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

Approvers/Auditors 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) Click on the **Expense Type** to navigate to the *Details* page of the expense to be allocated to the UW Foundation.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Reimburse Amt</th>
<th>Currency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals-Hosted</td>
<td>06/01/2012</td>
<td>239.74 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air - Baggage Fees</td>
<td>06/01/2012</td>
<td>30.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare and Other Related Fees</td>
<td>06/23/2012</td>
<td>212.29 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging - Individual</td>
<td>06/03/2012</td>
<td>342.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals - Individual</td>
<td>06/02/2012</td>
<td>40.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) Click on the **Accounting Detail** link.

3) Determine if the expense is to be fully or partially paid using UW Foundation funds:
• Fully paid using UW Foundation funds: Enter **6240** in the *Account* field. Press the **Enter** key.

  **Note:** Do not delete the rest of the funding string information.

  This is the accounting detail for expense type *Meals Hosted* with a transaction date of 2012-06-31 in the amount of 239.74 USD.

  ![General Ledger ChartFields](image)

  Foundation | Amount | "GL Unit" | Monetary Amount | Currency Code | Exchange Rate | Account | Fund | Dept | Program
  --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
  Foundation | 239.74 | UWMSN | 239.74 USD | 1.00000000 | | 6240 | | |

• Paid with both UW-Madison and UW Foundation funds: Click on the **Add Chart Field** link. Enter **6240** in the *Account* field. Press the **Enter** key. Enter the appropriate dollar amounts in each *Amount* field.

  ![General Ledger ChartFields](image)

  Foundation | Amount | "GL Unit" | Monetary Amount | Currency Code | Exchange Rate | Account | Fund | Dept | Program
  --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
  Foundation | 68.90 | UWMSN | 239.74 USD | 1.00000000 | 2861 | 101 | | |
  Foundation | 171.74 | UWMSN | USD | 1.00000000 | 6240 | 101 | | |

  ![Add ChartField Line](image)

  ![Refresh](image)

  ![OK](image)

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 and a breakdown of university and UW Foundation payments (e.g. $28 per person; $102 – UW; $66 – UWF).
6) Click **OK** to return to the *Accounting Detail* page. Click **OK** again to return to the *Expense Detail* page.

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.

**Note:** If the list of attendees is not entered in to the system, please forward an electronic copy of the list to Stefanie D. Merucci at smerucci@bussvc.wisc.edu to be included in the UW – Madison weekly billing to UW Foundation.