

## How to Allocate Expenses to the UW Foundation in e-Reimbursement

Approvers/Auditors are responsible for allocating expenses to be paid by the UW Foundation during the approval process. Travelers/Alternates do not have this access in e-Reimbursement.

**Note:** See [Guidelines for Use of UW Foundation Funds in e-Reimbursement](#) to determine the most appropriate use of these funds.

- 1) Click on the **Expense Type** to navigate to the *Details* page of the expense to be allocated to the UW Foundation.

Expense Line Items							Customize   Find
Expense Type	Date	PC Business Unit	Project Activity	Reimburse Amt	Currency	Receipt Verified	Approve Expense
<a href="#">Meals-Hosted</a>	06/01/2012			239.74	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Air - Baggage Fees</a>	06/01/2012			30.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Airfare and Other Related Fees</a>	05/23/2012			212.29	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Lodging - Individual</a>	06/03/2012			342.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Meals - Individual</a>	06/02/2012			40.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 2) Click on the **Accounting Detail** link.

**Approve Expense Report**

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### Expense Detail for Meals-Hosted (Line 1)

EXUSER01-Stefanie Employee Report ID: 0000112230

**About This Expense**

\*Expense Date: 06/01/2012

\*Payment Type: Personal Funds

\*Billing Type: Out-of-State  Non-Reimbursable

Number of People: 4

\*Location: MADISON, WI

Description: Meeting with research collaborators to plan student

\*Amount Spent: 239.74

\*Currency: USD

\*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 239.74 USD

[Accounting Detail](#)

[Add Additional Attendees](#)

[Receipt Split](#)

Approve Expense

- 3) Determine if the expense is to be fully or partially paid using UW Foundation funds:

- Fully paid using UW Foundation funds: Enter **6240** in the *Account* field. Press the **Enter** key.

**Note:** Do not delete the rest of the funding string information.

This is the accounting detail for expense type Meals-Hosted with a transaction date of 2012-06-01 in the amount of 239.74 USD.

Restore Defaults

General Ledger ChartFields

Foundation	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program
Foundation	239.74	UWMSN	239.74	USD	1.00000000	6240	101	030500	2

- Paid with both UW-Madison and UW Foundation funds: Click on the **Add Chart Field** link. Enter **6240** in the *Account* field. Press the **Enter** key. Enter the appropriate dollar amounts in each *Amount* field.

General Ledger ChartFields

Foundation	Edit Errors	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program
	Edit Errors	68.00	UWMSN	239.74	USD	1.00000000	2861	101	030500	2
Foundation		171.74	UWMSN		USD	1.00000000	6240	101	030500	2

Add ChartField Line Refresh

OK

4) Click on the **Foundation** link.

5) Enter the following:

- UW Foundation Account Number**  
**Note:** Please do not enter pound signs, hyphens, spaces, etc. in this field.
- Account Description** (e.g. Business Services Discretionary Fund)
- Reason for Foundation Use:** Enter the reason why university funds could not be used to pay the expense (e.g. meal overage, alcohol, fundraising). Also enter the cost per person and a breakdown of university and UW Foundation payments (e.g. \$28 per person; \$102 – UW; \$66 – UWF).

UW Foundation Accounting

Accounting Detail - Foundation

EXUSER01-Stefanie Employee

Report ID:

0000112230

Distribution Line 1

UW Fund Account Type UW Foundation

UW Foundation Account Number 1234567

Account Description Business Services Discretionary Fund

Reason for Foundation Use Meal overage/alcohol: \$28 per person; \$102 - UW; \$66 - UWF

Last Update User ID EXMRG1  
06/08/12 1:51:10PM

OK Cancel

- 6) Click **OK** to return to the *Accounting Detail* page. Click **OK** again to return to the *Expense Detail* page.

Upon final approval of an expense report that uses both University and UW Foundation funding, the claimant will receive a single payment for the total amount approved. The University bills the UW Foundation weekly for the expenses allocated to the Foundation. Included with the billing are expense details (e.g. business purpose/justification), list of attendees and UW Foundation account information. The UW Foundation reviews all billing information and determines if the expense is within their established guidelines and reflects the intent of the donor. If approved, the UW Foundation will reimburse the University for expenses already paid to the claimant.

**Note:** If the list of attendees is not entered in to the system, please forward an electronic copy of the list to Stefanie Merucci at [stefanie.merucci@wisc.edu](mailto:stefanie.merucci@wisc.edu) to be included in the UW – Madison weekly billing to UW Foundation.