Wisconsin School of Business
Financial Management Overview

Financial Management Office
Overview, Roles, & Responsibilities
July 2018
Topics

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## FMO Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Area</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Towers</td>
<td>Assistant Dean</td>
<td>FMO</td>
<td><a href="mailto:dave.towers@wisc.edu">dave.towers@wisc.edu</a></td>
</tr>
<tr>
<td>Lisa Learish</td>
<td>Senior Accountant</td>
<td>FMO</td>
<td><a href="mailto:lisa.learish@wisc.edu">lisa.learish@wisc.edu</a></td>
</tr>
<tr>
<td>Jonathan Wolf</td>
<td>Budget and Financial Analyst</td>
<td>FMO</td>
<td><a href="mailto:jonathan.wolf@wisc.edu">jonathan.wolf@wisc.edu</a></td>
</tr>
<tr>
<td>Nichole Whetter</td>
<td>Junior Budget Analyst</td>
<td>FMO</td>
<td><a href="mailto:nichole.whetter@wisc.edu">nichole.whetter@wisc.edu</a></td>
</tr>
<tr>
<td>Gina Srenaski</td>
<td>Senior Financial Specialist</td>
<td>FMO</td>
<td><a href="mailto:gina.srenaski@wisc.edu">gina.srenaski@wisc.edu</a></td>
</tr>
<tr>
<td>Jenny Yuan</td>
<td>Senior Financial Specialist</td>
<td>FMO</td>
<td><a href="mailto:jenny.yuan@wisc.edu">jenny.yuan@wisc.edu</a></td>
</tr>
<tr>
<td>Kelly Young</td>
<td>Senior Financial Specialist</td>
<td>FMO</td>
<td><a href="mailto:kelly.young@wisc.edu">kelly.young@wisc.edu</a></td>
</tr>
</tbody>
</table>

FMO Service Desk (with access to FMO Website): [https://jira.bus.wisc.edu/servicedesk/customer/portal/1](https://jira.bus.wisc.edu/servicedesk/customer/portal/1)
What Does The FMO Do?

• We are responsible for processing, approving, and auditing over $65 million in payments on purchase orders, p-card transactions, direct payments to vendors, payments to individuals, expense reports, check requests, gift deposits, etc., on over 450 accounts, for more than 700 employees, non-employees, and vendors.

• The FMO is also responsible for financial analysis/reporting for Departments, Centers, and the Dean’s Office; campus budgets; financial-aid; year-end closing; monthly reconciliations; internal billings; fund monitoring; PCI Compliance; and providing assistance for all financial-related inquiries.

• We work hard to continuously provide process improvements through designing, building, implementing, and providing feedback on new tools, guides, etc., for internal processes/initiatives, as well as campus-wide initiatives.
Financial Overview

Wisconsin School of Business

Financial Structure

State

WISDM: https://authhub.wisconsin.edu/?app=WISDM
Funding: Fund-Dept ID-Program-Project-Account
Fiscal Year: 7/1-6/30

Wisconsin Foundation & Alumni Association

UW Advancement Resources: http://www.uwadvancement.org/
Funds: 9-digit account numbers
Fiscal Year: 7/1-6/30

P-Card
DP/PIR
POs & Invoices
Cost Transfers
Sales Credit Deposits
Vendor Refunds

e-Reimbursement
Corporate Card

Transfers: UWF to 233

Gift Deposits
Check Requests
What is a Funding String?

233 – PRJ 47BB – 120000 – 4

Fund – Project – Dept ID – Program
3 digits – 7 digits – 12XXXX – 0-9 or R

3100
Account Code
4 digits

http://www.bussvc.wisc.edu/acct/coding.html
### What is a Funding String? – Con’t

<table>
<thead>
<tr>
<th><strong>Fund</strong></th>
<th>A 3-digit number, representing the source of funding</th>
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<tbody>
<tr>
<td><strong>Project</strong></td>
<td>A 7-digit ID, to differentiate the purpose of funds</td>
</tr>
<tr>
<td></td>
<td>• Think of project numbers like individual bank account numbers</td>
</tr>
<tr>
<td></td>
<td><em>A fund may not always have an associated project ID</em></td>
</tr>
<tr>
<td><strong>DeptID</strong></td>
<td>A 6-digit number, identifying an area. The first 2-digits represent the school/unit (i.e. 12 – WSB). The 3rd &amp; 4th digits represent the department, and the last 2 digits represent the sub-department (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• 121100 → Wisconsin School of Business, Financial Management Office</td>
</tr>
<tr>
<td></td>
<td>• 128210 → Wisconsin School of Business, Full-Time MBA, Admissions &amp; Recruiting</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>A 1-digit number, used to categorize expenditures (i.e. 2=Instruction, 4=Research, 6=Academic Support, etc.)</td>
</tr>
<tr>
<td><strong>Account Code</strong></td>
<td>A 4-digit number, classifying a type of transaction (i.e. 3100 – Miscellaneous Supplies)</td>
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</tbody>
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State Funds

*Regardless of the source or amount of the funds, once transferred to the state side, all expenditures must follow state policies and procedures*

<table>
<thead>
<tr>
<th>Funds</th>
<th>Description</th>
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| 101   | General Program Operations – Educational Programs  
        (GPR Appropriation – State tax, Federal indirect cost, and tuition funding allocated for the purpose of education and related programs) |
| *104  | General Program Operations – Extension Programs  
        (GPR Appropriation - Funding from UW-Extension used for off campus credit and non-credit activities)  
        *Only Small Business Development Center receives this funding* |
| 131   | Academic Student Fees  
        (from self-supporting instructional programs that result in net new enrollment & revenue growth to campus only, i.e. professional masters’ programs and capstone certificate programs) |
| 133   | External, non-Federal Grants and Contracts  
        (Not gifts – Grants with budgets, terms & conditions and a sponsor to satisfy. Effort reporting is required, i.e. awards from private foundations) |
| 135   | Funding from the Wisconsin Alumni Research Foundation (WARF)  
        Issued through The Graduate School (VCGRE) –  
        Includes start ups, retentions, fall competition awards, and travel grants  
        (though non-sponsored, this funding can be strictly budgeted & funding often can’t be moved from one budget category to another) |
**State Funds**

*Regardless of the source or amount of the funds, once transferred to the state side, all expenditures must follow state policies and procedures*

<table>
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<th>Funds</th>
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<tbody>
<tr>
<td>136</td>
<td>General Operations Receipts Received for Programs – “Revenue Accounts”</td>
</tr>
<tr>
<td>144</td>
<td>Federal Grants and Contracts</td>
</tr>
<tr>
<td>185</td>
<td>Center for Urban Land Economics Research Sponsorships</td>
</tr>
<tr>
<td>233</td>
<td>Gift Funds&lt;br&gt;<em>(Funds deposited in Gift Accounts from UW Foundation Accounts)</em>&lt;br&gt;<em>Note: Once monies are deposited in a 233 fund, it must follow State Policies</em></td>
</tr>
</tbody>
</table>
In 2013, the Wisconsin School of Business implemented the first-ever unified budget. This is an annual process completed by all departments, centers, and areas across the school.

During this process, each area is asked to forecast recurring expenses, and budget for new initiatives and events for the upcoming year. Once each unit has developed their proposed budget, they must submit them to the FMO for review and approval.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Description</th>
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<tr>
<td>September/October</td>
<td>Develop and disseminate WSB-level priorities</td>
</tr>
<tr>
<td>November-March</td>
<td>Interactive discussions with units on investment opportunities around upcoming FY priorities and initiatives</td>
</tr>
<tr>
<td>March-May</td>
<td>Develop unit budgets and consolidate into upcoming WSB FY budget</td>
</tr>
<tr>
<td>May</td>
<td>Budget approval from Dean, Provost with endorsement from WSB governance bodies</td>
</tr>
</tbody>
</table>
Purchasing Authority

- **All agreements/contracts (for any dollar amount), etc.** (including Revenue and PA agreements), may only be signed by official, delegated individuals
  - Forward all requests to your purchasing contact in the FMO, to determine proper routing and for appropriate processing
  - All expenses > $5,000 must be paid via a Purchase Order (PO)

- No Serial Purchasing (fragmenting/separating transaction to avoid delegation limit)

- Please obtain pre-approval from ITS before purchasing Electronics, Software, and Hardware items
  - Requests to purchase such items should be submitted to ITS via the ITS portal (see next page)

- Please visit the FMO’s Purchasing Webpage (link provided below), to access helpful links, documents, and forms. A list of WSB Purchasing Contact assignments by department is also available on the webpage

**Resources:**
Delegation: [http://www.bussvc.wisc.edu/purch/delegation.html](http://www.bussvc.wisc.edu/purch/delegation.html)
Purchasing Services: [http://www.bussvc.wisc.edu/purch/purch.html](http://www.bussvc.wisc.edu/purch/purch.html)
FMO Purchasing Webpage: [https://wiki.bus.wisc.edu/display/FMO/Purchasing](https://wiki.bus.wisc.edu/display/FMO/Purchasing)
Purchasing/Contracting

- **UW’s “Best Judgment” purchasing limit** is $5,000.00. If your total cumulative purchase in a fiscal year may/will exceed $5,000.00 (through one transaction or multiple transactions), bidding/contracting may be required. Contact your department’s FMO purchasing contact for assistance, PRIOR to contacting vendors. Also, allow sufficient time for requests to be processed
  - For requests between $5,000.00 - $50,000.00, allow 4-6 weeks*, at minimum, for processing, once completed and fully documented requests are received by the FMO purchasing contact
  - For non-contract requests over $50,000.00, allow 3-6 months*, at minimum, for processing, once completed and fully documented requests are received by the FMO purchasing contact

- All purchases made on UW-Administered Funds (regardless of the source of the funds), must adhere to State and UW Purchasing Policies and Procedures

- **Supplies (office supplies, etc.):** The UW has contracts for most business supplies needed, at discounted rates, through Shop@UW (in-stock items are typically delivered on the next business day). Contact your department administrator for assistance with ordering general office supplies

*PO/Contracting timeline is subject to receipt of complete/full documentation, the order in which the request was received in the FMO & in Purchasing Services, availability of campus purchasing agent in charge of commodity requested and vendor response time regarding contract edits
WSB Purchase Approvals

- **Office Furniture and Equipment Purchases**: The UW has required contracts for furniture purchases. For requests for new furniture, please submit your request through the following portal: [https://support.bus.wisc.edu](https://support.bus.wisc.edu). For requests for existing furniture in Grainger Hall, please work with (or have your department administrator work with) Building Services to complete your request (contact Facilities Manager [Timothy Bent Jr](mailto:)).

  - Research funding provided through the Graduate School (135), including “start-up” funds, may NOT be used for office furniture purchases, without explicit consent from the Graduate School.
  
  - Funding provided by a grant, federal (144) or private (133), may only be charged for office furniture and/or equipment, if budgeted for and approved by the grantor.

- **Electronics, Software, and Hardware Purchase**: Obtain pre-approval from ITS before purchasing.

  - Submit Electronic Equipment and Software Purchase requests (i.e. software licenses, boxed software, monitors, tablets, etc.), to the Information Technology Solutions (ITS) Department, through the following link: [https://support.bus.wisc.edu](https://support.bus.wisc.edu)

    - Please Note: The UW has enterprise licenses for some software programs, so please check with ITS, BEFORE purchasing any software. Some software is also available to UW employees (for personal use), at greatly reduced pricing or free-of-charge.

  - Purchases made without ITS approval may delay reimbursement (if purchased using personal funds) while post-approval is reviewed and may result in item not being reimbursable.

  - Pre-Approval from ITS prevents unnecessary purchases (i.e. If the school already has the item needed or is able to obtain at a greatly reduced cost) & ensures proper tracking of University Property.
Grant & Graduate School Funding Administration

Research at UW-Madison is conducted under the highest ethical and legal standards. A variety of resources are available to help researchers adhere to those standards.

- Grant and Contract Funding, administered by the Office of Research and Sponsored Programs (RSP), come from extramurally sponsored programs, in two forms:
  - Federal Grant and Contract Funding (144)
  - Non-Federal Grant and Contract Funding (133)

- Graduate School Funding is from the Wisconsin Alumni Research Foundation (WARF), founded in 1925. WARF is the private, non-profit patent and licensing group for the University of Wisconsin-Madison. “135” Funds are from the Graduate School

Resources:

PI Financial Tool: https://pi.wisc.edu
- UW-Madison faculty and researchers can use the PI Financials Tool to help plan, manage, and track their sponsored projects (including start-up or annual funding from the WSB, if provided) using financial data that is populated from WISDM. However, the PI Financials Tool does not update any information within WISDM as a result of actions performed within it.

PI Portal: https://my.research.wisc.edu
- The PI Portal is your dashboard, on-ramp, and quick reference guide for research administration and compliance.
Grad School Funding Administration: Faculty Research Funding

• The Office of the Vice Chancellor for Research and Graduate Education (VCRGE) provides research funding for faculty/permanent PIs through its annual Fall Research Competition, as well as funding for travel to domestic and international meetings, etc.

  • **Fall Research Competition** – Competition usually opens in Mid-August & closes in mid-to-late September. Faculty/permanent PIs may apply individually or with another faculty member/permanent PI. Funding may be available to cover:
    • Summer & Semester Salary for Full-Time Research, Staff Salaries, Student Hourly Help,
    • Supplies & Equipment
    • Travel
    • Other services

• Specific policies & procedures for approved Fall Research Competition awards are outlined by the VCRGE’s Research Committee Policies

• All applicants are notified by December, if awarded

• All fall research competition applications must be submitted through the application portal. To access the Fall Research Competition Information Page & Log-In Page for the Application, Go To: [https://research.wisc.edu/resfunding/comp](https://research.wisc.edu/resfunding/comp)
Travel Awards – VCRGE provides Domestic & International funds for conference travel. Both programs are available only to tenured or tenure track faculty & academic staff with permanent PI status. Eligibility is calculated separately for each program. Faculty may apply at any time during the year, but must do so BEFORE going on the trip. Travel expensing must otherwise follow UW travel policies and procedures. All requests are to be sent to Kate Austin at: gsaccounting@grad.wisc.edu

- **Domestic Travel Awards are available ONCE every 2 fiscal years, for up to $1,000.00.** Domestic travel is defined as: travel to any of the 50 states, U.S. Territories or commonwealths, Canada, or Mexico. [Click here for additional details and instructions](#)

- **International Travel Awards are available ONCE every 3 fiscal years, for up to $2,0000.00.** [Click here for additional details and instructions](#)
Grad School Funding Administration: Wisconsin Distinguished Graduate Fellowships (WDGF Funding) – Administrative

The WDGF program was established in 1997 through collaboration between the Office of the Vice Chancellor for Research and Graduate Education (VCRGE), UW Foundation, Wisconsin Alumni Research Foundation (WARF), UW schools and colleges, and alumni donors.

Guidelines for WDGF funding include (but are not limited to):

- Fellowships must be paid from specially set-up UW Foundation funds (233). A partial funding match is deposited each August by the UW Foundation. For more information on WDGF funds, please contact Jenny Yuan in the FMO.
  - The WSB has multiple Wisconsin Distinguished Graduate Fellowships that may be eligible for awarding, depending on funding availability. Funding availability for the following fiscal year will be determined in the winter/spring of the current fiscal year, prior to the start of the next year.
  - During their fellowship, fellows must register for and maintain a minimum of eight graduate credits each semester (courses 300 or above), and a minimum of two credits during the eight week summer session. Dissertators are required to register for three dissertator credits each term including the eight week summer session. It is the responsibility of the department to verify that fellows are fully registered.
  - Sending out appointment letters to the fellows is a responsibility of the department.
  - Fellows are eligible for health insurance (included in fringes rate).

- Contact the FMO for current WDGF rates. Note: Next fiscal year’s rates are not available until the VCRGE published them (usually between late Spring to Summer, prior to the start of the academic year).
Best Practices: Grant & Grad School Funding Administration

• Keep an eye out for new funding opportunities
• Be mindful of deadlines to submit proposals
• Careful budget preparation is essential to a successful research project (utilize available tools – see resource link on previous page)
• As a PI, know the various regulatory and financial research compliance requirements for your project
• Effort Reporting is a federal policy and is not new. It is essential for PIs to report effort in an accurate and timely manner
  • Recent aggressive federal audits have resulted in multi-million dollar fines at research universities, for inaccurate effort reporting

Resources:

In the Wisconsin School of Business:
  • Senior Associate Dean for Faculty & Research – Professor Jim Johannes: james.johannes@wisc.edu
  • Pre-Award & Effort Reporting – Belle Heberling (Director): belle.herberling@wisc.edu
  • Post-Award – Jenny Yuan (Financial Specialist): jenny.yuan@wisc.edu

Research and Sponsored Programs (RSP): https://www.rsp.wisc.edu/

Graduate School – Research Funding: https://research.wisc.edu/resfunding/
Graduate School – Research Policy & Compliance: https://research.wisc.edu/respolcomp/
Institutional Review Board (IRB) Resources: https://irb.wisc.edu/
What are Custodian Funds?
• Custodian funds are temporary funds issued to a UW employee when a research study needs to pay study participants.

Restrictions/Requirements
• Only de minimus payments allowed. Payments are under $250 ($249 or less).
• Temporary custodian funds are issued for 3 months or less.
• All research participant studies are to be approved by the institutional review board (IRB) BEFORE requesting custodian funds.
• If gift cards are needed (in-store or online), please consult the FMO BEFORE purchasing.
• Research Participant Recipient Log: All payments to research participants must be logged for in the Research Participant Recipient Log and submitted with the Custodian Fund Accounting Form, to account for the distribution of the custodian funds.
  • The log must always contain the following information for each payment/recipient: payment amount, Name of recipient or identifier (if blind study), date payment received by recipient, gift card identifier (if applicable), signature or initials by recipient (see next slide for link to log).
• Payments to individual research participants of $250 or more need to be issued via a Payment to Individual Report (PIR) instead and require the participant to complete a W-9 form.
  • All payments to nonresident aliens, regardless of the dollar amount, must be processed through a PIR form and a completed W-BBEN attached (along with any other required documentation attached, as outlined in the Non-Payrolled Payments Flowchart). De minimus does not apply.

Apply for Custodian Funds (3-4 weeks before funding needed):
Submit – Custodian Fund Request Form, Budget Form, & Agreement Form

Receive Funds

Conduct Study (up to 3 months, per custodian fund) – Complete Research Participant Recipient Log for all payments to research participants

Close Out – Custodian Fund must be closed out with Accounting Services within 30 days – Submit: Custodian Fund Accounting Form, Research Participant Recipient Logs, & Check (if balance due)

Submit Custodian Fund questions to the FMO through the service desk: https://jira.bus.wisc.edu/servicedesk/customer/portal/1 or if external to the WSB, by e-mail: fmosupport@wsb.wisc.edu
Custodian Funds: Resources

Forms for submitting a Request for Custodian Funds

• Custodian Fund Request Form - http://www.bussvc.wisc.edu/acct/forms.html#ca2
• Custodian Fund Budget Form - http://www.bussvc.wisc.edu/acct/forms.html#CustodianFundBudgetForm
• Custodian Fund Agreement Form - http://www.bussvc.wisc.edu/acct/forms.html#ca1
• Custodian Fund NR Number Generator (an auto assigned NR number is required on all requests moving forward) - https://www.busserv.wisc.edu/custfundsys/NR-Numbers

Log for distributing Custodian Funds

• Research Participant Log - http://www.bussvc.wisc.edu/acct/forms.html#ResearchParticipantLog

Form to close out Custodian Funds

• Custodian Fund Accounting Form (to close a custodian fund) - http://www.bussvc.wisc.edu/acct/forms.html#ca3

Forms for payments to human research subjects over the de minimus

• Payment to Individual Report – Payment Request, Web Entry System - https://coetools.engr.wisc.edu/uw_pay_request/
Travel

(see “WSB Business Travel Checklist” for more on travel policies)

• Fox World Travel (FWT) is the UW’s contracted travel agency for all individual/group domestic and international airfare* and lodging
  • All university-related air travel **MUST** be booked through Fox World Travel or Concur*
    *Only airfare booked through the contracted program will be eligible for UW Payment or reimbursement (through the State-Side or UW Foundation)
  • Please see the WSB Travel Checklist for requirements on booking lodging through the contract vendor versus when it is OK to book directly with the hotel or conference website
  • To book individual airfare or lodging online, use Concur, the contracted self-booking tool. To access Concur, go to UW System’s TravelWIse website at: [http://www.foxworldtravel.com/UW/](http://www.foxworldtravel.com/UW/) and click on “Book Online”
    • Requires a Concur log-in to access the booking tool (a link to register for Concur is also available on the sign-in page of Concur)
    • See the WSB – Business Travel Checklist (available on the FMO Website or for pre-printed copies, the FMO Office) for potential exceptions
  • To work directly with a travel agent at Fox World Travel, or to book airfare for multiple individuals at once (or if traveling with a non-UW companion/family & you want to book together, which FWT agents can do, by calling & stating which part of booking is UW business & which part isn’t), call FWT at 920-230-6467 or toll-free at 866-230-8787
  • For Group Travel (+10), please reach out to your FMO Purchasing Contact in the FMO, when you first begin planning the trip

• Driver Authorizations
  • UW employees and students, **MUST** be authorized to drive by UW-Madison’s Risk Management, if required to drive on University sponsored business, in accordance with Risk Management’s Driver Authorization policies and processes, prior to using personal vehicles, rental vehicles, or fleet services. Only employees and students authorized to drive by UW’s Risk Management are eligible to receive reimbursement for mileage and/or rental cars (within UW Travel policy)
    • To register, go to the DOA’s Driver Authorization webpage: [https://fleetportal.wi.gov/my.policy](https://fleetportal.wi.gov/my.policy) and complete the online application. Drivers must submit their application at least 10 business days before they need to be authorized to ensure review and approval are completed before the trip
    • For more info on driver authorizations, go to [https://jira.bus.wisc.edu/servicedesk/customer/portal/1](https://jira.bus.wisc.edu/servicedesk/customer/portal/1) and complete a keyword search for “driver authorization”
Best Practices: Travel

- **Book flights at least 3 weeks prior to travel (when possible) for best availability of low-cost tickets**
- **Flights**
  - Cost comparisons for flights **REQUIRED** for the following:
    - **Indirect routing / extra stops for personal reasons**: Allowable provided there are no additional costs incurred
    - **Departing from and/ or returning to an alternate city**: Allowable provided the fare is more cost effective for the UW, including parking, mileage, meals, additional overnight stays, etc.
    - **Departing earlier/ returning later than business requires**: Allowable a day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.
- **Be aware of lodging** and per diem rates (check for changes in Resources below)!
  - First & last day of travel qualifies for **75% of the Meal & Incidentals per diem**, based on the location where the traveler spends the night, regardless of the departure and return times
  - Incidentals are included in the per diem allowance and are not separately claimable. Please check the WSB travel checklist for specific incidentals covered under the M&IE per diem allowance
  - *Check the WSB Travel Checklist for requirements on booking lodging through Concur/Fox World Travel
- **Book lodging only through the following methods** (see “WSB Business Travel Checklist” for additional requirements regarding when booking through Fox/Concur may be required):
  - Online: Directly through the hotel websites, through Concur, or if attending a conference and the conference has a direct site for booking lodging, you may use their site to book conference lodging
  - Telephone: Fox World Travel (no booking fee) or Call the Hotel Directly
  - **DO NOT book UW lodging, airfare, or car rentals (travel, in general), using any 3rd party website**. Use of these sites is prohibited and travel purchased from these sites is not reimbursable. These sites include, but are not limited to: Expedia.com, Hotels.com, Kayak.com, Priceline.com, Airbnb.com, Hotwire.com, Booking.com, Travelocity.com, Reservations.com, etc.
- **Be aware of receipt requirements. When in doubt, keep your receipt!**

**Resources:**

WSB Travel Checklist: [https://wiki.bus.wisc.edu/display/FMO/Policy](https://wiki.bus.wisc.edu/display/FMO/Policy)
Lodging Maximums & M&IE Per Diem Calculator: [https://uw.foxworldtravel.com/rate-calculator/](https://uw.foxworldtravel.com/rate-calculator/)
Travel and Expense Reimbursements

- e-Reimbursement is UW’s Web-Based Travel and Expense Reimbursement System
  - Reimburses UW Employees (all travel and expenses), non-employees (travel only), and newly hired relocating employees (travel and relocation expenses)
  - Use the Guided Expense Tool (GET) to submit expense reports, whenever possible (not available for group travel or cash advances)
  - Reimbursement receipts and supporting documentation must be complete & uploaded in the expense report. Each file attached may not exceed 4 MB. Paper receipt packets are no longer accepted

- If non-UW Employee, must complete a Non-Employee Profile Setup Request Form (see links on next page) and submit completed form through FMO Service Desk: [https://jira.bus.wisc.edu/servicedesk/customer/portal/1](https://jira.bus.wisc.edu/servicedesk/customer/portal/1)

- Reimbursement is from State-administered and/or UW Foundation Funds

- Appropriate business purposes are required for all reimbursements
  - It is important to answer “why” an expense was incurred and how it benefited the UW (i.e. A sufficient business purpose for attending a conference needs to include the conference name and the reason for attending)

- For travel that does not include an overnight stay, meal allowances are limited to a tax reportable day trip allowance of $15 per day, assuming the traveler expects to incur a meal expense

- UW Accountable Plan: All employee expense reports MUST be submitted within 90 days of the last day of travel, 90 days from the date the expense was incurred (if not travel related), 90 days from the end of the course (for approved tuition reimbursements), & all travel advances within 30 days of completion of the trip
  - Expenses submitted outside the 90/30 days are not allowed. Any exceptions will require a specific approval (available only for extenuating circumstances, such as a serious illness or other unforeseen emergency, and only within a reasonable time frame following the deadline). See the FMO website for more information: [https://wiki.bus.wisc.edu/display/FMO/Travel+and+Expense+Reimbursements](https://wiki.bus.wisc.edu/display/FMO/Travel+and+Expense+Reimbursements)
Best Practices: Travel and Expense Reimbursements

- ALWAYS include agendas and point-to-point mileage maps with your receipt package (where applicable)
- ALWAYS verify the default funding is correct (Accounting Default)
- ALWAYS upload receipts and supporting documentation to the expense report (less than 4 MB per attachment only)
- ALWAYS follow up with your departmental/center approver to advise them that a report has been submitted for their approval (do NOT assume they know it is in their queue), especially if your report has multiple funding strings in the same department (remember that each funding string needs an approval)
- Enter all travel-related expenses, including all expenses pre-paid on the UW Purchasing Card. This is mandatory
  - Excluding Fleet Car Rentals. Due to delays in fleet car billing, DO NOT wait for fleet car billing to be released before completing an expense report. Note that a fleet car rental was completed in the “comments” of the expense report only.
  - For each business trip/conference, always account for these expense types or explain, if cost not incurred at all (even if pre-paid or paid by an outside source):
    - Transportation/Airfare, Lodging, Registration Fee, and M&IE
- If combining receipts into one expense line (where allowed), please show calculations
- Provide itemized receipts with proof of payment
- If a meal(s) is provided by an event/conference, no further claim is allowed for that meal (meals provided in-flight and hotel breakfasts included in lodging prices, should not be deducted from the daily per diem)
- For Hosted Meals, always provide the attendee list (full names, with affiliations), an itemized receipt AND proof of payment, and the business purpose/agenda (simply stating “business lunch”, is not sufficient). It is important to answer “why” the expense was incurred, and how it benefited the University. Make sure to also include “why” the meeting had to take place over a meal
  - Hosted Meal/Event Rate Maximums differ from the individual per diem rates. Please check the WSB Travel Checklist for rates
- Additional information and reminders are provided in the travel checklist, available on the FMO Website

Resources:

Non-Employee Profile Set-up Request Form: http://www.bussvc.wisc.edu/acct/forms.html#NonEmployeeProfileSetup
Non-Employee Profile Change Request Form: http://www.bussvc.wisc.edu/acct/forms.html#NonEmployeeProfileChange
What is the Guided Expense Tool (GET)?

- The Guided Expense Tool is a user-friendly alternative to entering expense reimbursements directly into the e-Reimbursement system. The development of the tool is a result of feedback obtained from campus users by the APR Traveler Team. Expense reports entered into the Guided Expense Tool will feed into e-Reimbursement where the approval process will occur.

Unique benefits for GET users:

- Guided navigation through the expense entry process
- Built in wizards for selecting funding and mileage rates
- Receipt and documentation requirement identifiers
- Quick access to UW-Madison policy

Can I enter My Corporate Card transactions in GET and will the University still send the payment to US Bank on my behalf?

- Yes, you will be able to manually enter My Corporate Card transactions into GET. Approved transactions indicated as Corp Card will be paid to US Bank on your behalf. **Note:** You are not yet able to import your My Wallet transactions as you do in e-Reimbursement.

What types of transactions can NOT be submitted using GET?

- Group Travel
- Cash Advances
- Travel Reductions

How do I access GET?

[https://get.wisc.edu](https://get.wisc.edu)
My Corporate Card

A state-issued personal liability credit card. The major benefit of this card is that it streamlines and automates travel and expense reimbursement for travelers.

- Personal liability credit card
- 60 days to pay card before late fees are applied
  - UW policy states we cannot reimburse late fees
- Automates travel and expense reimbursement for travelers by linking the US Bank credit card statement to the UW-Madison expense reimbursement system
- Can not be used for purchases exceeding $5,000, donations, items available from Shop@UW, or personal expenses
- Can split purchases between state-side and UW Foundation funding
  - Reimbursement is subject to State-side and UW Foundation policies and limits
- This card is an agreement between the cardholder and US Bank. The University and FMO have no involvement, aside from reviewing and processing the expense reimbursement report, once it is submitted

Resources:
Group Travel

• Fox World Travel (FWT) is the UW’s contracted travel agency for all individual/group domestic and international airfare**
  • All university-related group air travel MUST be booked through Fox World Travel/Fox Premier**
    • **Only travel booked through the contracted program will be eligible for UW Payment or reimbursement (through the State-Side or UW Foundation)
• Detailed guidance, information, and documents for UW Trip Coordinators is available on the FMO Website at: https://wiki.bus.wisc.edu/display/FMO/Group+Travel. All Trip Coordinators should review the “Financial Guide for Group Trips” document, found on the above webpage, before beginning the planning process
  • To work directly with a travel agent at Fox World Travel, or to book airfare for multiple individuals at once (or if traveling with a non-UW companion/family & you want to book together, which FWT agents can do, by calling & stating which part of booking is UW business & which part isn’t), call FWT at 920-230-6467 or toll-free at 866-230-8787
  • For Group Travel with 10 or more participants, please make sure to connect with your purchasing contact in the FMO, when you first begin planning your trip

• Driver Authorizations
  • UW employees and students, MUST be authorized to drive by UW-Madison’s Risk Management, if required to drive on University sponsored business, in accordance with Risk Management’s Driver Authorization policies and processes, prior to using personal vehicles, rental vehicles, or fleet services. Only employees and students authorized to drive by UW’s Risk Management are eligible to receive reimbursement for mileage and/or rental cars (within UW Travel policy)
    • To register, go to the DOA’s Driver Authorization webpage: https://fleetportal.wi.gov/my.policy and complete the online application. Drivers must submit their application at least 10 business days before they need to be authorized to ensure review and approval are completed before the trip
    • For more info on driver authorizations, go to https://jira.bus.wisc.edu/servicedesk/customer/portal/1 and complete a keyword search for “driver authorization”
Best Practices: Group Travel

- Plan EARLY! Depending on the size of your group and your destination, the average group needs at least 6 to 9 months (or more!) to appropriately plan their group trip!
  - This not only ensures the best pricing, but safe trips!
- Speaking of safe trips, if your group wishes to travel to a country or region under an active U.S. State Department Travel Warning, you MUST submit a waiver request to the UW’s University International Travel Committee (UITC) for review and consideration (this process does take some time, so as noted above, please plan early)
- While use of tour group companies is not required, our experience has taught us that in most cases, it is beneficial for most groups to use experienced tour group companies. Especially ones that specialize in Higher Ed/MBA experiences
- It is recommended that groups travel with more than one trip leader, depending on group size, but especially, in case of an emergency
- Trip Coordinators & Trip Leaders are required to be permanent UW employees
  - Students are encouraged to be involved in helping to arrange site visits (if appropriate), suggesting cultural/historical site visits, etc., however, the trip coordinator is required to be the primary point of contact with all vendors
- Alumni support is welcomed and encouraged, however, we ask that Alumni who are interested in supporting a group trip do so only by contacting the trip coordinator to assist in setting up site visits, group meals, etc., or by providing funds to help offset costs

Resources:
More information on the above, as well as timeline information, information on bidding, CISI insurance, the Group Travel Bid Request Forms, etc., are all available on the Group Travel Webpage:
https://wiki.bus.wisc.edu/display/FMO/Group+Travel
Contracting for Credit Instruction

Effective November 2016, academic approval (via a screening proposal) by UW, as well as possibly, Higher Learning Commission (HLC) approval (UW's accreditator), for all contracts/purchases for credit instruction, must be completed PRIOR to submitting any contractual or purchasing requests to Purchasing Services. The academic approval process is required, REGARDLESS of the purchase amount.

- For qualification information & instructions, as well as information regarding separate policies for hiring INSTRUCTIONAL STAFF (individuals) is available on: [https://wiki.bus.wisc.edu/display/FMO/Contracting+for+Credit+Instruction](https://wiki.bus.wisc.edu/display/FMO/Contracting+for+Credit+Instruction)

Note: Please plan ahead for credit instruction needs. Approval takes 6+ months (possibly 9-12 months, depending on level of approval needed) and no “urgent” requests are possible.
Procurement Card (P-Card)

- Two week cycle
- All in-state purchases are tax exempt (and some out-of-state purchases) – see Resources below tax exempt lists and certificates
- For hosted group meals, must adhere to state maximums and provide the following: completed meal forms, participant lists, and paid, itemized receipts
- Must complete the Designated User Agreement Form if others are using your card
- Continuous P-Card audits performed
- For state-side funding/state-side limits only
- Alternatives: Corporate Card (funding may be split between state-side & foundation), Personal Credit Card, or through a check request to the Foundation
- **Site Manager:** Kelly Young (primary) & Gina Srenaski (back-up)

**Resources:**


Sales Tax Exemption from Other States: [https://uw.foxworldtravel.com/sales-tax-exemption-from-other-states/](https://uw.foxworldtravel.com/sales-tax-exemption-from-other-states/)
DPs and PIRs

**Direct Payments (DPs):** Used to make payments from University-Administered Funds to vendors

**Payments to Individuals (PIRs):** Used to make non-travel payments from University-Administered funds to individuals (non-UW employees)

- Prepared electronically through the Payment Request web entry system (link below)
- Excel Forms no longer accepted
- Amounts may not exceed $5,000 without prior approval from FMO
- Determine if a W-9 is required. If it is, check WISDM to determine if vendor W-9 is already on file
- PIRs are for taxable expenses payable to non-UW employees only (if reimbursing only travel expenses to a non-employee, use the e-Reimbursement System)

**Resources:**

DP/PIR Forms (Payment Request System): [https://coetools engr.wisc.edu/uw_pay_request/](https://coetools.engr.wisc.edu/uw_pay_request/)


Business Services ‘How To’: [http://www.bussvc wisc.edu/howto/HowMain.html](http://www.bussvc.wisc.edu/howto/HowMain.html)
Shop@UW

- Shop@UW is the University’s eCommerce marketplace for a variety of products (including office supplies, electronics, toner, etc.), through state contracts with a number of vendors
  - Products are offered through one central ePortal at contracted prices
  - Items such as office supplies are often delivered the next day (in-stock items)
  - Monthly billing occurs directly through account set up for your department/center
  - Ability to edit funding source (UW-Administered Funds/Accounts only), before transactions post to WISDM, through the PAT Tool

- Each department within the Business School has an established account
  - For new department/center administrators, please contact Jenny to request access to the existing account/re-set passwords
  - For new faculty, academic staff, etc., please contact your department/center administrator to request office supplies, etc.

- All computer/electronics purchases are to be requested through the Information Technology Solutions (ITS) Department. For purchase requests, complete ITS’s online Purchase Justification Form. For requests for school-supplied toner, misc. items such as computer mice, keyboards, etc., e-mail ITS at: support@bus.wisc.edu or go to https://support.bus.wisc.edu, to submit a request to ITS

- All furniture/chair purchases are to be requested through the Building Services Department, through the Building Service Request webpage (see link below)

Resources:

Shop@UW (if you have a log-in, or want to check out the “Guest Account“): http://mds.bussvc.wisc.edu/order/shopper_lookup.asp

PAT Tool: http://bussvc.wisc.edu/shopuw/PAT/PAT.html

ITS Purchase Justification Form: https://support.bus.wisc.edu

Building Service Request: https://support.bus.wisc.edu
Wisconsin Foundation & Alumni Association

- Foundation accounts, including legacy accounts are 9-digits
  - Accounts with both expendable (short-term) and endowment funding are combined and listed under one account number, beginning with “13”
  - Accounts with only expendable funding begin with “11”
- View account information, donor information, and a number of account reports through the Foundation’s Campus Partner Site (see link below)
  - To request access to the system, contact the FMO, and complete any required training
- Interest is posted on a quarterly basis
- Foundation Accounts fund 233 WISDM Gift Accounts
  - Depts/Centers are expected to monitor & reconcile their 233 Accounts Monthly

Resources:
- Campus Partner Site: https://www.uwadvancement.org/
- Gift Routing Form: https://www.busserv.wisc.edu/GiftForms/gift_main_menu.aspx