

Compliance Feedback for ESE Monthly Meeting 10/10/24

As of 10/10/24 - Packing Slips and/or Confirmation of Receipt

Packing slips and/or confirmation of receipt of all items will be required as of 10/10/24. If this information is missing, we will send back requesting it.

Family members and non-UW related guests

If you are holding an event and have invited family members or guests who are there **not** part of the UW business, but just as additional guests, please note that food expenses for them will be considered “Hosting & Entertaining.” If their portion of the food can be itemized out, then just their portion is this Expense Item category. If their portion cannot be itemized separately, then the entire food expense will have to be entered as “Hosting & Entertaining.”

Remember, “Hosting & Entertaining” is considered 1099 tax reportable.

Lodging Per Diem at “Government Rate”

Please note that some hotels will charge a base room rate of the max per diem of the area as the “Government Rate,” however, if there are any mandatory lodging fees/assessments, these are considered part of the room rate (not the taxes) when calculating per diem. This means if they charge a base rate at the max of per diem, then the fees will put the lodging over per diem and a valid overage exception must be given to be reimbursable.