

Creating a Travel Expense Report for the All Institutes Meeting 2019

Basic info:

Dates: November 18-20, 2019

Location: Monona Terrace Community and Convention Center
1 John Nolen Drive, Madison, WI 53703

Funding for this meeting: 143-471079-5-AAG6643

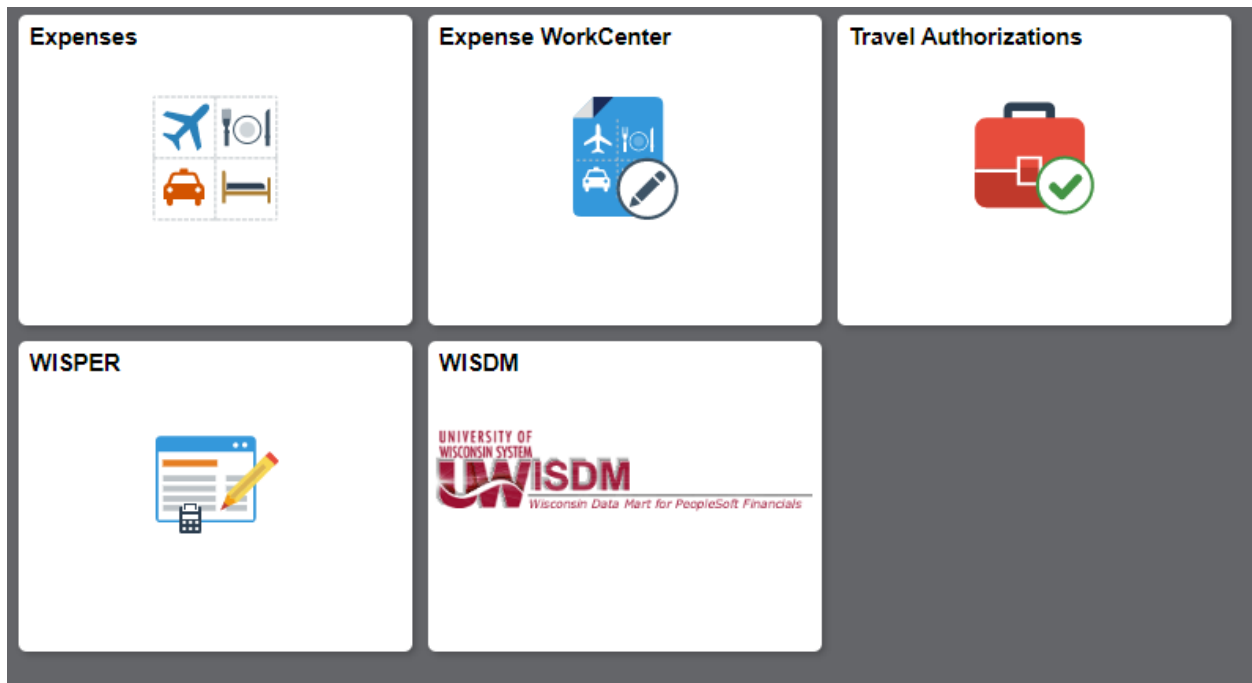
NOTE: Any lodging expenses for November 19 will be the responsibility of the individual/organizing group for meetings on November 20. Those travel expenses should still be included on the same expense report, but must be assigned other funding.

This is not a replacement for the complete user guides for the Expense Reimbursement process and system: <https://uw.foxworldtravel.com/user-guides/#e-reimbursement>

First step, go to:


<https://portal.sfs.wisconsin.edu/>

Click on Expenses tile in the upper left corner:




Click on Create Expense Report in upper right corner.


Notices




Create Expense Report



Add Quick Expense

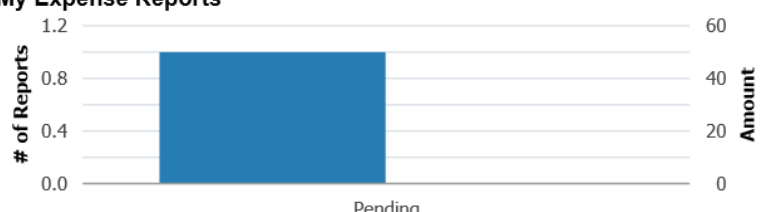


My Wallet



0 Wallet Transactions


My Expense Reports





Category	# of Reports	Amount
Pending	1	60

1 Active Expense Reports

Expense History



General Information

*Business Purpose	Conference
*Description	All Institutes Meeting
*Default Location	MADISON, WI
*Reference	INSTATE
Date of departure	
Date of return	

Click on the calendar page icon to enter your arrival and departure dates.

ATTACH RECEIPT:

At this point you MUST attach your supporting documents: Your agenda and lodging/parking receipts (if claiming). To do this, click on Attach Receipt:

 Attach Receipt >

Click on Add Attachment:


Cancel **Attachments** Done

Expense Report

Description All Institutes Meeting
Report ID 0000744283

Attachments Details

No attachments exist. Upload an existing file or capture receipt image.

 Add Attachment

Click on “My device,” and your files will be listed. Do this for whatever attachments you want to attach, that you have saved to your computer.

Double-click on a file and hit Enter. Then hit "Upload." You can add the description to your attachment. Click on the + sign to add more attachments. Click Done when you are finished.

Click on "Justification (is missing)" to enter the business justification for the expense report, which should state your role and reason for attending this event, and any explanations about your travel arrangements (such as "rode with Mary Jones", or "shared a room with Jon Smith").

To change your funding, click on Use Custom Values or Custom Funding:

Expense Details

No expenses have been entered.

Custom Funding (UWMSN/473000/104)

+ Add Expense

And change it to 471079 AAG6643:

Business Unit	<input type="text" value="UWMSN"/>	<input type="button" value="Q"/>
	UW Madison	
Department	<input type="text" value="471079"/>	<input type="button" value="Q"/>
	DEAN'S OFFICE*CONFERENCE	
Fund	<input type="text" value="143"/>	<input type="button" value="Q"/>
Program	<input type="text" value="5"/>	<input type="button" value="Q"/>
Project	<input type="text" value="AAG6643"/>	<input type="button" value="Q"/>
	FFY19 S/L EXT COOP EXT CONF	
Lock these settings	<input type="radio"/>	No

Then hit DONE.

Begin adding expense lines with the green + box.

Put in the description of whatever the expense is.

Choose Expense type. You may have to click on “All Types” to the upper right to expand the menu after clicking on the magnifying glass.

Be sure, when you are adding lines, that you **change the date** to the date of the expense.

For mileage claims, be sure that you put in addresses for origin and destination, and include in your attachments a screenprint of online mapping (e.g., Google Maps) with origin and destination addresses showing calculated mileage.

The image shows a screenshot of an expense management system. On the left is a sidebar with a summary: "Total (1 Item) 101.50 USD". Below this are icons for "Add", "Delete", "Filter", and "More". A date filter is set to "Tuesday, October 08, 2019". A single expense is listed: "Mileage" with a description "From 123 Main St, Melrose to" and an amount of "101.50 USD".

The main area shows the "Mileage - 10/08/2019" form. It includes the following fields:

- *Date: 10/08/2019
- *Expense Type: Mileage
- Description: From 123 Main St, Melrose to
- *Transportation ID: STANDARD RATE
- Transportation Type: STDRT
- *Miles: 175 x 0.5800
- *Payment: Personal Funds
- *Amount: 101.50 USD
- *Originating Location: MELROSE, WI
- *Destination Location: MADISON, WI

Whatever description you type in will also appear in the left-hand sidebar. Put in the number of miles (you can check Google Maps for mileage). If you are staying overnight, put in that number of miles. If you are going back home the same day, write, “roundtrip” and double the miles.

For Originating Location, begin typing your starting location, and when it appears, click on it. If it does not appear, try either the county or nearest city. Your address in the description box will clarify the exact address.

Click “Save.”

For the next expense line, click on the “Add” box on the left and a new line will open.

Remember to keep an eye on the date!

To enter lodging, choose preferred or non-preferred. Click on the list that opens under “preferred” and find your hotel. If it is not there, choose “non-preferred,” write in the name of the hotel, and why you were staying in a non-preferred hotel. You will note the red flag in regard to “non-preferred.” You will need to explain why you are staying at a non-preferred hotel for the red flag to disappear. Be sure to **choose day of checkout** for lodging date. That is the date of the charge.

NOTE: for the All Institutes Meeting, there were three hotels with room blocks. If you stayed in the Park Inn, which is a “non-preferred” hotel, your explanation is “Conference Room Block”.

Park Hotel “UW Extension Programming Meeting 2019 Block”

When sharing a hotel room, one person CANNOT request reimbursement for the entire amount of the room charge. You need to add an expense line item for lodging to be reimbursed for your portion of the hotel charge, attach a copy of the hotel receipt and submit the expense report. Then you can pay the roommate who paid for the room the amount owed to them.

For **meals and incidentals**, click on “per diem deductions” and check the meals that were provided. If you came each day and went home each night, then you cannot claim meals, as they were provided.

For overnight stays, be sure to check “first/last” for those two dates for meals. One meal cost will be deducted from your per diem for that day. Be sure to have a meals & incidentals claim for EACH day of travel.

Cancel Per Diem Deductions Done

Date 10/01/2018
Expense Type Meal and Incidental Per Diem
Per Diem Amount 61.00 USD

Deduction Details

Expense Type	Deduction Percentage
<input type="checkbox"/> First/Last Day of Trip	75.00
<input type="checkbox"/> Provided Meal 1-Breakfast	20.00
<input type="checkbox"/> Provided Meal 2-Lunch	30.00
<input type="checkbox"/> Provided Meal 3-Dinner	50.00

Travel reimbursement policy requires answering the questions, Who, What, When, Where, Why and How. Make sure you have answered each of these questions. Your name, where you were going, when and why, and how you got there. *Even if someone else paid with UW funds* – whether for your room, or other items – those lines must be entered, with their payment dates, but “Prepaid Purchasing Card” instead of “Personal expense.” If someone else rode with you or you rode with them, note that in supporting details or on the expense line.

When you are done entering your expenses, review your report and hit “Review and Submit.”

Save Review and Submit

Last Saved 10/29/2018 10:22AM

Mileage - 10/02/2018

*Date 10/02/2018

*Expense Type Mileage

Description 601 Langdon St to 123 Whatev

Mileage

*Transportation ID STANDARD RATE

Transportation Type STDRT

*Miles 25 x 0.5450

Payment Details

*Payment Personal Funds

*Amount 13.63 USD

Additional Information

After checking over your report, if you are satisfied that it is complete, you can submit it.