Compliance Feedback for ESE Monthly Meeting 4/11/24:

**UPDATE:** Method of Payment - Google Pay, Apple Pay, Paypal etc.

* Effective immediately vendor receipts that show method of payment as Apple Pay, Google Pay, or PayPal are considered compliant even if there is no reference to the attached card used to pay. We no longer need to see reference to the type of credit card or the last 4 numbers to accept receipts that show Apple Pay, Google Pay, or PayPal as the payment method.
* HOWEVER, Venmo and Zelle, these two payment methods are **not** considered compliant alone currently.

Ride Share Upgrades

* We are seeing an uptick again in Ride Share trips that are an upgraded class of fare, these upgrades require a business justification to be noted in the comments or the memo line for each upgraded trip taken.
* Types of upgrades
  + Uber: Comfort, XL, Black
  + Lyft: Extra Comfort, Black, XL, Black SUV
  + Both: Priority Pickup and Wait Time fees
* These classes of fare are not upgrades, so do not need additional justification, just the trip purpose noted: UberX, Uber Green, Lyft, Lyft Pink
* Where to find the class of fare on receipts [Examples will be shown]

Budget Dates in Workday

* Accounting Date versus Budget Date
  + Accounting Date is the date the expense is recorded to the financial system and posted to the ledger.
  + Budget Date is the date the expense was incurred.
* Budget Dates are important as they are used to determine allowability of an expense or transaction on grants that have set time frames. An expense must occur within the allowed period and Workday uses the “Budget Date” to track this date.
* Budget Date = Expense Date = Date the expense occurred
* Some transactions allow entry of the budget date and some do not, there is a chart on UW Connect Finance that shows the various types of transactions and how the budget date is populated and if it can be changed manually or not: <https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032710>
* For **Expense Reports**, the budget date is determined by the “Expense Date” of each expense line. This is something we are currently checking for in compliance already.
* For **Miscellaneous Payments**, the budget date is determined by the Document Date and can and should be changed manually during creation of the MP to match the date of the activity (this is mentioned in the Job Aid for MPs). This is something we will START checking for during compliance going forward.