

# Guidelines for Use of UW Foundation Funds in e-Reimbursement

## Overview

Gifts coming to us through the UW Foundation are made with thoughtful care and great love for the university. Claimants have the responsibility to cooperate with the UW Foundation in the solicitation of the gifts and to provide good stewardship of the gifts once received. By adhering to the guidelines below, we will continue to benefit from this partnership for many years to come.

In e-Reimbursement, expenses not payable with University funding may be allocated to UW Foundation accounts. Upon final approval of an expense report that uses both University and UW Foundation funding, the claimant will receive a single payment for the total amount approved. The University bills the UW Foundation weekly for the expenses allocated to the Foundation. Included with the billing are expense details (e.g. business purpose/justification), list of attendees and UW Foundation account information. The UW Foundation reviews all billing information and determines if the expense is within their established guidelines and reflects the intent of the donor. If approved, the UW Foundation will reimburse the University for expenses already paid to the claimant. See [How to Allocate Expenses to the UW Foundation in e-Reimbursement](#).

**Note:** *If the items being requested for reimbursement are allowable under state procurement and travel rules, they must be processed with university funds. The UW Foundation may determine that an expense is inappropriate or unreasonable and deny the request for reimbursement. In this case, the University will notify the Divisional Business Office and assist in determining an alternative payment method (i.e. personal funds, project/grant, etc.).*

## Before Incurring Expenses

Before incurring expenses, it is the claimant's responsibility to:

- Understand UW Foundation policies
  - Guidelines (see below)
  - [Memo from Chancellor: UW-Madison and UW Foundation Policies](#)
  - [UW Foundation](#)
- Acknowledge the donor's intent of the funding
- Ensure account balance is sufficient to cover expense

**TIP:** Review UW Foundation funding information online with [Campus Access](#).

**Note:** *If uncertain that expenses are appropriate, contact your Divisional Business Office.*

## Guidelines

The UW Foundation has provided the following guidelines to ensure that claimants incur appropriate expenses. Additional justification may be requested by the UW Foundation in order to determine whether expenses are reasonable and appropriate.

**Note:** Divisional Business Offices have the authority to establish additional restrictions and/or limits to those outlined below.

- **Entertainment**
  - **Meals:** Combined meal/wine cost may not exceed \$100 per person, including the amount paid with university funds. For UW – Madison’s Meal Policy, please see <http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>.
  - **Wine:** Wine cost may not exceed \$50 per bottle.
  - **Alcohol:** Expenses that cannot be processed with university funds. For UW – Madison’s Alcohol Policy, please see <http://www.bussvc.wisc.edu/purch/ppp4.html#alcohol>.
  - **Spouses:** Expenses are covered for spouses when in attendance for business reasons (e.g. entertaining the spouse of a recruit/guest speaker, etc.).
  - **Departmental Social Events:** Allowable only with explicit donor documentation stating that funds are intended for this purpose.
  - **Hospitality Expenses (e.g. cake for retirement/flowers, etc.):** Will be paid only by a community fund or specific gift designated for the purpose of recruitment, retention and morale.
- **Fundraising:** All expenses associated with raising funds for the university.
- **Recognition/Awards**
  - **Gifts for Non-employees:** A gift in lieu of an honorarium may be reimbursed with prior approval from the Divisional Business Office and the UW Foundation.
  - **Recognition Awards for Employees:** Appropriate up to \$100.
- **Relocation:** Cost of moving expenses for new employees that cannot be processed with university funds (e.g. spouse/family expenses, house-hunting, second visits, etc.). Relocation expenses reimbursed by the UW Foundation may be reported as taxable income for the claimant. For UW – Madison’s Relocation Policy, please see <http://www.bussvc.wisc.edu/acct/policy/travel/relocat.html>.
- **Travel:** Travel reimbursements exceeding the university maximums that cannot be processed with university funds. For UW – Madison’s Travel Policies, please see <http://www.bussvc.wisc.edu/acct/policy/ppindex.html>.

## **Inappropriate Use of Foundation Funds**

- Parking Tickets
- Gift cards, gift certificates and cash awards for employees (due to tax implications)
- Donations or memorials to other organizations, including non-profits/tax-exempt charities
- Retirement gifts

## **Contacts**

Travelers and departmental staff should contact their respective Divisional Business Office for policy or procedural questions.

Divisional Business Offices may contact [uwtravel@bussvc.wisc.edu](mailto:uwtravel@bussvc.wisc.edu) with questions.