# COLLEGE OF ENGINEERING
## UNIVERSITY *of* WASHINGTON
### *A Community of Innovators*

# Compliance Session with Engineering Shared Services

# Compliance Feedback

August 8, 2024

# Ride Share Updates per the UW Travel Presentation

- COE will have a blanket approval form available, for a department to use.
  - If a blanket approval form was provided by the department, it must be added to all ERs submitted.

- A business justification is still required.  Please add this justification either to the expense item memo line or in the comments section.

- UW Travel does have a form on their resources page/tab.
  - If you would like to use  the UW Travel approval form for each trip, this is also an option .

# Ride Share Updates per the UW Travel Presentation (cont.)

**All car service expenses** will require a copy of the paid detailed receipt, as of 9/1/24.

- IMPORTANT CHANGE:  Car service expenses will no longer be accepted under the $75 receipt waiver policy.

**Taxi Service**: provide a copy of the company's receipt, which is required for reimbursement.

- If they paid cash, the traveler needs to ask for a receipt from the driver.

## Ride share upgrades when it is the only option or cheapest option

If a traveler selects the Uber Comfort + rate because it is either the same or lower than the Uber X rate or the only option,  then they need to take a screenshot at the time of booking to show that that the Comfort + rate is lower  or the only option available.

- Given that a ride share trip's cost  can change every day and throughout any given day, we cannot accept any screenshots after the trip has been completed

# Ride share upgrades when it is the only option or cheapest option (cont.)

Per UW Travel site, below is list of conditions when this corroborating documentation is needed:

- Upgrade was the only option.
- Upgrade was the cheapest option at the time (comparison from the time of booking is required).

Administrative approval **is required starting 9/1/24** for this option.

**Mobile Payment Methods Updates – Venmo, PayPal and similar applications**

- Additional documentation is no longer needed for any mobile payment method, including Venmo and PayPal  when paid to a business or vendor.

- Exchanges of funds between individuals are still not allowed.
  - Such as using Venmo or Zelle split payments between two (or more)  individuals, where the money is paid to an individual vs. a business organization.

## Itemized Receipt - per the COE $75 Supporting Documentation Waiver policy

*Documentation is still required, regardless of budget type.* Specifically, an itemized list of what was purchased, pricing information and business purpose must still be kept on file as supporting documentation.

If there is no itemized receipt, the following information should be included in comments/memo line.

- This information is required for <u>all funding sources</u>, including discretionary funds.
- Description of service or item being purchased.
  - For food purchased, an itemized list of all food and beverages, as well as a list of attendees.
- Vendor name
- Date of purchase

## COE Travel Policies

Meals Per diem - for all travel (employee & non-employee) reimbursements:

- Flight itineraries must be provided for meal per diem when flights are involved. This is to establish meal start and end times.

# Duty Station – Entering Travel Status

- If a traveler is starting their travel status anywhere else besides their Workday-listed duty station, then please add a comment to header or expense item memo line or the ER comment box explaining why.

    o Please note if the reason is work-related or personal.

# Remote Worker

- If a traveler is stating that they are a remote worker, then in their Workday profile, the city & state should be listed in the "location" field in Workday.

- If the duty station is incorrect, then the administrator of the department will need to confirm and fix the location info in Workday.

# General Help Request Forms

If you have any questions about a reimbursement, you can send a General Help Request via the UW Connect Finance Portal.

Link: https://www.co-ese.uw.edu/uw-connect-finance-portal/

- Additional subject inquiries may include:
  - Questions regarding a sent back ER.
  - Assistance with the Workday process.
  - The status of a UW Connect ticket submitted, or an ER submitted.
  - If you have an ER that you need expedited.

## Seattle Area Conferences & Reimbursement for Banquet Meals

<u>Definition for Travel Status:</u>  A traveler must be more than 50 miles away from their home and duty station (most direct route) and meet the 11-hour rule.

- Since the banquet meal expense is considered to be a meal per diem expense, travelers must be in travel status to receive reimbursement for banquet meals.
    - Per the UW Travel website, meals that are conference/seminar sponsored, have speakers and/or pertinent round table discussions may be reimbursed separate to per diem at actual cost.

# Seattle Area Conferences & Reimbursement for Banquet Meals (cont.)

- Given the travel status requirement, for any conference within fifty miles of UW, the traveler is not in travel status.

For any food-related event (Banquet, reception  with a full meal) listed on a conference/meeting registration invoice/receipt requires a discretionary worktag or needs to be removed from the reimbursement total submitted.

# Food Approval forms – Reoccurring Events

- All food approval forms  are also valid for one year from the date of event listed on the form.
    - **Best Practice** is to use the fiscal year for the date range (July 1 to June 30)

- All food approval forms  require a date range, if it is a reoccurring event.
    - This date range should be added to the Event title field or date field.

## Flight Receipt – Presented at the UW Travel Meeting

Listed below is the required information on an itemized airfare receipt:

- Origin and Destination
- Flight Dates
- Flight Class (ticket fare class)
- Breakdown of costs (total amount, add-ons, taxes, fees)

Proof of payment is required for **all** airfare expenses.

# Airfare Comparison guidelines per pre- or post- travel

Pre-travel comparison:

- If a comparison is obtained prior to the start of the trip, then depending on the type of ticket purchased, you can either submit a one-way comparison, if it was for a one-way ticket purchased.
  - If it is a round-trip ticket purchased, then you obtain a round-trip comparison.

Post-travel comparison:

- If the comparison is obtained after the travel/trip has ended, then a round-trip ticket is required.

## Airfare Comparison guidelines per pre- or post- travel (cont.)

**IMPORTANT NOTE:** If you are obtaining a pre-trip comparison ticket, then the ER needs to be fully approved prior to the start of the trip. It is recommended to submit the ER well in advance of the start of the trip.

- If the ER is approved after the start of the trip, then it will be sent back by UW travel and a round-trip comparison will be required.

# Car Rental and Additional Drivers

ALL drivers on the final rental agreement must be on UW business or the entire amount of the car rental is not reimbursable.

- If more than one person will be driving the vehicle, they need to be listed on the agreement <u>and</u> on UW Business.

# Duplicate line(s) Error when entering an ER

If an error occurs when entering an expense item into an ER stating that this is a duplicate line item, then the submitter needs to investigate to determine if there is a duplicate ER already in Workday.

- When creating an expense report in Workday for a payee, who has the same expense item category, expense item date and amount entered on another ER (either in draft, submitting or pending status), then this will create this duplicate line error.

# Duplicate line(s) Error when entering an ER (cont.)

You can run a Workday report to locate the ER that is causing the duplicate error.

- In the global search bar, type in Find Expense Reports.
  - On the form, select the company, most likely "UW1861 University of Washington".
  - Enter the traveler's name in the "Pay to" field, select the name of the traveler.
    - Click "OK".
  - Review the list looking for any other ER(s) that listed the same conference, location and dates of travel, and expense items that you are working on.
    - This information is located in the memo column.

**COLLEGE OF ENGINEERING**

UNIVERSITY *of* WASHINGTON

# Duplicate line(s) Error when entering an ER (cont.)

Once you find the duplicate line item(s), please reach out to the initiator of the other ER to determine who will be submitting on behalf of the traveler.

Ultimately, one of the ERs will have to be cancelled.

# Package Deals for Travel

- If a detailed breakdown of the individual costs (e.g., airfare amount, airfare class of service, room rate per night, taxes, etc.) can be obtained then the expenses can be reimbursed to the traveler per usual.

- If a detailed breakdown of the individual costs cannot be obtained, then a distinction cannot be made between business travel and personal benefit. Per IRS regulations, if a distinction cannot be made then the travel is considered to be personal benefit and the travel will be liable for taxes.
    - If receipts are not itemized and not compliant use the 'Package Deal' line item in Workday and follow the built in tax instruction

See this link for more information:  https://finance.uw.edu/travel/netid-bookandpay

# Hosting and Entertaining Expense Item Category

**Definition on UW Travel Glossary:** Meal purchased for somebody else when traveler or any participants are not UW business travelers or on travel status.

Factors/questions to consider when using the hosting & entertaining expense item category.

Are there any individuals at the meal who are not on UW business? For example, a family member, who is **not on UW business.**

- o If the answer is YES, then use "Hosting and Entertaining" expense item category for that individual's expenses.
- o If the answer is NO, then use "Meals, Coffee, and Refreshments" or "Catering & Prepared Foods".

# Hosting and Entertaining Expense Item Category (cont.)

Are any individuals at the meal who are **NOT in Travel Status**?

- "Local residents" at the meal not in travel status.

If the answer is YES, then ask the following question: "Are the local individuals on UW business?"

- If YES, then use a non-travel ER for this (not Meals Paid for Others on a Travel ER) and use "Meals, Coffee, and Refreshments" or "Catering & Prepared Foods".
- If NO, then use a non-travel ER for this and use "Hosting and Entertaining" for this individual's expenses.

# Hosting and Entertaining Expense Item Category (cont.)

Process:  When submitting a reimbursement using the "Hosting & Entertaining" expense item category, this expense item  is reimbursed on the "Non-Travel Reimbursement" expense report.

- When using this expense category, the amount should be the actual expenses paid (including taxes & tips).
- This expense item requires a discretionary resource.

1099 Tax reportable category:  When using the "Hosting & Entertaining"  expense item category, the amount reimbursed as hosting & entertaining is 1099 tax reportable for the payee of the ER.

# Resources:

- ESE Website Link:  https://www.co-ese.uw.edu/

  **Includes the following:**
  - Recorded Sessions & Training
    - MP General Reference Guide
  - Documents & Forms:
    - $75 Supporting Documentation Waiver Policy
    - COE Travel Authorization Memo FY24 NLA
    - COE Travel Upgrade Request
  - Communication:  ESE News & Updates
    - ESE monthly meeting documents presented.
  - Home:  ESE Current Wait Times
  - ESE Calendar
    - link to Wednesday Weekly Noon Office Hours