



DEPARTMENT OF  
**Family Medicine and  
Community Health**  
UNIVERSITY OF WISCONSIN  
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Policy Name: <b>UWMF Reimbursement Policy</b>	Effective: 01/01/15
Updated by: Barb Stransky, CFO	Date updated: January 23, 2015
Approved by: Leadership Council	Date approved: 02/04/15

### SCOPE

This policy applies to invoices and expense reimbursements paid by the UW Department of Family Medicine and Community Health (DFMCH) through UW Medical Foundation (UWMF). This policy does not apply to expenses incurred by other departments or divisions of UWMF, such as other academic departments, Urgent Care, UWMF Clinic Operations, UWMF Regional Primary Care Clinics (RPC) or UWMF Corporate units; but does apply to RPC physician invoices or expense reimbursements.

Note: The Department also incurs expenses through UW-Madison, primarily for grants, medical school funding and certain state contracts. For expenses paid through UW-Madison, see the applicable University policies.

### GENERAL REQUIREMENTS

1. Only expenses that meet General IRS criteria for deductible business expenses will be reimbursed (IRC 162).
  - a. Ordinary and necessary;
  - b. Paid or incurred during the tax year;
  - c. Directly related to carrying on a trade or business; and
  - d. Reasonable in amount.
  
2. Approvals/Limits
  - a. Faculty/Fellows/APP/Academic Staff Professional Development Funds – See DFMCH “Professional Development” policy.
  - b. Faculty/Fellows/APP Business Expenses – See DFMCH “Clinician Business Expenses” policy.
  - c. General –
    1. Program expenses must be approved in advance by the budget unit manager for the unit incurring the expense. Approval is subject to funds availability and the expense meeting the needs of the budget unit and the Department. Note: This applies to faculty who would like to have expenses paid out of DFMCH program funds instead of their CME funds (e.g. OMSE or PA program). For invoices being paid directly to the vendor, approval may be indicated by signing the invoice.

2. DFMCH professional development/business expenses: See approval requirements in section V f of the Professional Development policy for expenses to be paid out of CME. Budget managers cannot approve reimbursements for themselves or their direct supervisors (these employees must obtain approval from their respective supervisor). The approver must sign a completed “DFMCH UWMF Request for Reimbursement” (Green) form to indicate their approval.

### 3. Deadlines

- a. Invoices and reimbursement requests should be submitted within 10 days of incurring the expense. Reimbursement requests must be submitted according to the following deadlines:
  - i. Expenses incurred from July 1<sup>st</sup> through December 31<sup>st</sup> must be submitted to and received by DFMCH Accounts Payable on a properly completed “DFMCH UWMF Request for Reimbursement” form within 6 months of the date incurred, or the reimbursement will be denied.
  - ii. Expenses incurred from January 1<sup>st</sup> through May 31<sup>st</sup> must be submitted to and received by DFMCH Accounts Payable on a properly completed “DFMCH UWMF Request for Reimbursement” form by the deadline issued by DFMCH Finance in order to meet UWMF’s year-end deadline.
  - iii. Expenses incurred from June 1<sup>st</sup> through June 30<sup>th</sup> must be submitted to and received by DFMCH Accounts Payable on a properly completed “DFMCH UWMF Request for Reimbursement” form by the deadline issued by DFMCH Finance in order to meet UWMF’s July deadline, and will be charged to the prior year CME if the expense is to come out of CME.
  - iv. Prior fiscal year expenses submitted for reimbursement after the July deadline will be denied unless the submitter is out of the country, on an approved leave or can document other circumstances that would preclude the completion and submission of the invoice or reimbursement in a timely manner. Expenses should, if at all possible, be submitted for reimbursement in the year in which the expense will be incurred. For example, conference registrations fees should be submitted for reimbursement in the fiscal year in which the conference is being held. However, conference registrations for conferences held very early in the next fiscal year may be submitted and paid for in the prior fiscal year. In any case, expenses will be charged to the CME in the year in which they are submitted.

### 4. Supporting Documentation

- a. The reimbursement request must indicate the business purpose of the expenditure, and applicable, dates, locations and attendees.
- b. DFMCH will only reimburse expenses incurred by the employee requesting the reimbursement. The supporting documentation must be in the name of the employee requesting the reimbursement in order to receive reimbursement.
- c. Original receipts indicating proof of payment must accompany reimbursement requests.
- d. Conference attendance reimbursement requests must have the agenda/brochure of the conference attached.

- e. Receipts shall be attached and in order according to the reimbursement form. Small receipts should be individually taped to an 8 ½” x 11” sheet of paper.
- f. All foreign receipts shall be converted to US Dollars using currency conversion rates on <http://www.oanda.com/convert/classic>
- g. Requestor shall keep a copy of all documents submitted for reimbursement for their own records or tax purposes.

### SPECIFIC REQUIREMENTS

5. Faculty Dues, Memberships, Licenses, Certifications and other business expenses – See DFMCH “Clinician Business Expenses” policy.

#### 6. Business Meals

- a. Individual meals are generally not reimbursable unless incurred in conjunction with overnight travel (see Travel section below) or incurred in conjunction with faculty recruitment (see 6e below). Meals with other employees of UW, UWMF, UWHC or other affiliated entities are not reimbursable unless incurred in conjunction with faculty recruitment (see 6e below) or in conjunction with a group meeting that is held during normal meal time(s) and is held during this time for the convenience of conducting DFMCH business. If employees are working on a special project and lunch is ordered in to avoid interrupting the work, this can be reimbursed if a description of the work and attendees are documented on the request.
- b. Conference Meals:
  - i. Meals will not be reimbursed if the employee is at a conference and the conference provides meal(s) that were included in the conference fees. If you are requesting reimbursement for meals while at a conference, the conference agenda must be provided that indicates that the meal is not provided.
  - ii. Staff should document the need for and any accommodation that was made at a meeting or conference due to special dietary needs. The employee’s supervisor may approve up to \$100; anything more than this requires Department Administrator approval.
  - iii. Meals while at a conference that involves overnight travel may use the per diem meal limits (see section 7f below) and do not need to have the itemized receipt from a restaurant.
- c. Meals may be reimbursed if an outside business contact (i.e. customer, recruit) is present, and the business purpose of the meal and a list of attendees is documented on the reimbursement request.
- d. Tips will be reimbursed at a maximum of 15% of the meal cost, unless a higher percentage is automatically added by the restaurant. Reimbursement will be limited to a maximum per person amount of \$10.00 for breakfast, \$15.00 for lunch, and \$30.00 for dinner, including tax, tip and beverage.
- e. Reimbursement for faculty recruitment meal expenses may exceed the above meal limits, but must be reasonable and properly approved.
  - i. The general guideline is a limit of \$35 for lunch and \$60 for dinner.

- ii. See the HR Faculty Liaison for prior approval of faculty recruitment meals. Attendance of spouses or other guests must be pre-approved by HR Faculty Liaison.
- iii. Other recruitment meals must be pre-approved by the budget unit manager.
- f. The itemized receipt from the restaurant MUST be included to receive reimbursement, except when overnight travel is involved (see section 7f below). The credit card signature slip is not adequate documentation. Excessive alcohol costs are not allowed.
- g. Meals for other employee(s) will not be reimbursed since the other employee may submit either actual or per diem meal reimbursement.
- h. If a group of business acquaintances take turns picking up each other's meal or entertainment checks and no legitimate business purpose is served, no member of the group can submit any part of the expense for reimbursement.
- i. Special Events (i.e. parties) are covered in section 12.

## 7. Travel

### a. General

- i. With the exception of pre-paid registration and airfare costs, reimbursement must be requested all together on one DFMCH UWWMF Reimbursement Request form, after the trip has occurred. Reimbursement will be made for the dates of the meeting or conference that require an overnight stay plus up to one day before the start and one day after completion if needed for travel. A conference brochure indicating dates, agenda, times and location is required for reimbursement of conference related expenses.
- ii. If personal time is added to either end of a business trip, this should be noted on the reimbursement form. Remember, the business portion of the trip must be at least 50% of the trip to be reimbursed for any of the travel expense.
- iii. Reimbursement will only be made for expenses incurred for travel to/from the conference or meeting location. Additional travel expenses for personal purposes will not be reimbursed, and these receipts should be kept separate from business related receipts if possible.

### b. Conferences

- i. Conference registration costs may be reimbursed in advance of the actual conference date. A conference brochure indicating the date, location, agenda and breakdown of items covered by the fee is required. A receipt indicating proof of payment is also required.
- ii. Registrations may be paid directly by DFMCH if a properly completed and approved DFMCH Reimbursement Request form is submitted to DFMCH Accounts Payable, along with a properly completed registration form, and a brochure containing the elements noted above, at least three weeks before the registration deadline.
- iii. Employees are responsible for late registration fees.
- iv. Early registration discounts should be utilized.
- v. Conferences must be primarily for business purposes in order to be reimbursed. Conference costs determined to be primarily for pleasure or other personal benefit will not be reimbursed.

- vi. Conferences held on cruise ships are not reimbursable.

c. Air Travel

- i. Airfare reimbursements require proof of payment and a copy of the complete air travel itinerary.
- ii. Discounts, supersavers and other reduced fares should be utilized.
- iii. Domestic and international travel will be reimbursed at coach airfare rates, although upgrades to first class are allowed for international travel.
- iv. International travel – see “DFMCH International Travel Policy”. [Note: a portion of reimbursed international travel expenses may be considered taxable income by the IRS]
- v. Book flights in advance; if changes to travel plans are required, provide explanation of the change on expense report.
- vi. Fees to change tickets may be reimbursable if the change is for a documented business purpose.
- vii. Personal airplane use is reimbursable at the ground travel rate noted in the next section.

d. Ground Travel/Car Rental

i. Use of Personal Vehicles:

If employees use their own car for business purposes, reimbursement will be paid at the current IRS mileage rate for the actual miles driven. A maximum of 350 total miles will be reimbursed for each round trip.

- a) The only exception to this mileage limit are trips to/from DFMCH Eau Claire/Augusta clinics to/from Madison, Milwaukee, or other business destinations approved in advance by the clinic manager, medical director, or budget unit manager.
- b) If a personal vehicle is used for a trip over 350 miles (other than the exception in (a) above), only 350 miles will be reimbursed.
- c) No reimbursement for gas expenses can be made for trips when using your personal vehicle.
- d) No mileage reimbursement is available for commuting to and from locations where the employee regularly performs required job duties.
- e) No mileage reimbursement is available to faculty for administrative, committee or other non-clinic trips within the county of their primary clinic.

ii. Rental vehicles:

- a) For trips over 350 miles, a rental vehicle should be used.
- b) If an employee rents a vehicle, the rental charges and any gas purchased for the rental vehicle will be reimbursed as long as a copy of the rental contract is also provided. Rental vehicles must be in the mid-sized class or lower. Documentation must be provided if group size requires a larger vehicle.
- c) Employees should use the preferred DFMCH vehicle rental company (contact DFMCH Accounts Payable for name) or a state fleet vehicle (contact DFMCH Purchasing Representative for instructions).

- d) Employees do not need the optional insurance offered by rental companies and will not be reimbursed for such coverage.
- e) Report all accidents involving rental or fleet cars to the police, rental car agency, DFMCH Chief Financial Officer and UWMF Finance Department Risk Manager (Bev Sears).
- iii. Receipts must be provided for bus, taxi, subway, train or other ground transportation. The origin and destination point shall be listed on the receipt. Tips up to 15% of the transportation charge for taxis are reimbursable.
- e. Lodging
  - i. A complete hotel ledger showing a \$0.00 dollar balance and the employee's name is required for reimbursement.
  - ii. Lodging at the conference hotel will be reimbursed for a standard room rate. Lodging at an alternate hotel will be reimbursed up to the standard room rate of the conference hotel cost.
  - iii. Employees must notify the hotel promptly of guaranteed reservation cancellation to avoid "no show" charges.
- f. Meals, Drinks, Tips, and Incidentals While Traveling
  - i. DFMCH will reimburse employees for meals and incidentals (M & I) incurred during overnight travel at the rates in the table below.
  - ii. Overnight Travel must commence before 6 AM on the first day in order to receive the breakfast rate, before 10:30 AM to receive the lunch rate, and before 4:30 PM to receive the dinner rate.
  - iii. Overnight Travel must be completed after 10:30 AM on the final day in order to receive the breakfast rate, after 2:30 PM to receive the lunch rate, and after 7:00 PM to receive the dinner rate.
  - iv. Meals provided at a meeting or conference will not be reimbursed.
  - v. Meals and incidentals reimbursement rates are as follows (These rates will be updated periodically whenever the IRS updates allowable per diem rates):

Most Cities		See list on DFM Reimb form		New
Breakfast	\$ 7.00	Breakfast	\$ 11.00	\$ 12.00
Lunch	\$ 11.00	Lunch	\$ 16.00	\$ 18.00
Dinner	\$ 23.00	Dinner	\$ 34.00	\$ 36.00
Incidentals	\$ 5.00	Incidentals	\$ 5.00	\$ 5.00
Total	\$ 46.00	Total	\$ 66.00	\$ 71.00

- g. Telephone and Internet Usage
  - i. The business purpose of all telephone call expenses – local and long distance – must be documented for reimbursement. Personal calls will not be reimbursed.
  - ii. Internet connections are reimbursable up to \$20/day if the DFMCH business purpose is documented on the reimbursement request.

#### h. Parking and Tolls

- i. Reasonable parking fees and tolls necessary for out-of-town business travel will be reimbursed if a receipt and explanation is provided.
- ii. Parking fees and tolls for travel to locations where employees regularly perform required job duties are not reimbursable. Parking fees and tolls for non-routine locations will be considered on a case by case basis.
- iii. Parking violation tickets are not reimbursable.
- iv. Employees are to use DFMCH parking passes for business-related parking whenever possible.
- v. Parking fees in order to complete work at regularly assigned locations are not reimbursable.

#### 8. Moving Expenses:

- a. Moving expenses for new hires will be reimbursed or paid for by DFMCH only with prior HR approval and must comply with the time and distance tests in the UWMF Moving Expense policy. (Link: <https://uconnect.wisc.edu/> - then search for Moving Expense policy.)
- b. Moving expenses for UW employees should be paid directly by UWMF to the moving company. Payment to an UW employee by UWMF as a reimbursement will result in taxable income to the employee.
- c. Please refer to the UWMF Moving expense policy for other requirements and guidance.

#### 9. Cellular Phone Service

- a. Faculty – Cell phone service is not reimbursable.
- b. Staff –
  - i. If required for job duties, DFMCH business use may be reimbursed with pre-approval by employee's supervisor and the budget manager for the unit incurring the cost. Supporting documentation must be provided in the format prescribed on the "DFMCH Non-Faculty Cellular Phone Service Reimbursement Request" form. Cell phone reimbursement must follow one of the three methods approved by UWMF.
  - ii. Email connectivity – For members of the Administrative Team and Residency clinic managers, email connectivity via a smart phone, iPad, or similar device may be reimbursed at a standard percentage that is pre-approved by the DFMCH Administrator. Reimbursement for the use of only one of these devices will be made. Other staff who require email connectivity if required by job duties, DFMCH business use may be reimbursed with pre-approval by the employee's supervisor, budget unit manager and DFMCH Administrator. Supporting documentation must be provided in the format prescribed on the "DFMCH Non-Faculty Cellular Phone Service Reimbursement Request" form.

#### 10. Computer Equipment, and Supplies

- a. Faculty/Academic Staff – See DFMCH “Professional Development” policy and DFMCH “Clinician Business Expenses” policy.
- b. Residents – See “Resident Employment Information” manual.
- c. Other Employees – Requires supervisor and budget unit approval. Computers and most related equipment are provided by DFMCH and are therefore not reimbursable.

#### 11. Gifts/Flowers

- a. All gifts to employees must fall within the UWMF Gift policy in order to be reimbursed.
- b. Gift certificates, gift cards and/or cash gifts may not be provided to employees of UW, UWMF, UWHC or other affiliated entities, or their spouses.
- c. Gifts provided to an individual may be considered taxable income to the individual and reported to the IRS.
- d. Flowers are only reimbursable for certain occasions as per UWMF policy. (Link: <https://uconnect.wisc.edu/> - then search for Flowers Guidelines policy.)

#### 12. Special Events/Parties

- a. Special Events, including meals and entertainment, are generally not reimbursable, except in certain specific circumstances. Contact the DFMCH Chief Financial Officer or Department Administrator for approval.

#### 13. Items Not Reimbursable

- a. Any expense not allowable as a tax deduction under Internal Revenue Code 162.
- b. Expenses reimbursed or could be reimbursed from another source.
- c. Expenses without an itemized receipt.
- d. Travel expenses outside the allowed conference reimbursement dates.
- e. Travel club or red carpet dues.
- f. Financial or estate planning expenses.
- g. Travel or meal expenses for spouse and children.
- h. Expenses for penalties, fees or fines.
- i. Movies and entertainment while traveling.
- j. Parking violation tickets.
- k. Driving tickets or damage to personal vehicles while on DFMCH business
- l. Damage to personal vehicles while on DFMCH business

#### 14. Other – Costs not addressed in this policy require pre-approval and justification.

#### 15. Extraordinary Circumstances - Exceptions may be made to some aspects of this policy with written justification and approval by the Department Administrator and UWMF Finance Department.