercial coach/economy including allowable charges for seat assignments.	Ticket Number: Enter the Ticket Number. Merchant: Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field. Description: If claiming a related fee, provide justification (e.g. ticket change fee: meeting dates were changed).	Policy 201.A - Airfare	2800	2801	2802
Airfare Change/Cancel Penalty Airline tickets for travel via common carrier and additional fees charged by an airline when a ticket is issued or a change is made (e.g. aisle/window/exit row seating fee, ticket change fee and rebooking fee). Charges imposed by the	Ticket Number: Enter the Ticket Number. Merchant: Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field. Description: If claiming a related fee, provide justification (e.g. ticket change fee: meeting dates were changed).	Policy 201.A - Airfare	2800	2801	2802

airline to change, re-issue or cancel tickets.					
Athletics Pre/Post Game Meal Athletics Use Only: Team pre/post game meals and snacks, including tax, gratuity and/or service charges	Number of People: Enter the number of attendees. Location: Enter the city/state where the meal expense was incurred. Description: Enter explanation Add Additional Attendees: Enter the names of additional attendees including their affiliation with UW – Madison and their titles.		2860	2861	2862
Athletics Team Meals Athletics Use Only: Team breakfasts, lunch, and dinners including tax, gratuity and/or service charges.	Number of People: Enter the number of attendees. Location: Enter the city/state where the meal expense was incurred. Description: Enter explanation Add Additional Attendees: Enter the names of additional attendees including their affiliation with UW – Madison and their titles.		2860	2861	2862
Day Trip Meal Allowance Meal costs including tax and tip in connection with same day travel (no overnight lodging involved) when business is not conducted during the meal.	Location: Enter the city/state where the expense was incurred. Description: Indicate which meals were claimed (Breakfast, Lunch, Dinner).	Policy 201.I - Meals	2863	2864	N/A
Event – Audio Visual Equipment Costs for the rental of audio visual equipment or related technologies (Wi-Fi, screens, microphones, etc.) for the purpose of hosting a University sponsored event, Official Function, or educational program such as a conference, reception,	Number of People: Enter the number of attendees. Merchant: Enter the merchant name in the Non-preferred field. Location: Enter the city/state where the event was held. Description: Provide a business justification for expenses incurred and specify what type of event was held (reception, break, or meal). Indicate whether or not a fee was collected from attendees.	Policy 202 - Meeting/Conference	2894	2894	2894

<p>workshop, etc., with multiple attendees from both inside and outside the University</p>	<p>Add Additional Attendees: Enter the names of additional attendees including their affiliation with UW – Madison and their titles (or include a list of attendees in the receipt packet).</p>				
<p>Event – Catering</p> <p>Cost of food/beverage, allowable decorations, service fees, gratuities or delivery fees related to hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University.</p> <p>See Hosted Meals for meal purchases that are not University Sponsored Event related</p>	<p>Number of People: Enter the number of attendees. Merchant: Enter the merchant name in the Non-preferred field. Location: Enter the city/state where the event was held. Description: Provide a business justification for event expenses incurred and specify what type of event was held (reception, conference, etc.). If a meal was served, indicate breakfast, lunch or dinner. Indicate whether or not a fee was collected from attendees. Add Additional Attendees: Enter the names of additional attendees including their affiliation with UW – Madison and their titles (or include a list of attendees in the receipt packet).</p>	<p>Policy 202 - Meeting/Conference</p>	<p>2893</p>	<p>2893</p>	<p>2893</p>
<p>Event – Meeting Space</p> <p>Costs for meeting space or room rental for the purpose of hosting a University sponsored event, Official Function or educational program such as a conference, reception, workshop etc., with multiple attendees from both inside and outside the University.</p>	<p>Number of People: Enter the number of attendees. Merchant: Enter the merchant name in the Non-preferred field. Location: Enter the city/state where the event was held. Description: Provide a business justification for event expenses incurred and specify what type of event was held (reception, conference, etc.). Indicate whether or not a fee was collected from attendees. Add Additional Attendees: Enter the names of additional attendees including their affiliation with UW – Madison and their titles (or include a list of attendees in the receipt packet).</p>	<p>Policy 202 - Meeting/Conference</p>	<p>2895</p>	<p>2895</p>	<p>2895</p>

<p>Lodging – Group</p> <p>Lodging accommodations for group (more than one room), including tax and other allowable fees.</p>	<p>Number of Nights: Enter the number of nights the travelers stayed.</p> <p>Number of Nights: Enter the number of nights the travelers stayed.</p> <p>Number of People: Enter the number of attendees.</p> <p>Merchant: Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field.</p> <p>Location: Enter the city/state where the expense was incurred.</p> <p>Description: Provide the name(s) and affiliation(s) of all individuals included in the lodging payment. Indicate single, double, triple or quad room type for calculation of maximum per person.</p>	<p>Policy 201.H - Lodging</p>	<p>2850</p>	<p>2851</p>	<p>2852</p>
<p>Lodging – Individual</p> <p>Lodging accommodations for a single room including tax and other allowable fees.</p>	<p>Number of Nights: Enter the number of nights the traveler stayed.</p> <p>Merchant: Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field.</p> <p>Location: Enter the city/state where the expense was incurred.</p> <p>Location Amount (if applicable): Provide justification/explanation for exceeding the allowable maximum lodging rate for the location provided.</p>	<p>Policy 201.H - Lodging</p>	<p>2850</p>	<p>2851</p>	<p>2852</p>
<p>Meal and Incidental (M&IE) Per Diem</p> <p>M&IE per diem allowance reimbursed to travelers for overnight travel based on location of stay. Includes required deductions for first/last days of travel and any provided meals.</p> <p>Note: <i>Select Day Trip Meal Allowance for meal costs in connection with same day travel with no overnight stay.</i></p>	<p>Location: Enter the city/state where the expense was incurred.</p> <p>Location Amount: Automatically populated.</p> <p>Per Diem Deductions: Select first/last day for first and last day of travel and indicate any meals provided as part of a registration fee.</p>	<p>Policy 201.I - Meals</p>	<p>2860</p>	<p>2861</p>	<p>2862</p>

<p>Meals – Hosted</p> <p>Meals purchased for themselves or on behalf of others while conducting official business including meal money disbursements for students including tax and tip.</p>	<p>Number of People: Enter the number of attendees. Location: Enter the city/state where the expense was incurred. Description: Provide a business purpose for the purchase and indicate which meal was served (breakfast, lunch or dinner). Add Additional Attendees: Enter the names of additional attendees including their affiliation with UW – Madison and their titles (or include a list of attendees in the receipt packet).</p>	<p>Policy 201.I - Meals</p>	<p>2860</p>	<p>2861</p>	<p>2862</p>
<p>Mileage</p> <p>Reimbursement for miles driven in a privately owned vehicle while conducting UW-Madison business.</p>	<p>Transportation ID: Select the appropriate Transportation ID from the drop-down menu. Miles: Enter the number of miles traveled round trip. Originating Location: Enter the originating city/state. Destination Location: Enter the destination city/state. Description: Enter information used to determine Transportation ID. Include addresses if originating/destination locations and any additional stops.</p>	<p>Policy 201.B – Fleet Vehicles vs. Privately Owned Vehicles Including Mileage, Parking and Gas</p>	<p>2830</p>	<p>2831</p>	<p>2832</p>
<p>Mileage Relocation – Non Taxable</p> <p>Non-taxable mileage rate for one-way vehicle transport of employee and immediate family from former residence to new residence</p>	<p>Transportation ID: Select the appropriate Transportation ID from the drop-down menu. Miles: Enter the number of miles traveled round trip. Originating Location: Enter the originating city/state. Destination Location: Enter the destination city/state. Description: Enter information used to determine Transportation ID. Include addresses if originating/destination locations and any additional stops.</p>		<p>2880</p>	<p>2881</p>	
<p>Misc. – Purchases/ Supplies</p> <p>Best judgment UW-Madison business-related purchases (\$5,000 or less) such as</p>	<p>Merchant: Enter the merchant name in the Non-preferred field. Location: Enter the city/state where the expense was incurred.</p>	<p>How to Purchasing Goods and Services at the University of Wisconsin - Madison</p>	<p>3101</p>	<p>3101</p>	<p>3101</p>

books, copy charges, shipping, etc. <i>*Note: These expenses may or may not be connected with travel.</i>	Description: Provide a description of the purchase and a UW – Madison business purpose.				
Parking Parking charges incurred while conducting UW-Madison business.	Location: Enter the city/state where the expense was incurred. Description: Enter a reason for the expense and, if applicable, the number of days parked at the location.	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 or meeting.	Location: Enter the city/state where the expense was incurred. Description: Provide the name of the event and a UW – Madison business purpose and identify what is included (meals, etc.) in the fee.	Policy 201.S – Registration Fees	2840	2841	2842
Relocation – Direct Moving Costs The movement of household goods, transportation of employee and family and additional direct costs associated with the move.	Originating Location: Enter the city/state that the individual is relocating from. Merchant: Select the merchant from the Preferred drop-down menu or enter the name of a non-contract vendor in the Non-preferred field. Location: Enter the city/state that the individual is relocating to. Description: If a non-contract vendor is chosen, provide justification.	Policy 201.N - Relocation	2880	2881	N/A
Relocation – Stipend (Tax Reportable) A stipend used to defray incidental (indirect) costs associated with the move.	Originating Location: Enter the city/state that the individual is relocating from. Location: Enter the city/state that the individual is relocating to.	Policy 201.N - Relocation	2884	2884	2884
Relocation – Temporary Lodging (Tax Reportable)	Number of Nights: Enter the number of nights the traveler stayed. Originating Location: Enter the city/state that the individual is relocating from. Merchant: Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field.	Policy 201.N - Relocation	2883	2883	2883

Cost of temporary lodging associated with relocation (up to 45 days).	Location: Enter the city/state that the individual is relocating to.				
Taxi/Subway/City Bus, etc. Local transportation charges for taxi, shuttle, city bus, ferry, subway, etc., including related gratuities.	Location: Enter the city/state where the expense was incurred. Description: Indicate the type of transportation used, the originating location and destination and a business purpose for the trip.	Policy 201.G – Taxi/Airline Limousine	2820	2821	2822
Train/Bus/Other Long Distance Long-distance transportation charges (non-airfare) such as bus, train, etc. and related gratuities	Description: Indicate the type of transportation used, the originating location and destination and a business purpose for the trip.	Policy 201.E – Train Travel Policy 201.F – Bus Travel	2820	2821	2822
Training/Dev-Job Payments on behalf of employees or reimbursements to employees for costs related job-related training not classified as tuition.	Merchant: Enter the merchant name in the Non-preferred field. Location: Enter the city/state where the expense was incurred. Description: Indicate the name of the course taken and whether the course is for graduate or undergraduate credit.	Policy 201.Q – Other Non-Travel	2184	2184	2184
Travel Agency Service Fee Reservation or service fee charges paid to travel agencies, tour operators, or coordinators, and other travel related supplies for making reservations or coordinating travel, tours, etc.	Description: Enter explanation for required services Merchant: Enter merchant name.	Policy 201.A - Airfare	2896	2896	2896

<p>Travel Miscellaneous</p> <p>Allowable travel related expenses not identifies by our specific expense type or included as part of M&IE per diem (tolls, internet, visa fees, currency conversion fees, etc.)</p>	<p>Location: Enter the city/state where the expense was incurred.</p> <p>Description: Provide a description of the expense(s) and a UW – Madison business purpose.</p>	<p>Policy – 201.R – Other Travel</p>	<p>2870</p>	<p>2871</p>	<p>2872</p>
<p>Travel Reduction</p> <p>Reduces the amount of the expense report to a fixed dollar/budget amount for an expense line.</p>	<p>Entry requires a reason be included in the justification/explanation field of expense report</p>		<p>Need to change account</p>	<p>Need to change account code</p>	<p>Need to change account code</p>
<p>Tuition/Training - Career</p> <p>Tuition and Training fees related to taking a class or course, on a UW campus or other accredited University for the purpose of meeting the minimal educational requirements for a job or will qualify the employee for a new trade or business.</p>	<p>Merchant: Enter the merchant name in the Non-preferred field.</p> <p>Location: Enter the city/state where the expense was incurred.</p> <p>Description: Indicate the name of the course taken and whether the course is for for graduate or undergraduate credit.</p>	<p>Policy 201.Q – Other Non-Travel</p>	<p>2180</p>	<p>2180</p>	<p>2180</p>
<p>Vehicle Rental</p> <p>Cost of renting a vehicle to conduct UW business, including relocation.</p>	<p>Merchant: Select the merchant from the Preferred drop-down menu or enter the name of a non-contract vendor in the Non-preferred field.</p> <p>Location: Enter the city/state where the expense was incurred.</p> <p>Description: Enter a business purpose for the use of the rental vehicle. If an oversized vehicle was rented, include a business justification.</p> <p>Non-Preferred Merchant: If a non-contract vendor was chosen, provide a justification.</p>	<p>Policy 201.D – Vehicle Rental & Gas</p>	<p>2810</p>	<p>2811</p>	<p>2812</p>

<p>Vehicle Rental/Fleet-Gas</p> <p>Purchase of gasoline for:</p> <ul style="list-style-type: none"> • rental vehicles • fleet vehicles when State/UW gas card is not accepted • Self-move rental truck or can fuel for the purposes of employee relocations 	<p>Location: Enter the city/state where the expense was incurred.</p> <p>Description: Provide a purpose for the gasoline purchase and indicate the type of vehicle that was used (rental or fleet). For Fleet, explain why the provided fuel card was not used.</p>	<p>Policy 201.D – Vehicle Rental & Gas</p>	<p>2810</p>	<p>2811</p>	<p>2812</p>
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