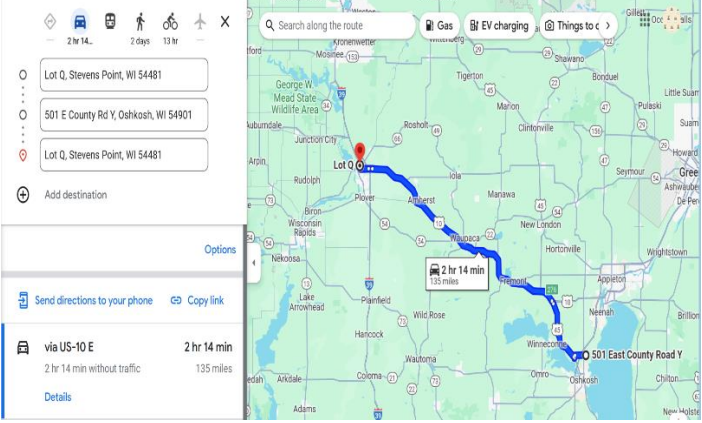

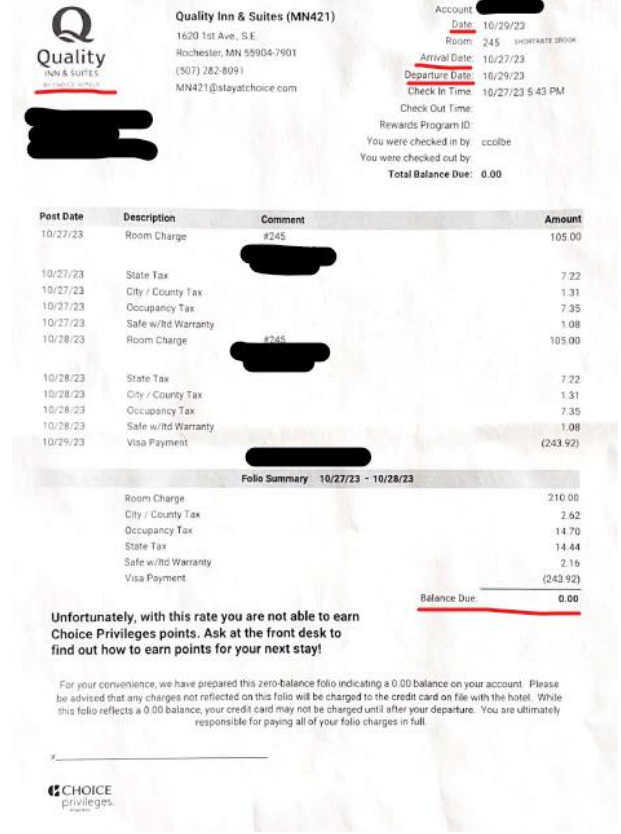
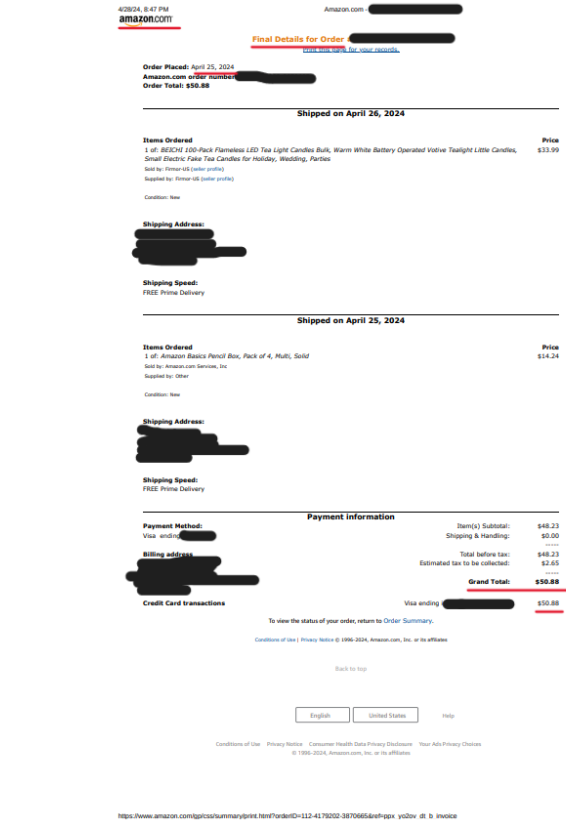


Reimbursement Report Guide

This guide is meant to be a tool to ensure that you submit all of the necessary documents to ensure a speedy reimbursement process. Please see the last page of the guide for important notes.

Type of Reimbursement	Required Documentation	Image Examples
<p style="text-align: center;">Mileage</p> <p style="text-align: center;">(Mileage is reimbursed when a personal vehicle was used.)</p>	<ul style="list-style-type: none"> ➤ Google/Apple maps route screenshot with miles displayed ➤ Event flyer or promotional email that was sent out to the club (serves as proof of the event) ➤ Completed Reimbursement report 	
<p style="text-align: center;">Gas Purchases</p> <p style="text-align: center;">(Gas is only reimbursed when a rental vehicle was used.)</p>	<ul style="list-style-type: none"> ➤ Itemized receipts with date and vendor information ➤ Rental vehicle receipt (for proof that a rental vehicle was driven) ➤ Event flyer or promotional email that was sent out to the club (serves as proof of the event) ➤ Completed reimbursement report 	
<p style="text-align: center;">In-store Purchases</p>	<ul style="list-style-type: none"> ➤ Itemized receipts with dates and vendor information 	

	<ul style="list-style-type: none"> ➤ Completed reimbursement report 																																																																						
<p>Vehicle Rentals</p> <p>(Please don't black out any information.)</p>	<ul style="list-style-type: none"> ➤ Final, paid Enterprise/rental company receipt ➤ Event flyer or promotional email sent to the club (serves as proof of the event) ➤ Completed reimbursement report 	 <p>RA #: 32M68T Invoice #: [REDACTED] Invoice Date: 01/22/2024 Reservation #: [REDACTED]</p> <p>enterprise S17W22850 LINCOLN AVE 53186-5377 WAUKESHA, UNITED STATES</p> <p>BILLING DETAIL</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Qty</th> <th>Period</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Taxable Charges:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TIME & DISTANCE</td> <td>1</td> <td>WK</td> <td>408.00</td> <td>408.00</td> </tr> <tr> <td>TIME & DISTANCE</td> <td>3</td> <td>DAY</td> <td>68.00</td> <td>204.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Taxable Subtotal:</td> <td>612.00</td> </tr> <tr> <td>SALES TAX</td> <td>0</td> <td>%</td> <td>5.50</td> <td>0.00</td> </tr> <tr> <td>Non-Taxable Charges:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TITLE AND REGISTRATION FEES</td> <td>10</td> <td>DAY</td> <td>0.99</td> <td>9.90</td> </tr> <tr> <td>Total (USD)</td> <td></td> <td></td> <td></td> <td>621.90</td> </tr> </tbody> </table> <p>PAYMENTS</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Deposit 01/22/2024</td> <td>DS [REDACTED] 621.90</td> </tr> <tr> <td>Total Payments (USD)</td> <td>621.90</td> </tr> </tbody> </table> <p>Balance Due (USD) 0.00</p> <p><small>Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple copies may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due shown in above fractional cents.</small></p> <p>RENTAL INFORMATION</p> <p>Driver: [REDACTED] Check Out: 01/10/2024 12:17 Location: STEVENS POINT Check In: 01/20/2024 08:22 Location: STEVENS POINT Reserved Car Class: MVAR / MVAR Charged Car Class: MVAR / MVAR Type: VP Rate Plan: UNIVERSITY OF WISCONSIN / BTAA - US CORPORATE IATA: 11936735</p> <p>RENTAL VEHICLES</p> <table border="1"> <thead> <tr> <th>#</th> <th>Year</th> <th>Make</th> <th>Model</th> <th>Series</th> <th>Class</th> <th>Reg. Date</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2022</td> <td>CHRY</td> <td>PACJ</td> <td>OTOL</td> <td>MVAR</td> <td></td> <td>01/10</td> <td>01/20</td> </tr> </tbody> </table> <p>CLAIM INFORMATION</p> <p>Claim#/PO#/ROR: [REDACTED]</p>	Description	Qty	Period	Rate	Amount	Taxable Charges:					TIME & DISTANCE	1	WK	408.00	408.00	TIME & DISTANCE	3	DAY	68.00	204.00				Taxable Subtotal:	612.00	SALES TAX	0	%	5.50	0.00	Non-Taxable Charges:					TITLE AND REGISTRATION FEES	10	DAY	0.99	9.90	Total (USD)				621.90	Date	Amount	Deposit 01/22/2024	DS [REDACTED] 621.90	Total Payments (USD)	621.90	#	Year	Make	Model	Series	Class	Reg. Date	Start	End	1	2022	CHRY	PACJ	OTOL	MVAR		01/10	01/20
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<p>Hotel Rooms</p> <p>(Please don't black out any information.)</p>	<ul style="list-style-type: none"> ➤ Final, paid itemized receipts with dates and vendor information ➤ Attendance list that shows how many students stayed and who stayed in each room ➤ Completed reimbursement report 	 <p>Quality Inn & Suites (MN421) 1620 1st Ave, S.E. Rochester, MN 55904-7901 (507) 282-8091 MN421@staychoice.com</p> <p>Account: [REDACTED] Date: 10/29/23 Room: 245 INDEPENDATE 3900K Arrival Date: 10/27/23 Departure Date: 10/29/23 Check In Time: 10/27/23 5:43 PM Check Out Time: Rewards Program ID: You were checked in by: ccolibe You were checked out by: Total Balance Due: 0.00</p> <table border="1"> <thead> <tr> <th>Post Date</th> <th>Description</th> <th>Comment</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>10/27/23</td> <td>Room Charge</td> <td>#245</td> <td>105.00</td> </tr> <tr> <td>10/27/23</td> <td>State Tax</td> <td></td> <td>7.22</td> </tr> <tr> <td>10/27/23</td> <td>City / County Tax</td> <td></td> <td>1.31</td> </tr> <tr> <td>10/27/23</td> <td>Occupancy Tax</td> <td></td> <td>7.35</td> </tr> <tr> <td>10/27/23</td> <td>Safe w/td Warranty</td> <td></td> <td>1.08</td> </tr> <tr> <td>10/28/23</td> <td>Room Charge</td> <td>#245</td> <td>105.00</td> </tr> <tr> <td>10/28/23</td> <td>State Tax</td> <td></td> <td>7.22</td> </tr> <tr> <td>10/28/23</td> <td>City / County Tax</td> <td></td> <td>1.31</td> </tr> <tr> <td>10/28/23</td> <td>Occupancy Tax</td> <td></td> <td>7.35</td> </tr> <tr> <td>10/28/23</td> <td>Safe w/td Warranty</td> <td></td> <td>1.08</td> </tr> <tr> <td>10/29/23</td> <td>Visa Payment</td> <td></td> <td>(243.92)</td> </tr> </tbody> </table> <p>Folio Summary 10/27/23 - 10/28/23</p> <table border="1"> <tbody> <tr> <td>Room Charge</td> <td>210.00</td> </tr> <tr> <td>City / County Tax</td> <td>2.62</td> </tr> <tr> <td>Occupancy Tax</td> <td>14.70</td> </tr> <tr> <td>State Tax</td> <td>14.44</td> </tr> <tr> <td>Safe w/td Warranty</td> <td>2.16</td> </tr> <tr> <td>Visa Payment</td> <td>(243.92)</td> </tr> <tr> <td>Balance Due</td> <td>0.00</td> </tr> </tbody> </table> <p>Unfortunately, with this rate you are not able to earn Choice Privileges points. Ask at the front desk to find out how to earn points for your next stay!</p> <p><small>For your convenience, we have prepared this zero-balance folio indicating a 0.00 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a 0.00 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.</small></p> <p>CHOICE privileges</p>	Post Date	Description	Comment	Amount	10/27/23	Room Charge	#245	105.00	10/27/23	State Tax		7.22	10/27/23	City / County Tax		1.31	10/27/23	Occupancy Tax		7.35	10/27/23	Safe w/td Warranty		1.08	10/28/23	Room Charge	#245	105.00	10/28/23	State Tax		7.22	10/28/23	City / County Tax		1.31	10/28/23	Occupancy Tax		7.35	10/28/23	Safe w/td Warranty		1.08	10/29/23	Visa Payment		(243.92)	Room Charge	210.00	City / County Tax	2.62	Occupancy Tax	14.70	State Tax	14.44	Safe w/td Warranty	2.16	Visa Payment	(243.92)	Balance Due	0.00							
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	<p>email sent to the club (serves as proof of the event)</p> <ul style="list-style-type: none"> ➤ Completed reimbursement report 	
<p>Membership Fees</p>	<ul style="list-style-type: none"> ➤ Itemized receipts with date and vendor information ➤ Completed reimbursement report 	
<p>Invoices</p>	<ul style="list-style-type: none"> ➤ The invoice ➤ Completed reimbursement report 	
<p>Amazon Purchases (Please don't black out any information.)</p>	<ul style="list-style-type: none"> ➤ Final details for order (see the link on the right for an explanation on how to find this) ➤ Completed reimbursement report 	<p>https://www.amazon.com/gp/help/customer/display.html?nodeId=GRPUIHK7RCNVBRURD</p> 
<p>Food Purchases</p>	<ul style="list-style-type: none"> ➤ Itemized receipts with dates and 	

(Ex: Toppers, Little Ceasars, Hill Top, etc.)	<p>vendor information</p> <ul style="list-style-type: none"> ➤ Attendance list for meeting/event at which the food was provided (must show names and # of attendees) 	
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Notes:

- UW System Receipt requirements state that all receipts for reimbursements must be itemized, display the date of transaction, and vendor information (what company you purchased from, ex: Walmart, Dollar Tree, Target, etc.). For more information please use the following link: <https://www.wisconsin.edu/travel/2021/09/14/receipt-requirements-for-reimbursement/>. Towards the bottom of the website there is a section titled “Requirements for a Valid Receipt.”
- If a receipt is missing the date of the transaction or vendor information, please also send a screenshot of a redacted bank statement highlighting the charge(s) that you are being reimbursed for.
- All students need to submit a non-employee profile request (link at the bottom of the reimbursement report document) for each new school year, address change, or if they have not submitted one before. A new non-employee profile does not need to be submitted for each reimbursement report submitted. A new non-employee profile does not need to be submitted for each club they are in; only one non-employee profile submission is required per year.