

UW Foundation Billing in Expense Reports

UWF BILLING TEMPLATE FOR HOSTED MEALS

Business Purpose: Business
 Report Description: Peds Chair Recruitment Dinner
 Reference: NONTRAV

Expenses: Total 109.59 USD

****ONE** Expense Line for a hosted meal - note the 3 accounting lines within the same expense line, one for UWMSN meal portion, one for UWF meal overage, and one for UWF alcohol charges**

(A red arrow points from this text to the 'Meals-Hosted' expense type in the table below)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency																																																
08/01/2022	Meals-Hosted	Pediatric Department Chair recruitment dinner with Stephen Sheehan 8/14/22 at Osteria	Personal Funds	109.59	USD																																																
<p>Location: MADISON, WI How many people: 2</p> <p>Accounting Details</p> <p>Chartfields</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Project</th> <th>Acti</th> </tr> </thead> <tbody> <tr> <td>70.00</td> <td>UWMSN</td> <td></td> <td></td> <td>2860</td> <td>233</td> <td>530200</td> <td>6</td> <td></td> <td>UWMSN</td> <td>AAK2223</td> <td></td> </tr> <tr> <td>9.20</td> <td>UWMSN</td> <td></td> <td></td> <td>6240</td> <td>233</td> <td>530200</td> <td>6</td> <td></td> <td>UWMSN</td> <td>AAK2223</td> <td></td> </tr> <tr> <td>30.39</td> <td>UWMSN</td> <td></td> <td>30.39 USD</td> <td>6240</td> <td>233</td> <td>530200</td> <td>6</td> <td></td> <td>UWMSN</td> <td>AAK2223</td> <td></td> </tr> </tbody> </table> <p><i>(Red arrows point from labels to the corresponding rows in the Chartfields table: UW-MSN allowable amount to 70.00, UWF Meal Overage to 9.20, and UWF Alcohol to 30.39)</i></p>						Amount	GL Unit	Monetary Amount	Currency Code	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Acti	70.00	UWMSN			2860	233	530200	6		UWMSN	AAK2223		9.20	UWMSN			6240	233	530200	6		UWMSN	AAK2223		30.39	UWMSN		30.39 USD	6240	233	530200	6		UWMSN	AAK2223	
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Expenses must be split at the funding line level within one expense line. Do not enter multiple expense lines for the same expense. **If you have questions about how to add multiple funding lines to a single expense line, email your Division Coordinator.**

For Hosted Events and Business Meals, alcohol and meal overages must be split onto separate funding lines. Meal expenses which include alcohol and meal overages will have up to three funding lines *within a single expense line*.

- Portion allowable on UW funding
- Meal overages charged to UW-Foundation
- Alcohol to UW-Foundation

INCORRECT FORMAT - 3 EXPENSE LINES

*Date: 09/16/2022
 *Expense Type: Meals-Hosted
 Location: MADISON, WI
 How many people: 4

Description: Hosted dinner total was \$249.05. Maximum \$35 X 4 = \$140 on department funds; \$67.35 food/tip overage and \$41.70 alcohol on UW Foundation funds.
 111 characters remaining
[View Additional Attendees](#)

*Payment Type: Personal Funds
 Default Rate
 Non-Reimbursable

*Amount: 140.00 USD
 Exchange Rate: 1.00000000
 Base Currency Amount: 140.00 USD

Accounting Details ?

Chartfields ||

Amount	GL Unit	Monetary Amount	Currency Code	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Acti
140.00	UWMSN	140.00	USD	2860	233						

*Date: 09/16/2022
 *Expense Type: Meals-Hosted
 Location: MADISON, WI
 How many people: 4

Description: \$41.70 alcohol on UW Foundation funds plus tip
 208 characters remaining
[View Additional Attendees](#)

*Payment Type: Personal Funds
 Default Rate
 Non-Reimbursable

*Amount: 50.20 USD
 Exchange Rate: 1.00000000
 Base Currency Amount: 50.20 USD

Accounting Details ?

Chartfields ||

Amount	GL Unit	Monetary Amount	Currency Code	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Acti
50.20	UWMSN	50.20	USD	6240	233						

*Date: 09/16/2022
 *Expense Type: Meals-Hosted
 Location: MADISON, WI
 How many people: 4

Description: \$58.85 food/tip overage alcohol on UW Foundation funds.
 198 characters remaining
[View Additional Attendees](#)

*Payment Type: Personal Funds
 Default Rate
 Non-Reimbursable

*Amount: 58.85 USD
 Exchange Rate: 1.00000000
 Base Currency Amount: 58.85 USD

Accounting Details ?

Chartfields ||

Amount	GL Unit	Monetary Amount	Currency Code	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Acti
58.85	UWMSN	58.85	USD	6240	233						