How to Allocate Expenses to the UW Foundation in e-Reimbursement

Approvers are responsible for allocating expenses to be paid by the UW Foundation during the approval process. Travelers/Alternates do not have this access in e-Reimbursement.

**Note:** See [Guidelines for Use of UW Foundation Funds in e-Reimbursement](#) to determine the most appropriate use of these funds.

1) To access the expense line funding, first switch to the Expense Detail view, if necessary (click located on the top-right or bottom-right of the screen).

2) Expand the details of the expense line to view the funding. There is a link to Expand All, and there are arrows along the left side that you can use to expand.

3) Change the account code to 6240. A link to the Foundation information will appear.

   - If the funding needs to be split, use the scroll bar below the funding to scroll to the right and use the plus sign to add a new line.
There should be separate funding lines for:

- The amount being charged to UW funding,
- The amount being charged to Foundation funding for alcohol, and
- The amount being charged to Foundation funding for exceeding the meal limits.

4) Click on the **Foundation** link.
5) Enter the following:
   - **UW Foundation Account Number**
     *Note: Please do not enter pound signs, hyphens, spaces, etc. in this field.*
   - **Account Description** (e.g. Business Services Discretionary Fund)
   - **Reason for Foundation Use:** Enter the reason why university funds could not be used to pay the expense (e.g. meal overage, alcohol, fundraising). Also enter the cost per person.

![UW Foundation Accounting screenshot](image-url)
6) Click **OK** to return to the *Accounting Detail* page. Attendees can be added by clicking the **Attendees** link.

7) Click **Summary and Approve** in the top-right corner to return to the summary screen where you can approve the claim.

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.