

Compliance Feedback for ESE Monthly Meeting 01/09/25

MP/ER

- Reminder, please add confirmation that goods have been received when submitting requests for reimbursement of goods.
- Rideshare upgrades and extra fee reimbursement requests are still being made without approval and UW business purpose. Please remember to review rideshare documents carefully for these things.
- Required UW Non-Employee travel form is meant to be filled out by a UW employee on behalf of the traveler. The ESE advises against simply sending the form to non-employee travelers to fill out.

Expense Transfer Request Feedback

- Currently exploring the need for PI and funding approver approval to make transfers and whether we can just use their monthly review of budgets as approval. But in the meantime, please continue to provide.
- Please remember to provide the transactions ID#s for your requests so it can be determined if an accounting adjustment or a JE is necessary.
- Please continue to use the excel template form for requests that are more than a couple of lines, or if you feel it is easier to submit that. Happy to accept them.
- Please remember to review submitted JE's and accounting adjustments to confirm accuracy.
- The ESE has been behind in processing these transactions but are in the process of making an offer to a Shared Services Specialist to take over this work. So, we anticipate wait times to decrease in the near future.