UW-sponsored event payment process

Purpose of meal must be business related.

No social events.
No holiday parties.
No retirement, birthday, wedding...

Is business purpose acceptable?

Determine meal cost per person. Divide amount of claim by number of participants.

Caution - 101 and 144 funds may not be appropriate.

Determine appropriate funding source.

Cost within UW limits?

Compare individual meal cost with allowable UW limits.

Reimburse claims using e-Reimbursement.
Pay external invoice directly to vendor using a Direct Payment Form or purchasing card.
Pay external invoice against open purchase order
Pay internal invoices by direct charge or using purchasing card.

Documentation required
1. Complete an Event Documentation Form
2. Provide original invoice (for Direct Payment Form) or paid receipt (for e-R or P-card)
3. Provide names and affiliations of all participants
4. Copy of agenda, program, announcement, or brochure to show business function.
5. If fees charged, attach registration form or info.

Purchase Order or Direct Payment
Forward to:
COE Business Services
2630 EH
for approval and review

e-Reimbursement claim
Claimant submits claims.
Provides receipts and documentation.

Purchasing card payment
Cardholder retains receipts and documentation. Charges appropriate funding.

Approver/auditor/site manager:
1. Reviews funding for legality and appropriateness
2. Ensures required documentation is provided