City of Madison Expense Claim Entry Process

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Introduction

It is your responsibility to know the protocols.

Resources:

Handbooks: https://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: https://library.municode.com/wi/madison/codes/code_of_ordinances

Noteworthy:

- All expense reimbursement claims must be submitted 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
028	CITY INSURANCE FUND REIMBURSEMENT
15	INSULATED COVERALLS - ENGINEERING
22	MEDICAL REIMBURSEMENT
*58	2026 TRAVEL 1/1/26 to 9/30/26 - ESTIMATE - (PRIOR)
*59	2026 TRAVEL 1/1/26 to 9/30/26 - ACTUAL (AFTER)
*60	MILEAGE & PARKING 2026
*	*These are year specific and will change as per diem or mileage rates update*

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.pdf

15: Insulated Coveralls – Engineering

- (2023) program for Engineering. Reimbursement is $100.00 total for a 3 year period.

Travel Expenses

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?
- Which dates are travel days and which are full days?
- Did you email Fleet Services checking on vehicle availability?
- ***Per Diems may be changed by the IRS on October 1st every year.***
- **New expense templates will be created if per diem or mileage rates change.**

58	2026 TRAVEL 1/1/26 to 9/30/26 - **ESTIMATED (PRIOR)**
59	2026 TRAVEL 1/1/26 to 9/30/26 - **ACTUAL (AFTER)**

Meal Per Diems

There are full day or travel day amounts. A travel day is a day when you are traveling to/from the event. See 1-5 Appendix to find per diem amounts per location: 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

***Please include documentation that confirms the event location and travel dates to validate per diem amounts claimed.**

If claiming meal amounts that are less then per diem rates please provide receipts for those meals.

Mileage and Parking

- This template should be used for employees who are required to use their personal vehicle for in and around town driving for work purposes. This is NOT for travel mileage.
- https://www.cityofmadison.com/employeenet/toolkit#Travel
- Personal Auto Use

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 will 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.

IRS rates for mileage are updated every January

Send an email to Fleet Services checking on availability of a city vehicle to use: requestcar@cityofmadison.com

Additional information: https://www.cityofmadison.com/mayor/apm/2-13.pdf

City Car Available	a city vehicle was available and chose to use personal instead or decided not to check for availability	.20 cents less the IRS Rate
City Car Unavailable	a city vehicle was not available requiring you to use your own vehicle	IRS Rate 72.5 cents

*Checking for City vehicle availability is required if claiming the full IRS rate. Please add communication from Fleet to the expense claim attachments. If claiming the lesser amount, we do not need documentation that you checked with Fleet Services for city vehicle availability.

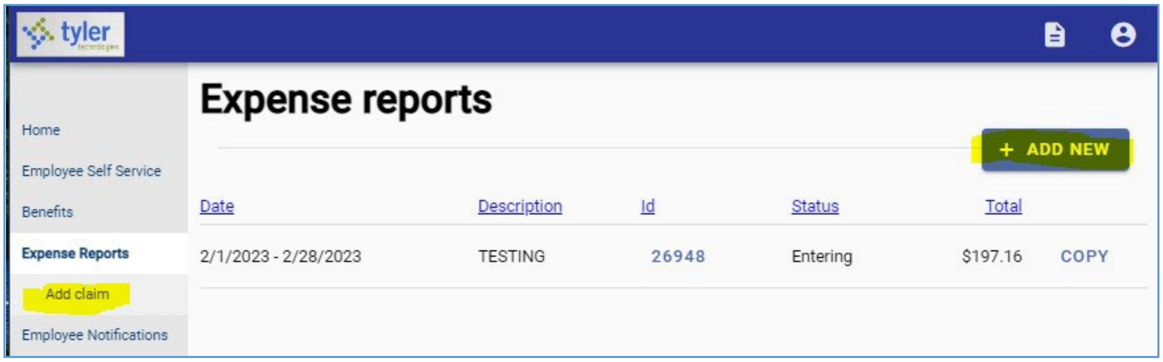
You do not get mileage reimbursed for using a city vehicle. A mileage reimbursement only applies for the wear and tear of your personal car when used for work purposes.

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 in ESS 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 New



2. Select claim type

Code	Description
1	CDL
2	MEMBERSHIP/CERTIFICATION FEES
3	SAFETY SHOES
4	PRESCRIPTION SAFETY GLASSES
005	EMPLOYEE TUITION REIMBURSEMENT
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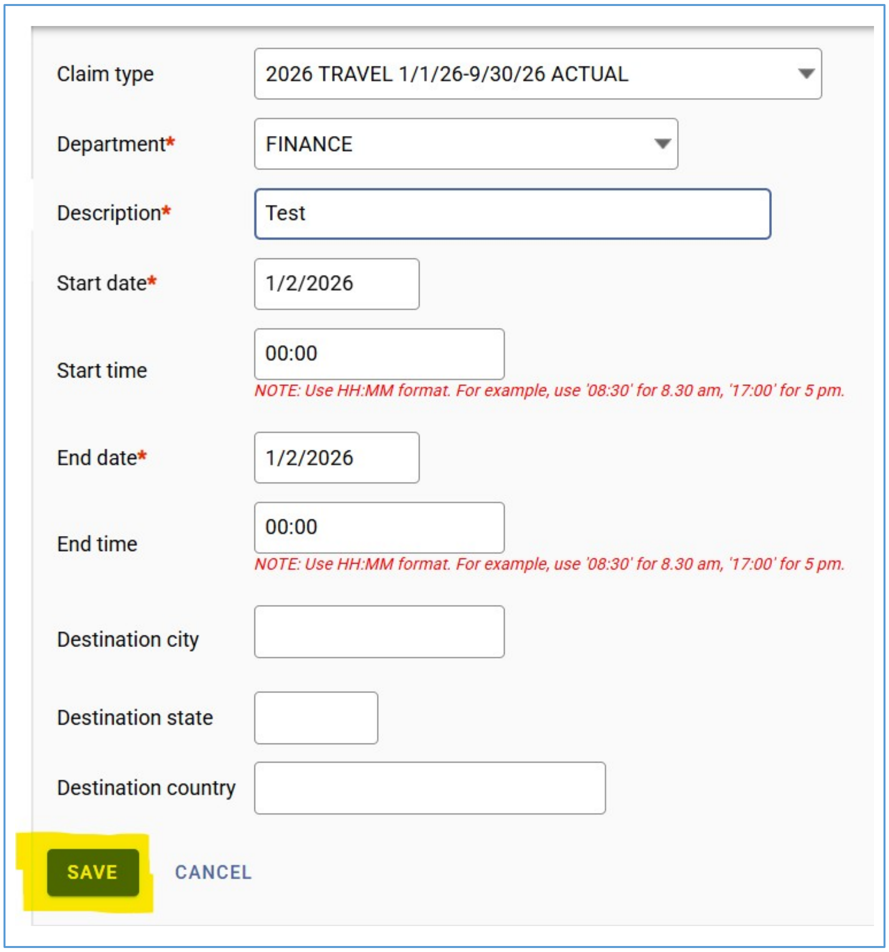
58	2026 TRAVEL - ESTIMATED (PRIOR)
59	2026 TRAVEL - ACTUAL (AFTER)
60	MILEAGE & PARKING 2026

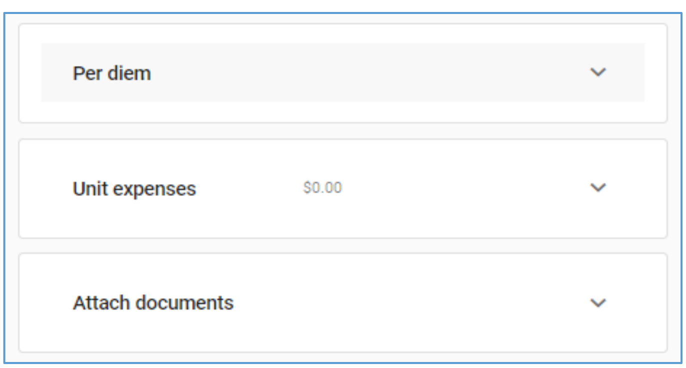
Mileage and Parking** *template is for employees who are required to use their personal vehicle for in and around town driving for work purposes. It is* ***NOT *for travel to conference, training, etc.*

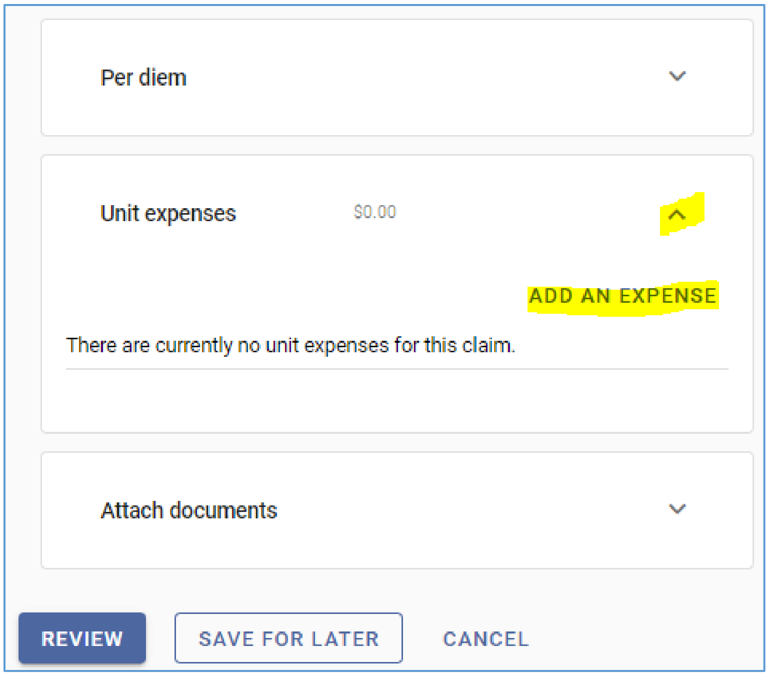
If using vehicle for travel to conferences or trainings, please use Mileage and Parking located in the ***2026 Travel template***

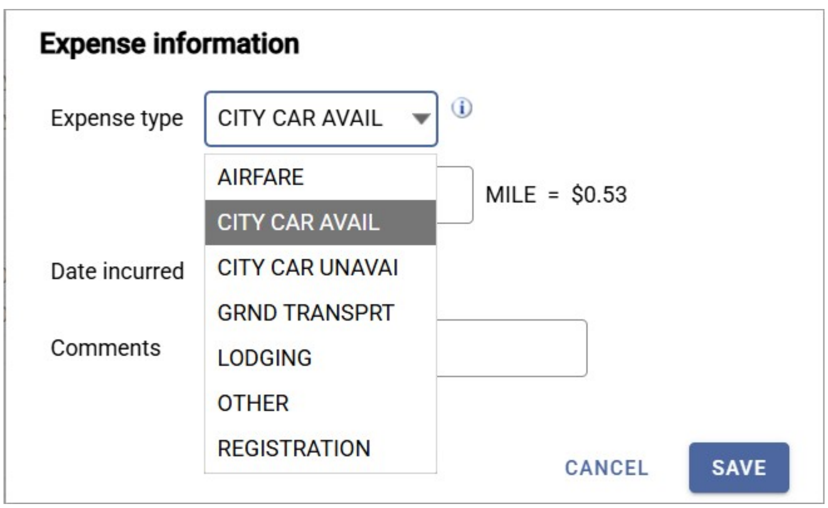


- Any field with a red star is required to be filled in.
- Time is in military hours and need to include the colon symbol (:).
- Save

3. Expense item drop down menu – options will vary based on expense template.
   - Add expenses







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

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

Per Diem Categories

There are Travel Day and Full Day per Diems.

Please check 1-5 Appendix for information. https://www.cityofmadison.com/mayor/apm/finance/1-5Appendix.pdf

Find your travel location on https://www.gsa.gov/travel/plan-book/per-diem-rates, find the IRS rates listed under the Meals and incidental expenses, locate your rates on the IRS Table in 1-5 Appendix and use the corresponding amounts under the City of Madison Table.

ESS will automatically put in the lesser per diem amounts, if you are at a higher cost location you have to manually enter the amounts.

Per diem

	FULL DAY	TRAVEL DAY	Total
Sunday, October 26		47.250	$47.25
Monday, October 27	63.000		$63.00
Tuesday, October 28	63.000		$63.00
Wednesday, October 29	63.000		$63.00
Thursday, October 30	63.000		$63.00
Friday, October 31	63.000		$63.00
Saturday, November 1		47.250	$47.25
	$315.00	$94.50	

Meals: Daily per diem rates set by the IRS will be reimbursed.

- An overnight stay is required to receive a per diem, or an extended period of time occurs.
  - Extended period of time is defined as being greater than 12 hours and will be reimbursed at 75% of the daily rate.
- First and last day of travel is reimbursed at 75% of the full day daily rate.

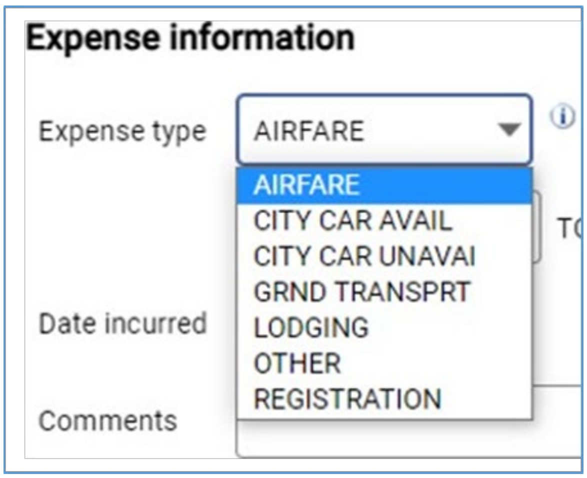
Search the destination: https://www.gsa.gov/travel/plan-book/per-diem-rates

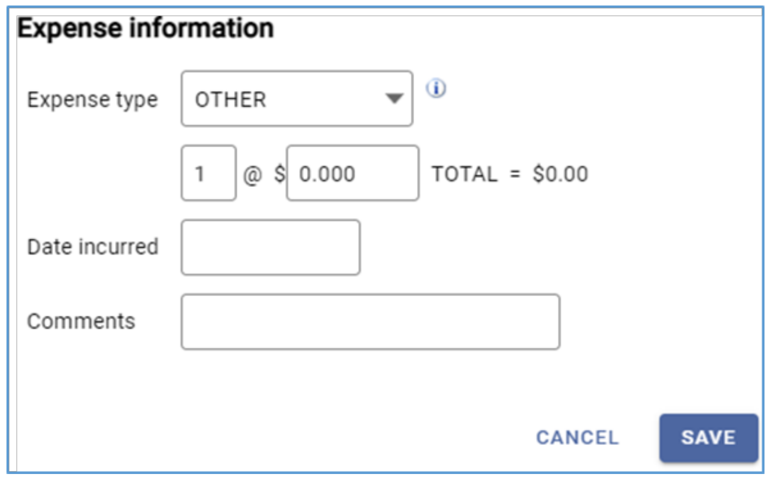
The first section is for lodging, which we do not use, skip this section.
The second section is for Meals & Incidental Expenses (M&IE).
Look at the M&IE Total, find it on the IRS Table below and use the corresponding amounts in the City of Madison Table.
The City of Madison does not reimburse for Incidental Expenses (less $5).
If your destination does not bring back results, use the amounts in the first row.

IRS TABLE			CITY OF MADISON TABLE	
M&IE Total	First & Last Day of Travel		Full Day	First & Last Day of Travel
$68	$51.00	less $5 for IE	$ 63.00	$ 47.25
$74	$55.50	less $5 for IE	$ 69.00	$ 51.75
$80	$60.00	less $5 for IE	$ 75.00	$ 56.25
$86	$64.50	less $5 for IE	$ 81.00	$ 60.75
$92	$69.00	less $5 for IE	$ 87.00	$ 65.25

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. *0.20 Less the IRS Rate*
City Car Unavailable	No choice but to use personal vehicle; a city vehicle was not available requiring you to use your own vehicle. *IRS Rate*
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)



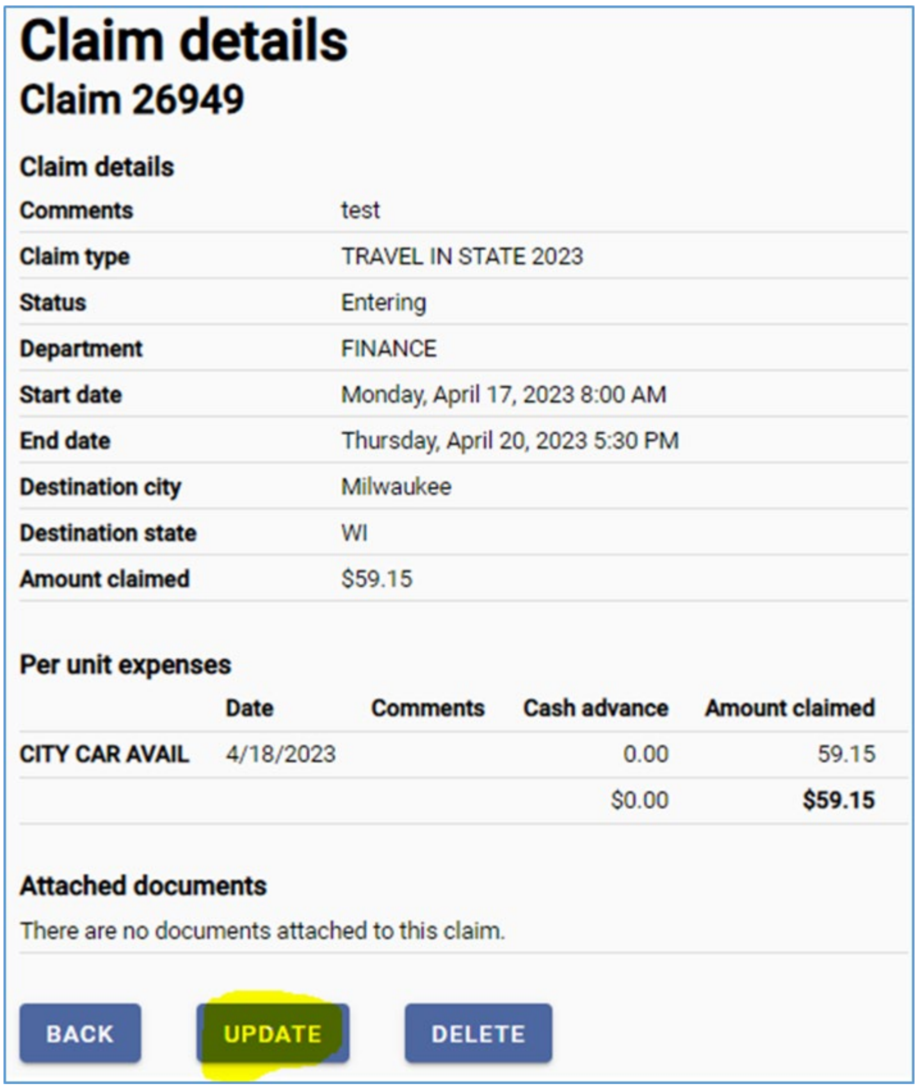


4. Attach Documentation
5. Save for Later
6. Review
7. Verify Expenses
8. Submit

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

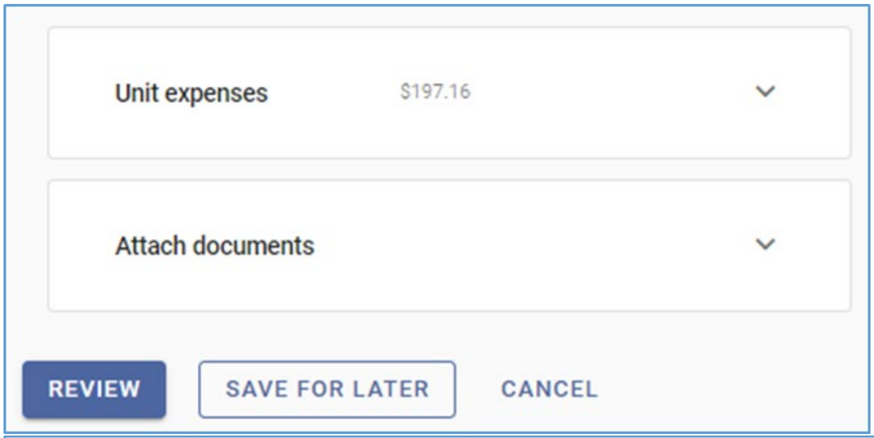
Per unit expenses

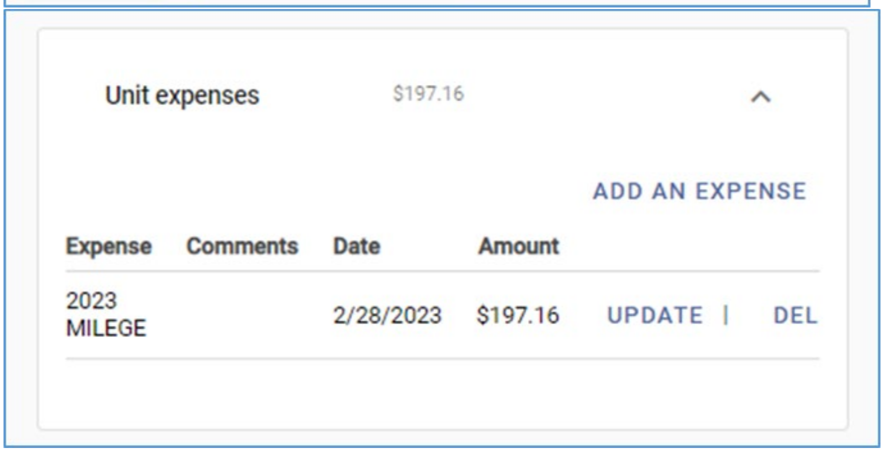
	Date	Comments	Cash advance	Amount claimed
CITY CAR AVAIL	4/18/2023		0.00	59.15
			$0.00	**$59.15**

Attached documents

There are no documents attached to this claim.

BACK UPDATE DELETE

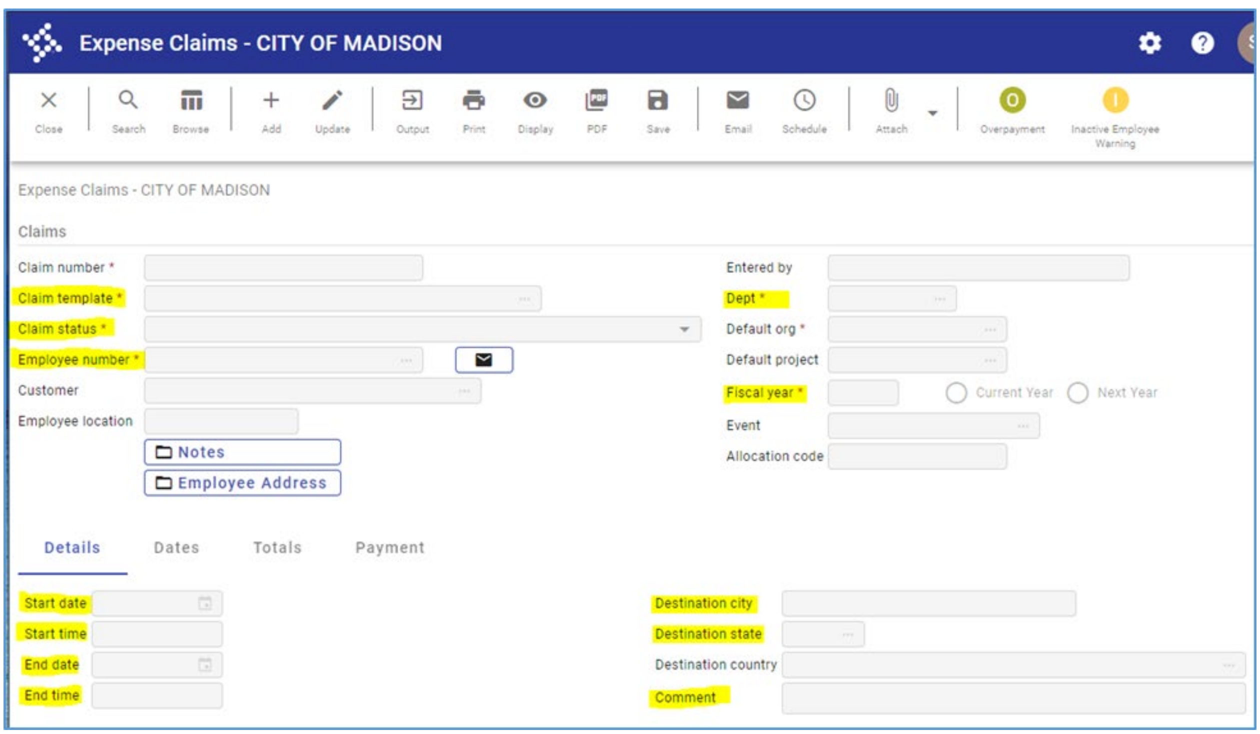




2. Make any necessary changes to ensure the amount requested for reimbursement to you is correct.
3. Save For Later
4. Review
5. Submit Claim

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



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

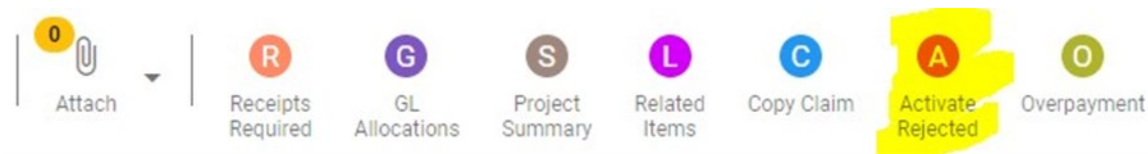
   - Check Budgets
   - Promote Claim to Allocated

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.

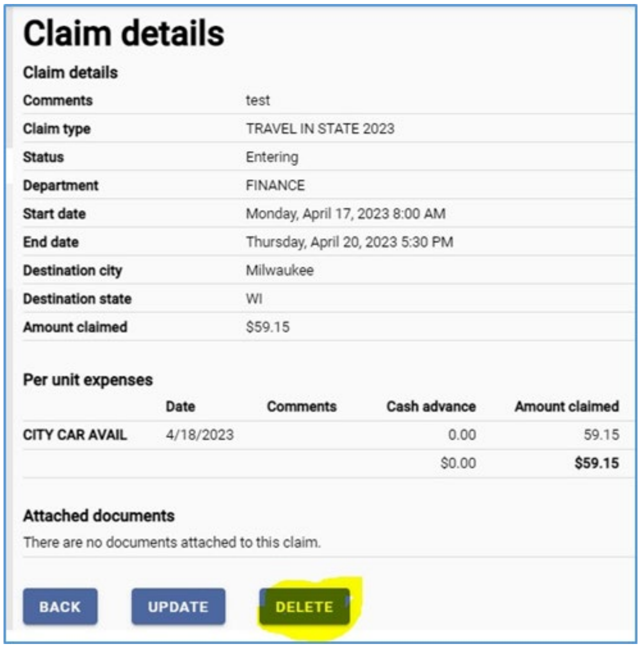
Deleting a Claim

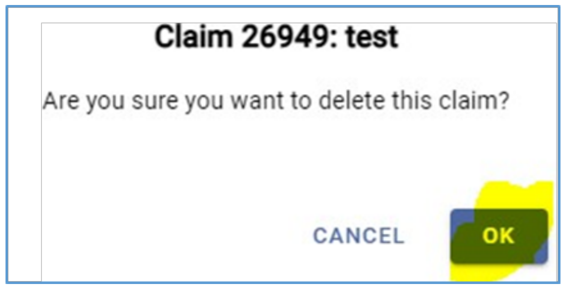
Any claim status, except for Approved, can be deleted.

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:

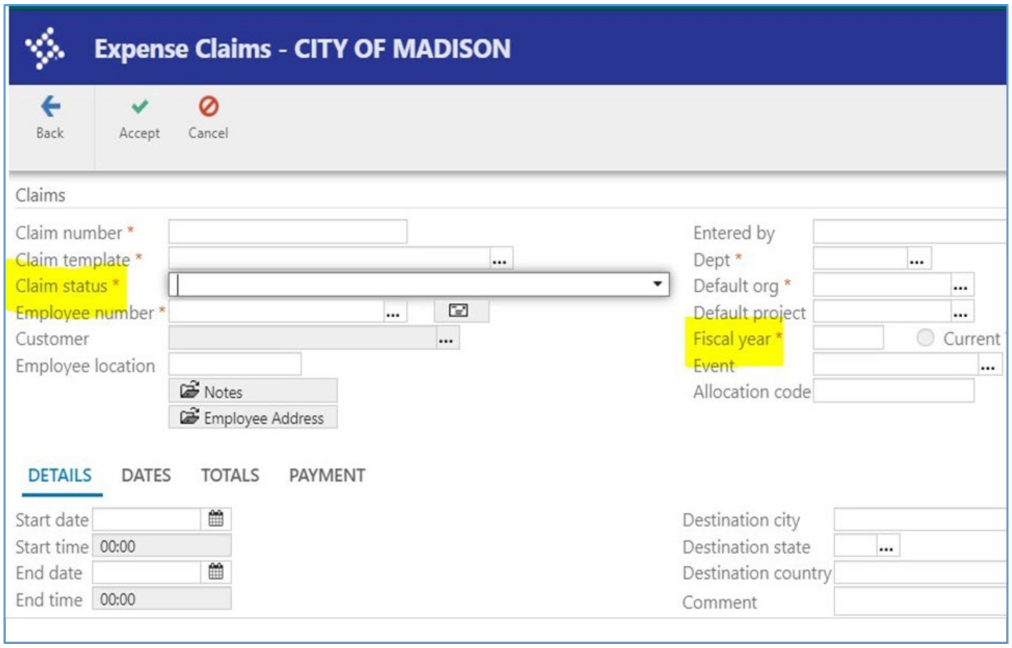


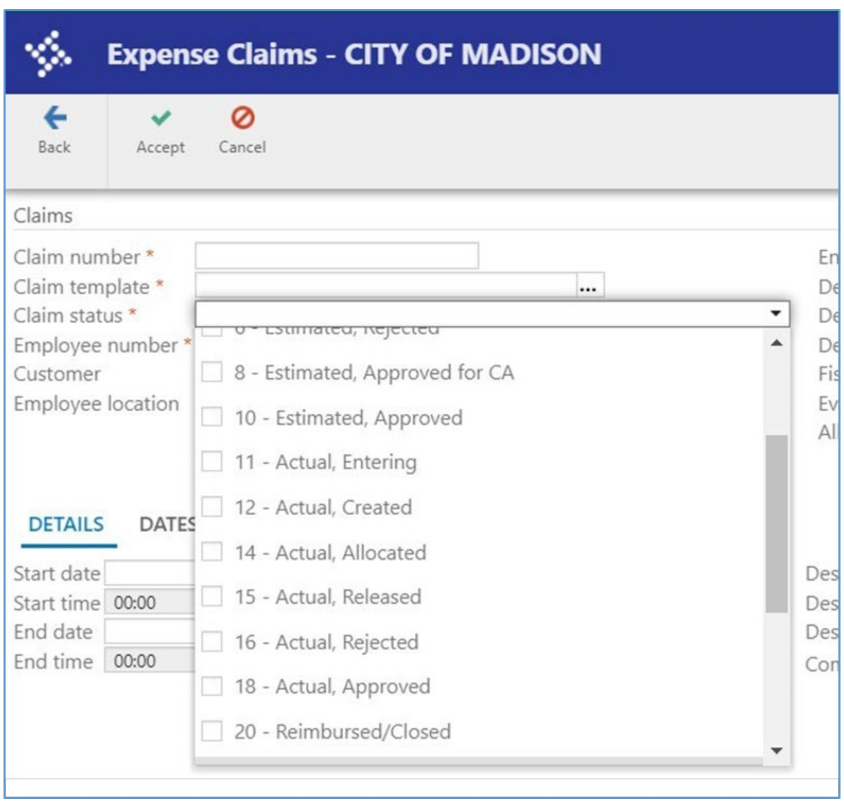


Munis View:

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.



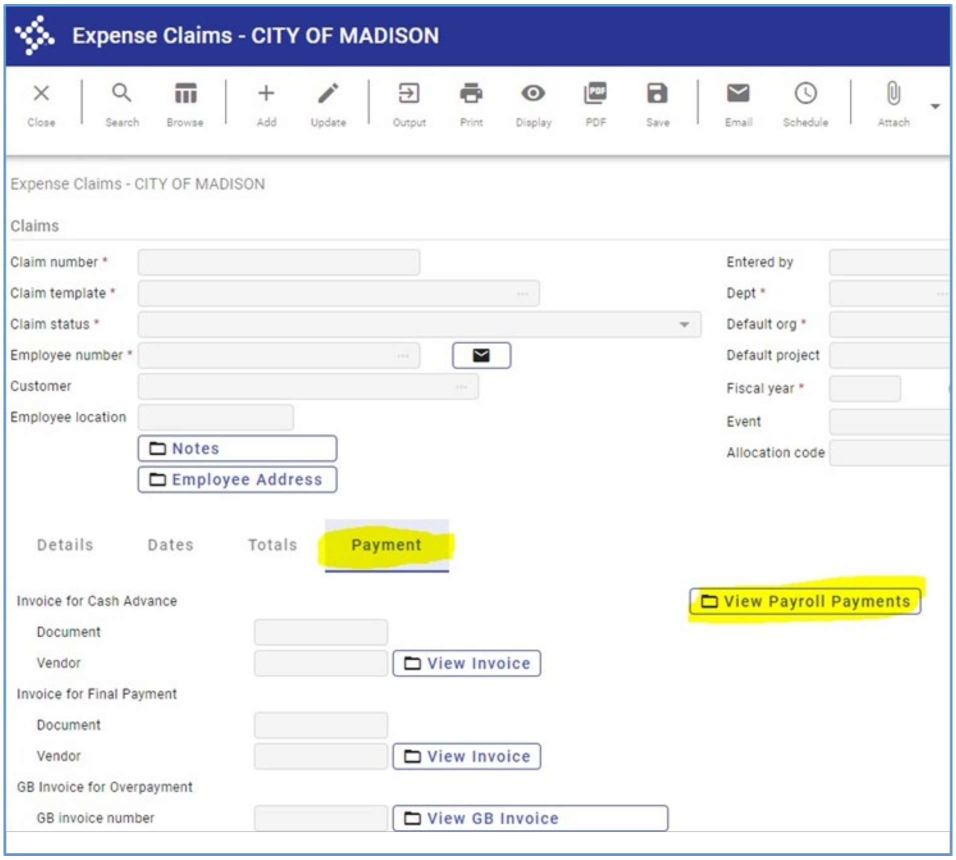


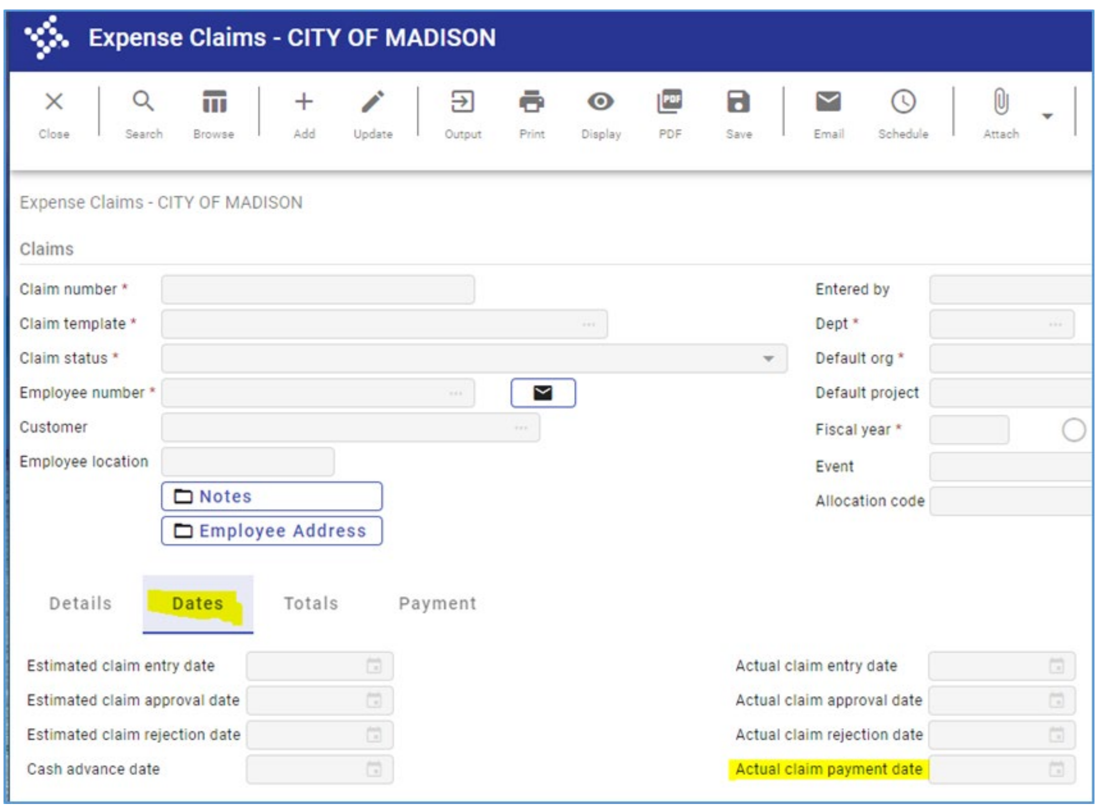
3. If at the bottom of the screen it says there is 1 of #, you can either look at each one and arrow to the next. You can also click on Browse at the top and then click on Excel for list.

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.

	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
Notes
Employee Address
Entered by
Dept *
Default org *
Default project
Fiscal year *
Event
Allocation code
Details
Dates
Totals
Payment
Invoice for Cash Advance
Document
Vendor
View Invoice
Invoice for Final Payment
Document
Vendor
View Invoice
GB Invoice for Overpayment
GB invoice number
View GB Invoice
View Payroll Payments


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