

## Guidelines to Entering Expenses in e-Reimbursement

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The basic premises of entering expenses are:

- All expenses entered must be actual, reasonable, and necessary expenses incurred up to allowable maximums. There are no per diems or allowances for any category of expense if the expense being claimed was not actually incurred.
- Match expense entry to a transaction or receipt/separate payment. Expenses may not be broken down into multiple expense lines on the ER for the purpose of avoiding the \$25 receipt requirement.
- Itemize transaction or receipt/separate payment by individual expense type.
- Provide receipts when the expense or payment exceeds \$25.
- Combine small multiple expense payments of the same expense type when the total is less than \$25.
- Enter meals per day by combining breakfast, lunch, and dinner on one expense line for each day.

### General Entry Guidelines

Expenses should be entered to match transactions, receipts or payments. When the traveler makes a payment, enter the expense amount to match the payment. However, any multiple payments for the same expense type can be consolidated into one expense line when the total is less than \$25.00. The following example describes three scenarios when claiming parking expense:

- Scenario 1: Traveler parks at the airport for five days @ \$8 per day. Traveler pays the parking fee of \$40 in one payment on Day 5. A receipt is required and one parking expense of \$40 on Day 5 is entered in e-Reimbursement.
- Scenario 2: Traveler parks at their hotel during a three day stay and is charged parking expenses of \$18.00 for each of the three days. Traveler pays the parking fee of \$54 in one payment as part of their hotel bill checkout on Day 3. A receipt is required and will typically be included on their hotel receipt. One parking expense of \$54 on Day 3 is entered in e-Reimbursement.
- Scenario 3: Traveler drives to Location 1 in Milwaukee and incurs parking charges of \$8, paid upon exit from the parking ramp. Traveler next drives to Location 2 in Milwaukee and incurs parking charges of \$6, paid upon exit from the parking ramp. Traveler then drives to Racine and incurs parking charges of \$4 which is paid into a parking meter. The three parking charges can be consolidated into one expense line entry of \$18, with a brief description of the location and amount of each payment. No receipt is required because the total expenses are less than \$25.

### Expense Entry for Specific Expense Types

- **Airfare-Coach Only** – Enter one-way, roundtrip, and multi-leg airfares on one expense line to match the receipt. For multi-destination airfares, enter the destinations in the description. A receipt is always required. Enter prepaid

airfare expenses in e-Reimbursement when claiming travel expenses for the trip associated with the previously purchased airline ticket. This is especially important if charges related to the flight such as baggage fees and airport parking are being claimed.

- **Airfare-Cancel/Change Fee** – (Also used for baggage/seating fees.) Enter expense to match the payments/receipt. For example, if outbound flight baggage fee of \$15 is paid in Madison and return flight baggage fee of \$15 is paid in Houston, enter as two expense lines. No receipt required because each payment was less than \$25. If baggage fee is greater than \$25, a receipt is required.
- **Athletic Pre/Post Game Meal/Breakfast/Lunch/Dinner** – Enter meal costs, including applicable taxes, gratuities and service charges in compliance with NCAA requirements. Receipts are required.
- **Bus/Train-Long Distance**  
**Local Transport/Shuttle**  
Enter the expense, including related gratuities to match the transaction or payment. If a one way or roundtrip ticket is purchased, enter as one line. If two (or more) one-way fares are purchased, enter each on a separate line. Receipts are required when the fare payment exceeds \$25. Multiple bus/train/shuttle fare payments may be combined into one expense line when the total is less than \$25, with a brief description of the itinerary and amount of each payment.
- **Business Communications** – Business communications include expenses such as Internet/e-mail connectivity, and business phone, fax and shipping charges incurred while traveling. These expenses are often incurred as part of a hotel stay where one payment will be made as part of the hotel bill checkout. When these expenses are incurred at the hotel, enter the expenses using expense type “Business Communications”. A receipt is required for expenses over \$25 and will typically be included on their hotel receipt. When business communications expenses are incurred and are not part of a hotel stay, enter the business communications expenses to match the payments/receipt. Receipts are required for business communication charges exceeding \$25. Multiple business communication charges may be combined into one expense line when the total is less than \$25, by entering a brief description of the expense and amount of each payment.
- **Car Rental**-Enter the car rental expense on one expense line to match the receipt. A receipt is always required, unless total rental cost is under \$25.
- **Gas** - Enter gas purchases to match the transaction or payments/receipt. Receipts are required for gas purchases exceeding \$25. Multiple gas purchases may be combined into one expense line when the total is less than \$25, with a brief description of the location and amount of each payment.
- **Lodging** – Enter one expense line for each separate hotel stay. Enter the Number of Nights and the Amount Spent for the combined cost of room and any applicable taxes on the date payment was made. Do not include charges for any other expense types in the Amount Spent total. Expenses for other charges included on the hotel receipt for Internet access, meals or parking must be entered on separate expense lines using the appropriate expense type. An itemized receipt is always required.

*Note:* Three methods can be used to separate expense types from hotel folios: 1) Enter expense types manually; 2) Receipt split; and 3) Itemize Hotel Bill (hotel wizard). When entering lodging expense using Itemize Hotel Bill, each night of lodging will be listed in the expense report as an individual line.

- **Lodging-Extended** – Enter one expense line for each separate payment transaction associated with the extended stay. Enter the Number of Nights and the Amount Spent for the combined cost of room and any applicable taxes. Do not include charges for any other expense types in the Amount Spent total. Expenses for other charges included on the hotel receipt for Internet access, meals or parking must be entered using the appropriate expense type. An itemized receipt is always required.

*Note:* Three methods can be used to separate expense types from hotel folios: 1) Enter expense types manually; 2) Receipt split; and 3) Itemize Hotel Bill (hotel wizard). When entering lodging expense using Itemize Hotel Bill, each night of lodging will be listed in the expense report as an individual line.

- **Lodging-Group** Enter one expense line for each night's lodging. Enter "1" as the Number of Nights, the Number of People and the Amount Spent for the combined cost of room and any applicable taxes for that night. Do not include charges for any other expense types in the Amount Spent total. Expenses for other charges included on the hotel receipt for Internet access, meals or parking must be entered using the appropriate expense type. An itemized receipt is always required.
- **Meals** and/or **Meals – Taxable** – Enter meals per day combining breakfast, lunch, and dinner on one expense line for each day. No receipt required, unless maximum is exceeded, which also requires sufficient justification. The exception to entering meals on a per day basis is when a combination of payment types is used for the expense type of "**Meals**" or "**Meals – Taxable**". An example of when meals are entered on a per meal basis would be when payment is made by personal funds for breakfast and payment is made by corporate funds for lunch on the same day.
- **Meals – Hosted** – Enter expenses per meal, including applicable taxes, gratuity and service charges. The specific names of the persons for whom meals are being purchased and their affiliation, along with the business purpose must be provided. Receipts are required.
- **Mileage** – Enter mileage for each trip on one expense line. "Each trip" begins when the traveler leaves their headquarters until they return to their headquarters. Receipts are not required.
- **Other Non-Travel – Use this category for non-travel expenses and only when expenses cannot be properly categorized by a more specific expense type.** Enter the expense to match the transaction, receipt or payment. If two (or more) other non-travel expenses are incurred that exceed \$25 enter each on a separate line and provide a receipt. Multiple expenses may be combined into one expense line when the total is less than \$25 with a brief description of the description of the expense and amount of each payment. These multiple expenses should be entered and grouped with

other like expenses. For example, enter small supply purchases on one line, equipment rental on another line, etc.

- **Other Travel – Use this category only when travel related expenses cannot be properly categorized by a more specific expense type.** Enter the expense to match the transaction, receipt or payment. If two (or more) other travel expenses are incurred that exceed \$25 enter each on a separate line and provide a receipt. Multiple expenses may be combined into one expense line when the total is less than \$25 with a brief description of the description of the expense and amount of each payment. These multiple expenses **should be entered and grouped with other like expenses. For example**, enter tips for service workers (housekeepers, bellhops, porters) on one line, tolls on another line, etc.
- **Parking** –Enter the expense, to match the transaction or payment. If parking multiple days at one location, such as at an airport or hotel, and making one payment enter on one expense line on the date payment is made. A receipt is required when the payment or transaction exceeds \$25. Multiple parking expenses may be combined into one expense line when the total is less than \$25, with a brief description of each parking expense and amount of each payment. See detailed parking entry examples in **General Entry Guidelines** above.
- **Phone Calls-Personal** – Enter expenses for each trip on one expense line. In the description area, indicate number of nights for which actual phone expenses incurred are being claimed up to a maximum \$5 per night.
- **Registration Fee** - Enter the registration fee expense on one expense line to match the receipt. A receipt is required for registration fees exceeding \$25. Enter prepaid registration fees in e-Reimbursement when claiming travel expenses for the trip associated with the previously paid registration fee. This is especially important if claiming meals during a conference for which a registration fee was paid.
- **Taxi** - Enter the expense, including related gratuities to match the transaction or payment. If two (or more) taxi rides are taken, enter each on a separate line. Receipts are required when the transaction or payment exceeds \$25. Multiple taxi expenses may be combined into one expense line when the total is less than \$25, with a brief description of the itinerary and amount of each payment.