



City of Madison Expense Claim Entry Process

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Introduction

It is your responsibility to know the protocols.

Resources:

Handbooks: www.cityofmadison.com/human-resources/benefits/employee-handbooks

APM's: www.cityofmadison.com/mayor/apm (APM 1-5 is the policy regarding Travel at City Expense)

Contracts: www.cityofmadison.com/human-resources/labor-contracts

MGO's: library.municode.com/wi/madison/codes/code_of_ordinances

Noteworthy:

- All expense reimbursement claims must be submitted **and approved** within 60 days from date of incurrence.
- Monitor your claim status.
- Any and all expenses for travel are to be entered on one claim and submitted for Actual Status approval **after** the event has occurred. Use the city p-card whenever possible.
- Meal reimbursements require an overnight stay, or if you are gone for more than 12 hours.
- Check with Fleet Services for city car availability.

Expense Claim Templates

Code	Description
1	CDL
2	MEMBERSHIP/CERTIFICATION FEES
3	SAFETY SHOES
4	PRESCRIPTION SAFETY GLASSES
005	EMPLOYEE TUITION REIMBURSEMENT
014	MISC EXPENSES
015	FOOD & BEVERAGE NON-TRAVEL
15	INSULATED COVERALLS - ENGINEERING
22	MEDICAL REIMBURSEMENT
46*	MILEAGE & PARKING 2024*
47	TRAVEL IN STATE 2024 - ESTIMATED (PRIOR)
48	TRAVEL OUT OF STATE 2024 - ESTIMATED (PRIOR)
49	TRAVEL IN STATE 2024 - ACTUAL (AFTER)
50	TRAVEL OUT OF STATE 2024 -ACTUAL (AFTER)
028	CITY INSURANCE FUND REIMBURSEMENT

****Mileage and Parking** template is for employees who are required to use their personal vehicle for in and around town driving for work purposes. It is **NOT** for travel to conference, training, etc.*

Additional notes by code:

1: CDL

- Amounts up to \$40 can be reimbursed. This is the cost difference between a regular license renewal (\$74) and a CDL License (\$40). Permits will be less.
- Language for this can be found in the [contracts](#).

2: Membership/Certification Fees

- Membership or certification fees not associated with required travel.

3: Safety Shoes

- This template has a specific workflow that goes to the Safety Coordinator, who reviews, approves, and tracks shoe purchases.
- The amounts change each year, and some years can be combined, the Safety Coordinator monitors and tracks this.
- More information can be found in the [Handbooks](#).

4: Prescription Safety Glasses

- Maximum of \$150.00 reimbursement.
- More information can be found in the [Handbooks](#).

005: Employee Tuition Reimbursement

- Contract language determines eligibility and amount.
- Expense claims may be entered at the beginning of the semester to encumber the funds, and finalize once the class is passed.

014: Misc. Expenses

- Anything that is not covered by the other expense templates.

015: Food & Beverage Non-Travel

- This is usually for a meeting that as an example, coffee and pastries are provided for the attendees. Food and/or beverage not related to travel for any reason.
- If the total purchase exceeds \$100.00, APM 1-6 requires a Mayoral approved expenditure form.
 - <https://www.cityofmadison.com/mayor/apm/finance/1-6ExpFrm.doc>

15: Insulated Coveralls – Engineering

- This is a pilot program (2023) for Engineering and reimbursement amounts can go up to \$100.00.

Travel Expenses:

Mileage and Parking

- Employees who are required to use their personal vehicle for in and around town driving for work purposes. This is NOT for travel mileage.
- www.cityofmadison.com/employeenet/documents/PersAutoFrm.xls

Travel In/Out of State

Here are a series of questions that will help you determine the correct template, mileage, and meal per diems. Discuss with your agency if it is preferred you enter an Estimated claim prior to the event that can be flipped to an Actual claim once you return, OR, if they want you to just enter it as an Actual claim when you get back.

- Are you submitting prior to or after the event?
- Is it in-state or out-of-state?
- Which dates are travel days and which are full days?
- Did you email Fleet Services checking on vehicle availability?

Code	Description
47	TRAVEL IN STATE 2024 - ESTIMATED (PRIOR)
48	TRAVEL OUT OF STATE 2024 - ESTIMATED (PRIOR)
49	TRAVEL IN STATE 2024 - ACTUAL (AFTER)
50	TRAVEL OUT OF STATE 2024 - ACTUAL (AFTER)

Meal Per Diems

There are in-state, out-of-state, and high cost locations. Then there are full day or travel day amounts. A travel day is a day when you are traveling to/from the event. A High Cost Location (HCL) is defined by the IRS. www.cityofmadison.com/mayor/apm/finance/1-5Appendix.pdf

Field Label	Description
TRAVEL DAY	75% of full day
FULL DAY	See APM 1-5 Appendix for amounts

Field Label	Description
IN STATE TRAVEL	IN-STATE DAILY MEAL PER DIEM - TRAVEL DAY
IN STATE FULL	IN-STATE DAILY MEAL PER DIEM - FULL DAY
OUT STATE TRAVEL	OUT OF STATE DAILY MEAL PER DIEM - TRAVEL DAY
OUT STATE FULL	OUT OF STATE DAILY MEAL PER DIEM - FULL DAY
OUT HCL TRAVEL	OUT OF STATE HIGH COST LOC MEAL PER DIEM - TRAVEL
OUT HCL FULL	OUT OF STATE HIGH COST LOC MEAL PER DIEM- FULL DAY

Mileage Rates

www.cityofmadison.com/mayor/apm/finance/1-5Appendix.pdf

Mileage rates are determined by the IRS. The use of city vehicles is strongly encouraged and thus a 0.20 reduction to the IRS rate may occur. If someone uses their personal vehicle, the reimbursement rate would depend on the availability of a city vehicle. Not checking availability results in the 0.20 reduction.

Send an email to Fleet Services checking on availability of a city vehicle to use:

requestcar@cityofmadison.com

Additional information: www.cityofmadison.com/employeeenet/toolkit#travel--cars

City Car Available	Chose to use personal vehicle; a city vehicle was available or decided not to check	.20 less the IRS Rate
City Car Unavailable	No choice to use personal vehicle; a city vehicle was not available requiring you to use your own vehicle	IRS Rate

Estimated Claim vs. Actual Claim status series

The **Estimated series** is for electronic authorization prior to going.

Once the employee returns from the trip, they must go into the claim and update it to flip the series to Actual, and submit the Actual status for approval.

1	ESTIMATED, ENTERING
2	ESTIMATED, CREATED
4	ESTIMATED, ALLOCATED
5	ESTIMATED, RELEASED
6	ESTIMATED, REJECTED
10	ESTIMATED, APPROVED
11	ACTUAL, ENTERING
12	ACTUAL, CREATED
14	ACTUAL, ALLOCATED
15	ACTUAL, RELEASED
16	ACTUAL, REJECTED
18	ACTUAL, APPROVED
20	REIMBURSED/CLOSED

The **Actual series** is when no estimated claim was entered, and it is now after the event has occurred. These amounts are what actually need to be reimbursed to the employee.

11	ACTUAL, ENTERING
12	ACTUAL, CREATED
14	ACTUAL, ALLOCATED
15	ACTUAL, RELEASED
16	ACTUAL, REJECTED
18	ACTUAL, APPROVED
20	REIMBURSED/CLOSED

Expense Claim Status Series

EMPLOYEE EXPENSE CLAIM STATUS SERIES:	
1 - Estimated, Entering	Employee has not submitted. They still need to submit before it can be allocated, and released.
2 - Estimated, Created	Submitted by employee, need to Allocate, Check Budget, Promote to Allocated, Release for supervisor approval.
4 - Estimated, Allocated	Claim has been Promoted to Allocated, but not Released yet.
5 - Estimated, Released	The supervisor needs to approve.
6 - Estimated, Rejected	Supervisor will receive notification, notify employee, and Activate Rejected to correct errors.
8 - Estimated, Approved for CA	This is not used within our workflow - disregard.
10 - Estimated, Approved	The Supervisor has approved. Once the trip has concluded, need to go in to Details, then Update to flip to Actual.
11 - Actual, Entering	Employee has not submitted. They still need to submit before it can be allocated, and released.
12 - Actual, Created	Submitted by employee, need to Allocate, Check Budget, Promote to Allocated, Release for supervisor approval.
14 - Actual Allocated	Claim has been Promoted to Allocated, but not Released yet.
15 - Actual Released	The supervisor, and then Central Payroll need to approve.
16 - Actual, Rejected	Supervisor will receive notification, notify employee, and Activate Rejected to correct errors.
18 - Actual, Approved	The supervisor and Central Payroll have approved the claim.
20 - Reimbursed/Closed	The claim has been reimbursed to you.

ESS Expense Claim Entry

1. Employee goes to ESS > Expense Reports > Add

2. Select claim type

Code	Description
1	CDL
2	MEMBERSHIP/CERTIFICATION FEES
3	SAFETY SHOES
4	PRESCRIPTION SAFETY GLASSES
005	EMPLOYEE TUITION REIMBURSEMENT
014	MISC EXPENSES
015	FOOD & BEVERAGE NON-TRAVEL
15	INSULATED COVERALLS - ENGINEERING
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028	CITY INSURANCE FUND REIMBURSEMENT

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Claim type	TRAVEL IN STATE 2023 - ESTIMATED
Department*	FINANCE
Description*	test
Start date*	04/17/2023
Start time	08:00 <small>NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.</small>
End date*	04/20/2023
End time	17:30 <small>NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.</small>
Destination city*	Milwaukee
Destination state*	WI
Destination country	

SAVE CANCEL

- Any field with a red star is required to be filled in.
 - Time is in military hours and need to include the colon symbol (:).
 - Save
3. Expense item drop down menu – options will vary based on expense template.
- Add expenses

Per diem	▼
Unit expenses	\$0.00 ▼
Attach documents	▼

Per diem

Unit expenses

\$0.00

ADD AN EXPENSE

There are currently no unit expenses for this claim.

Attach documents

REVIEW

SAVE FOR LATER

CANCEL

Expense information

Expense type

CITY CAR AVAIL

CITY CAR AVAIL

CITY CAR UNAVAI

GRND TRANSPRT

LODGING

OTHER

REGISTRATION

MILE = \$0.46

Date incurred

Comments

CANCEL

SAVE

For **Travel expense claims**, choose the correct mileage rate:

City Car Available	Chose to use personal vehicle; a city vehicle was available or decided not to check	.20 less the IRS Rate
City Car Unavailable	No choice to use personal vehicle; a city vehicle was not available requiring you to use your own vehicle	IRS Rate

Per Diem Categories

Field Label	Description
IN STATE TRAVEL	IN-STATE DAILY MEAL PER DIEM - TRAVEL DAY
IN STATE FULL	IN-STATE DAILY MEAL PER DIEM - FULL DAY
OUT STATE TRAVEL	OUT OF STATE DAILY MEAL PER DIEM - TRAVEL DAY
OUT STATE FULL	OUT OF STATE DAILY MEAL PER DIEM - FULL DAY
OUT HCL TRAVEL	OUT OF STATE HIGH COST LOC MEAL PER DIEM - TRAVEL
OUT HCL FULL	OUT OF STATE HIGH COST LOC MEAL PER DIEM- FULL DAY

Per diem

☐ IN STATE DAILY ⓘ
 ☐ TRVL IN STATE ⓘ

Total

Monday, April 17	<input type="checkbox"/>	<input checked="" type="checkbox"/> 44.		\$44.25
Tuesday, April 18	<input checked="" type="checkbox"/> 59.	<input type="checkbox"/>		\$59.00
Wednesday, April 19	<input checked="" type="checkbox"/> 59.	<input type="checkbox"/>		\$59.00
Thursday, April 20	<input type="checkbox"/>	<input checked="" type="checkbox"/> 44.		\$44.25
	\$118.00	\$88.50		

Per diem

☐ OUT HCL MEAL ⓘ
 ☐ OUT HCL TRVL ⓘ
 ☐ OUT STATE DAILY ⓘ
 ☐ TRVL OUT STATE ⓘ

Total

Monday, March 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 48	\$48.00
Tuesday, March 14	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 64	<input type="checkbox"/>	\$64.00
Wednesday, March 15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 64	<input type="checkbox"/>	\$64.00
Thursday, March 16	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 64	<input type="checkbox"/>	\$64.00
Friday, March 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 48	\$48.00
	\$0.00	\$0.00	\$192.00	\$96.00	

Unit Expenses

Airfare	Flights and baggage fees.
City Car Avail	Chose to use personal vehicle; a city vehicle was available, or decided not to check. <i>0.20 Less the IRS Rate</i>
City Car Unavail	No choice to use personal vehicle; a city vehicle was not available requiring you to use your own vehicle. <i>IRS Rate</i>
Grnd Transprt	Transportation costs other than personal vehicle mileage
Lodging	Hotel expense, not to include personal purchases.
Other	Any expense not otherwise specified.
Registration	Registration fee(s)

Expense information

Expense type

AIRFARE

AIRFARE
CITY CAR AVAIL
CITY CAR UNAVAI
GRND TRANSPRT
LODGING
OTHER
REGISTRATION

Date incurred

Comments

Expense information

Expense type

OTHER

1 @ \$ 0.000

TOTAL = \$0.00

Date incurred

Comments

CANCEL

SAVE

4. Attach Documentation
5. Save for Later
6. Review
7. Verify Expenses
8. Submit

Flip Estimated Claim to Actual for Reimbursement

1. Once the claim is approved in the ESTIMATED series, to flip it to the Actual status series for reimbursement, go into the claim ESS, Expense Reports click on the claim number; it is a hyperlink to the claim, and then click on update.

Date	Description	Id	Status	Total	
4/17/2023 - 4/20/2023	test	26949	Entering	\$59.15	COPY
2/1/2023 - 2/28/2023	TESTING	26948	Entering	\$197.16	COPY

Claim details

Claim 26949

Claim details

Comments	test
Claim type	TRAVEL IN STATE 2023
Status	Entering
Department	FINANCE
Start date	Monday, April 17, 2023 8:00 AM
End date	Thursday, April 20, 2023 5:30 PM
Destination city	Milwaukee
Destination state	WI
Amount claimed	\$59.15

Per unit expenses

	Date	Comments	Cash advance	Amount claimed
CITY CAR AVAIL	4/18/2023		0.00	59.15
			\$0.00	\$59.15

Attached documents

There are no documents attached to this claim.

BACKUPDATEDELETE

Unit expenses
\$197.16
▼

Attach documents
▼

REVIEW

SAVE FOR LATER

CANCEL

Unit expenses
\$197.16
^

ADD AN EXPENSE

Expense	Comments	Date	Amount	
2023 MILEGE		2/28/2023	\$197.16	UPDATE DEL

2. Make any necessary changes to ensure the amount requested for reimbursement to you is correct.
3. Save For Later
4. Review
5. Submit Claim

Entering an Expense Claim in MUNIS

1. Within Munis, go to Financials > Employee Expense > Expense Claims
2. Add
 - TAB THROUGH THIS
 - Claim number will be assigned
3. Select Claim Template *see above
4. Claim Status
 - Estimated is for approval prior to an event.
 - Once event has occurred, click update to flip to Actual
 - Actual is for after an event has happened and no estimate was submitted
5. Fill in the following:
 - EE#
 - Start & end time (HH:MM) it is in military time
 - Destination City
 - Destination State
 - Comment
 - Enter data
6. Accept

Expense Claims - CITY OF MADISON

Close Search Browse Add Update Output Print Display PDF Save Email Schedule Attach Overpayment Inactive Employee Warning

Expense Claims - CITY OF MADISON

Claims

Claim number *

Claim template *

Claim status *

Employee number *

Customer

Employee location

Notes

Employee Address

Entered by

Dept *

Default org *

Default project

Fiscal year * ☐ Current Year ☐ Next Year

Event

Allocation code

Details Dates Totals Payment

Start date

Start time

End date

End time

Destination city

Destination state

Destination country

Comment

Allocation & Approval

1. Within Munis, go to Financials > Employee Expense > Expense Claims Search for specific claim, expense report, location, claim status, or employee.
2. Update
 - Will need to click Accept x 3 as it moves through each section Allocate
 - Review account string
 - Make sure correct object code is used

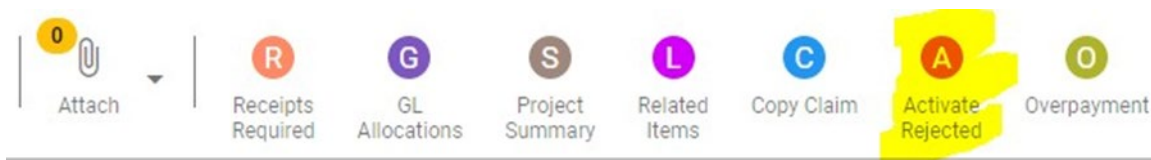
OBJECT CODES	
52711	TUITION
52714	LIC CERT
53110	OFFICE SUP
53150	POSTAGE
53155	PRGRM SUP
53210	WRK SUP
53235	SAFETY SUP
53245	UNIFRM SUP
53250	FOOD BEV
54515	MILEAGE
54520	CONFRM TRAN
54545	MEDICAL SE
54645	CNSLT SERV
54680	PRKING TOW
54810	OTHER EXP
54855	INS CLAIMS

- Check Budgets
 - Promote Claim to Allocated
3. Select Release
 - Approver can accept, reject or forward.
 - Once Accepted and Approved, goes to Central Payroll to review.

What to do with a Rejected Claim

If a claim is rejected, the supervisor (whoever approved it last) will receive notification of the rejected claim with a brief note.

1. Need to update and resubmit
 - The person receiving the rejected notice will need to go into Munis, into the claim and click on **Activate Rejected**. This will change the status to Entering again, and the employee can now make changes and resubmit.
 1. Update
 2. Accept
 3. Accept Yes
 4. Allocate
 5. Check Budget
 6. Accept
 7. Promote Claim to Allocated
 8. Release



2. Can leave as is
 - If there is no need to correct and resubmit, the claim can remain in rejected status.

Deleting a Claim

Any claim status, except for Approved, can be deleted.

If it is an approved status, look at the status to see if need to click Update or Reject.

Reject – can leave it, or Activate Rejected and then delete Update – then delete

ESS View:

Claim details

Claim details

Comments	test
Claim type	TRAVEL IN STATE 2023
Status	Entering
Department	FINANCE
Start date	Monday, April 17, 2023 8:00 AM
End date	Thursday, April 20, 2023 5:30 PM
Destination city	Milwaukee
Destination state	WI
Amount claimed	\$59.15

Per unit expenses

	Date	Comments	Cash advance	Amount claimed
CITY CAR AVAIL	4/18/2023		0.00	59.15
			\$0.00	\$59.15

Attached documents

There are no documents attached to this claim.


BACK UPDATE DELETE

Claim 26949: test

Are you sure you want to delete this claim?

CANCEL OK

Munis View:

 **Expense Claims - CITY OF MADISON**

Close Search Browse Add Update Delete

Expense Claims - CITY OF MADISON

Claims

Claim number *	26948
Claim template *	10
Claim status *	11 - Actual, Entering
Employee number *	2860
Customer	0
Employee location	1500

Status Reports

1. Within Munis, go to Financials > Employee Expense > Expense Claims You can search for specific claim #, claim status, or employee.
2. My recommendation would be to click 2x in Claim Status and search under Claim Status "<18", insert Department # and Fiscal year. This will show anything open and not approved.

Expense Claims - CITY OF MADISON

Back Accept Cancel

Claims

Claim number *
Claim template *
Claim status *
Employee number *
Customer
Employee location
Entered by
Dept *
Default org *
Default project
Fiscal year *
Event
Allocation code

Notes
Employee Address

DETAILS DATES TOTALS PAYMENT

Start date
Start time 00:00
End date
End time 00:00

Destination city
Destination state
Destination country
Comment

Expense Claims - CITY OF MADISON

Back Accept Cancel

Claims

Claim number *
Claim template *
Claim status *
Employee number *
Customer
Employee location

DETAILS DATES

Start date
Start time 00:00
End date
End time 00:00

- ☐ 0 - Estimated, Rejected
- ☐ 8 - Estimated, Approved for CA
- ☐ 10 - Estimated, Approved
- ☐ 11 - Actual, Entering
- ☐ 12 - Actual, Created
- ☐ 14 - Actual, Allocated
- ☐ 15 - Actual, Released
- ☐ 16 - Actual, Rejected
- ☐ 18 - Actual, Approved
- ☐ 20 - Reimbursed/Closed

3. If at the bottom of the screen it says there is 1 of #, you can either look at each one and arrow to the next. You can also click on Browse at the top and then click on Excel for list.

A horizontal bar with a light gray background and a thin blue border. It contains navigation controls: a double left arrow, a single left arrow, the text '1 of 161' in the center, a single right arrow, and a double right arrow.

Where is my reimbursement?

1. First, look at the claim status.
 - This will let you know where in the approval process it is at.
2. Ask your Payroll Clerk to look into it.
 - Check the claim status: where is it in the series?
 - Look at the Approvers tab on the bottom right of the screen. Also look at the Dates tab to see if/when it was reimbursed.
 - The Payments tab allows you to see which payroll it was paid in.

A screenshot of a software interface with a blue border. At the top, there are four tabs: 'Per Diem Expenses' (selected), 'Unit Expenses', 'Informational Expenses', and 'Related Items'. Below the tabs is a large white area with labels 'Date' and 'Daily Total' at the top, and 'Totals' and 'Per Diem Total' at the bottom. At the very bottom, there is a 'Workflow' section with buttons: 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers' (which is highlighted with a yellow circle).

Approvers Steps	
3	Allocation
5	Supervisor approval
80	HR Notification
90	Payroll approval

Expense Claims - CITY OF MADISON

Close
Search
Browse
Add
Update
Output
Print
Display
PDF
Save
Email
Schedule
Attach

Expense Claims - CITY OF MADISON

Claims

Claim number *
Claim template *
Claim status *
Employee number *
Customer
Employee location

Entered by
Dept *
Default org *
Default project
Fiscal year *
Event
Allocation code

Notes
Employee Address

Details
Dates
Totals
Payment

Invoice for Cash Advance
Document
Vendor
View Invoice
View Payroll Payments

Invoice for Final Payment
Document
Vendor
View Invoice

GB Invoice for Overpayment
GB invoice number
View GB Invoice

Expense Claims - CITY OF MADISON

Close
Search
Browse
Add
Update
Output
Print
Display
PDF
Save
Email
Schedule
Attach

Expense Claims - CITY OF MADISON

Claims

Claim number *
Claim template *
Claim status *
Employee number *
Customer
Employee location

Entered by
Dept *
Default org *
Default project
Fiscal year *
Event
Allocation code

Notes
Employee Address

Details
Dates
Totals
Payment

Estimated claim entry date
Estimated claim approval date
Estimated claim rejection date
Cash advance date
Actual claim entry date
Actual claim approval date
Actual claim rejection date
Actual claim payment date