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

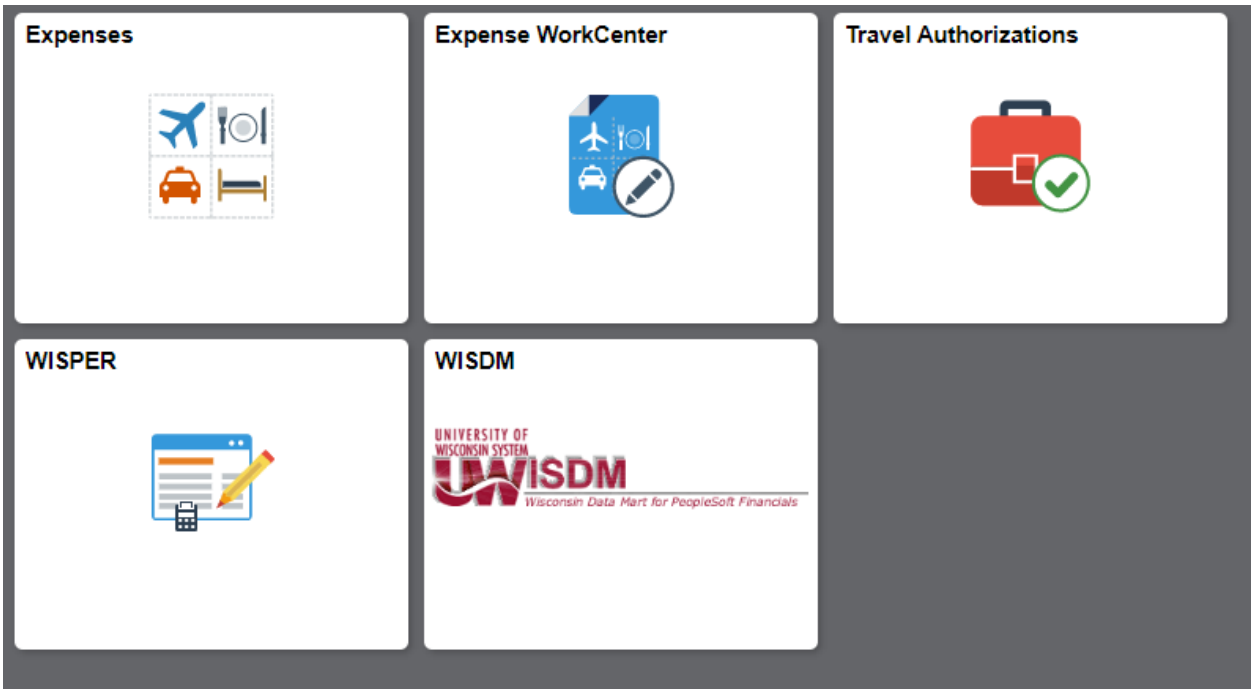
NOTE: Any lodging expenses for November 19 will be the responsibility of the individual/organizing group for meetings on November 20. Those travel expenses should still be included on the same expense report, but must be assigned other funding.

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

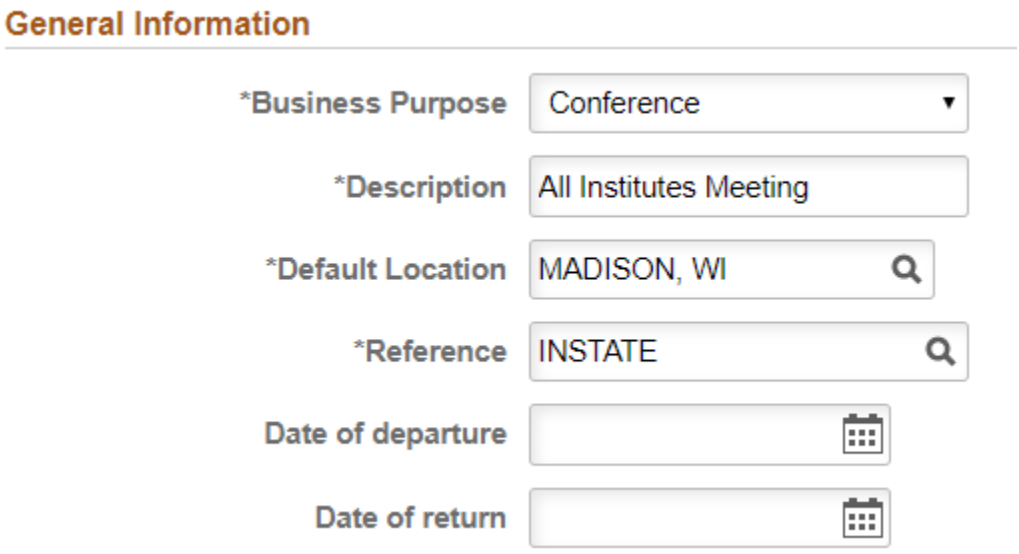
First step, go to:

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

Click on Expenses tile in the upper left corner:



Click on Create Expense Report in upper right corner.

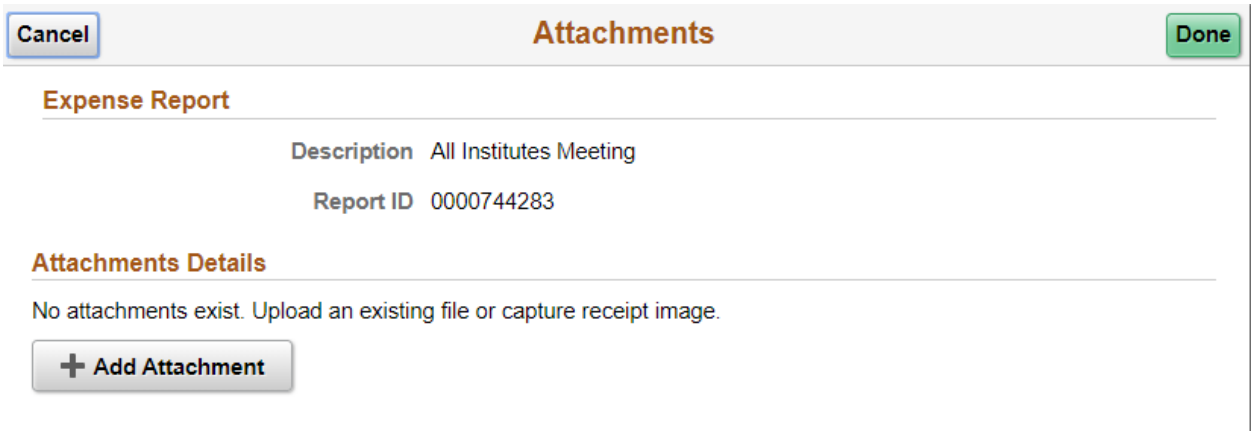


Click on the calendar page icon to enter your arrival and departure dates.

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:

Click on Add Attachment:

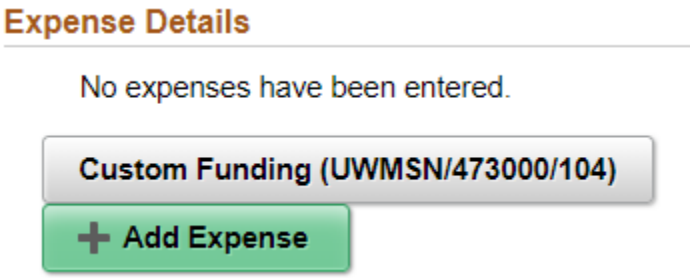


Click on "My device," and your files will be listed. Do this for whatever attachments you want to attach, that you have saved to your computer.

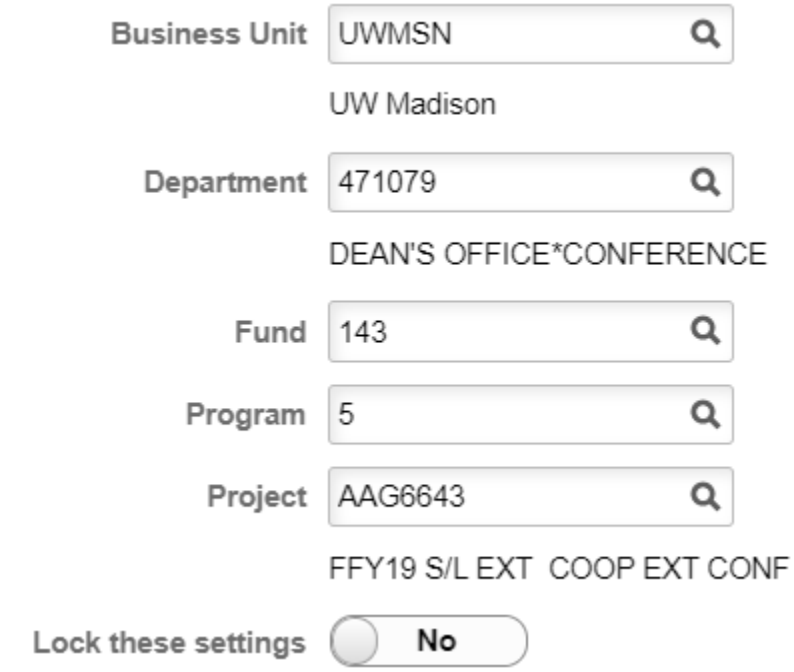
Double-click on a file and hit Enter. Then hit “Upload.” You can add the description to your attachment. Click on the + sign to add more attachments. Click Done when you are finished.

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:



And change it to 471079 AAG6643:



Then hit DONE.

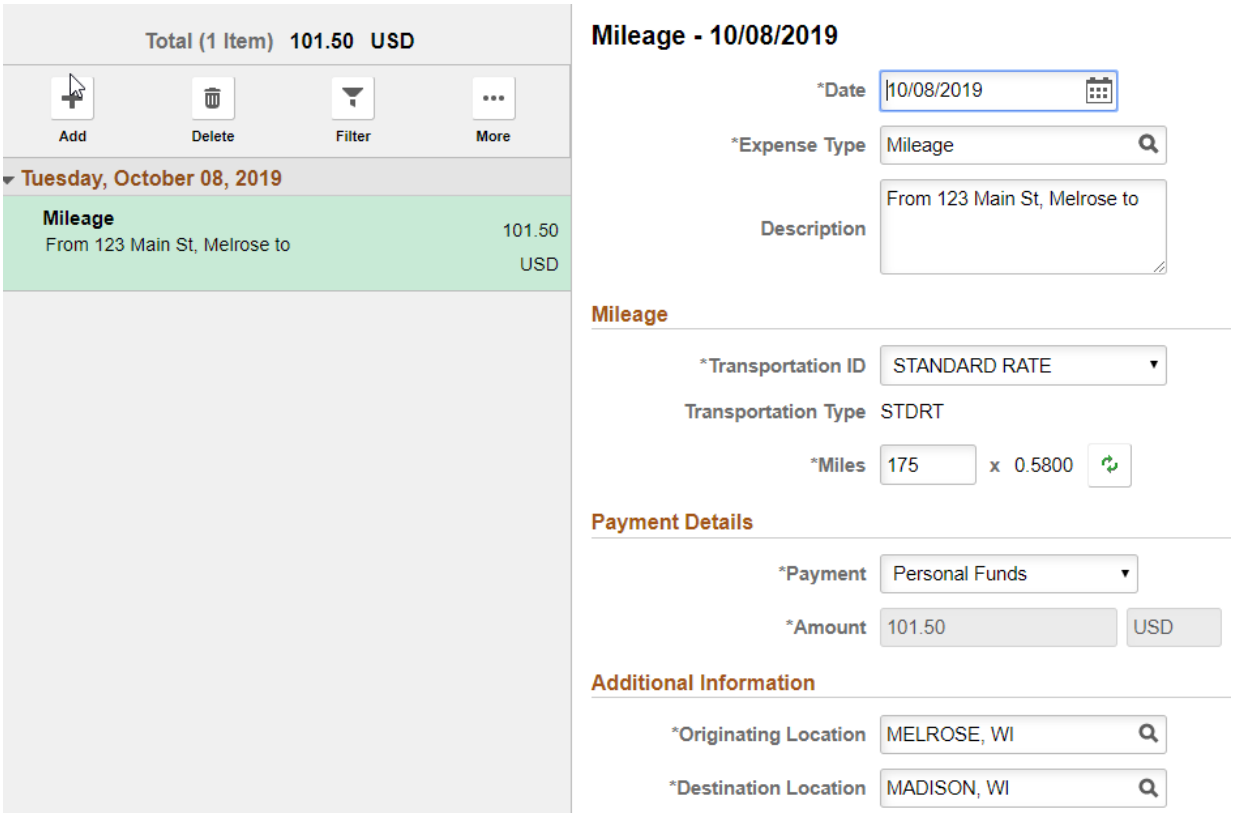
Begin adding expense lines with the green + box.

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.



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.

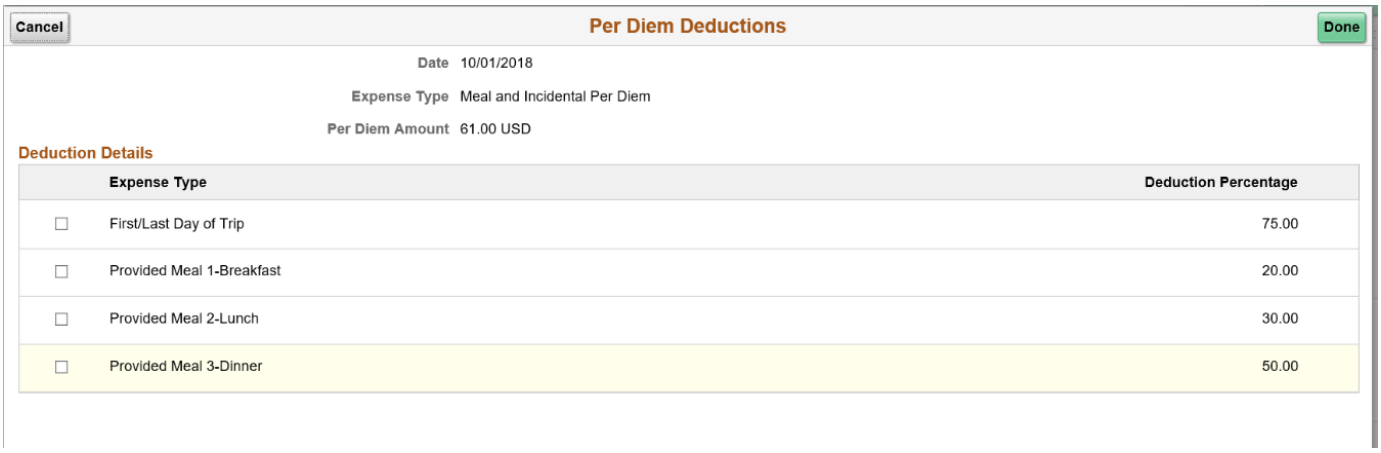
NOTE: for the All Institutes Meeting, there were three hotels with room blocks. If you stayed in the Park Inn, which is a “non-preferred” hotel, your explanation is “Conference Room Block”.

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.

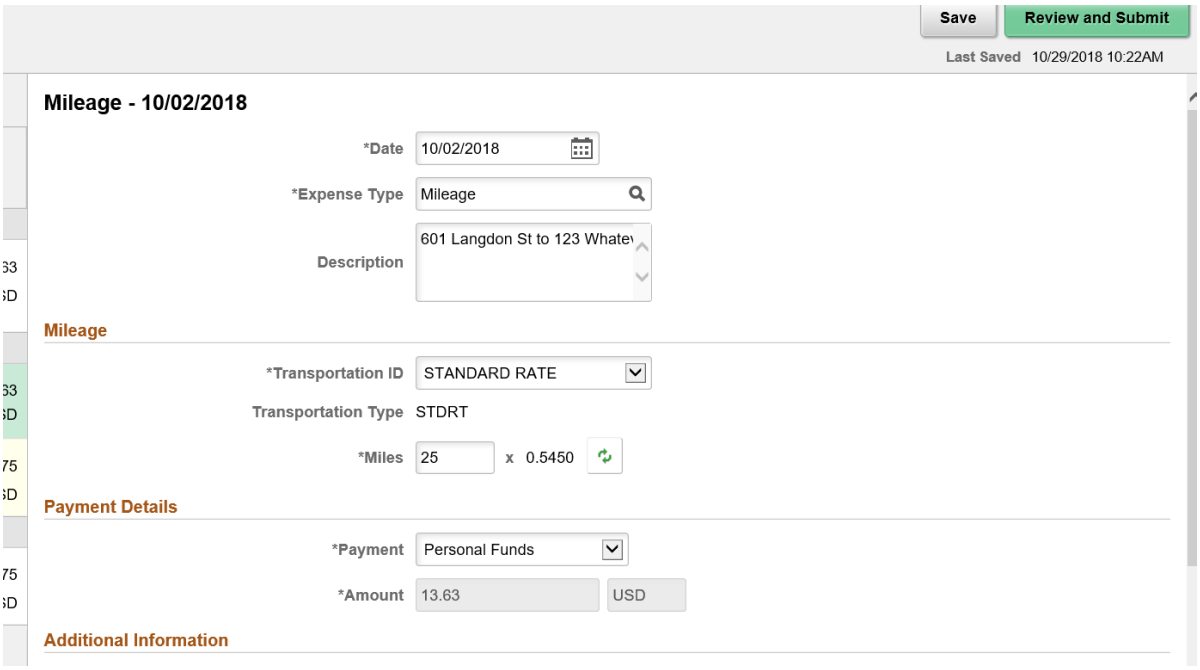
For **meals and incidentals**, click on “per diem deductions” and check the meals that were provided. If you came each day and went home each night, then you cannot claim meals, as they were provided.

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.



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."



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