



School of Medicine and Public Health

Division of Geriatrics Policy - Participant Visits, Payment Checks, Cabs, and Hotels

Locations for additional information and forms:

- Policy and forms: <G:\Team\WCMP\WCMP Shared Folder\Forms and Templates>
- Research participant training: <G:\Team\Geriatrics General\SOPs\Research Participant Payment SOP>

Research Study participants usually receive compensation for their participation and sometimes are reimbursed for mileage (read the language in your study protocol to access what your participant is entitled to). The paperwork can be completed by the coordinator or study participant during the visit as long as it is legible.

W-9 requirements – If there is any possibility the participant will be receiving at least \$249 in a calendar year (1/1-12/31), they MUST fill out and sign a W-9 form (upper left box must be dates October 2018). If the participant receives payments over this amount and a W-9 is not on file it is the responsibility of the Study Coordinator to obtain one and have it on file no later than December 1st of that year (see page 2 screenshot). If participants will receive less than \$249, then no W-9 is necessary.

Prior to the study visit:

- Establish whether the participant is likely to receive more than \$249 before 12/31. If so, they MUST have a W-9 on file.
 - a. Check the W-9 spreadsheet on G:\Team\WCMP\WCMP Shared Folder\Forms and Templates\W-9s on file updated x-x-xx.xls
 - Returning Participant with W-9s on file are on this spreadsheet, participants that do not appear on this list will need to complete a W-9
- Establish whether the participant will be receiving \$249 or more in the next 15 days. If so, a W-9 is required and the PIR process is followed. (To be completed by the Geriatrics Administration Team)
- During COVID, any participant traveling from out of state into Wisconsin is required to

complete an [Essential Travel Form](#). An example form is provided here to help with what to include and not include for HIPAA compliance: [G:\Team\Geriatrics General\SOPs\Research Participant Payment SOP\Geri Example Essential-Travel-Exemption-Form.pdf](#)

- This form is completed by the Program Manager or Study Coordinator. When routing for signatures, please route as follows:
 - The Program Manager or PI should sign the form as MANAGER/PI.
 - John Freeman (jpfreeman@medicine.wisc.edu) is a DOM Delegate and will be the DEPARTMENT signature.
 - Dan Langer (dan.langer@wisc.edu) in Business Services should sign as the SMPH delegate.
- Send the final signed form to Sue Carlson (carlson@biostat.wisc.edu).
- Attach the final signed form to the E-Reimbursement for the participant.

Participant checks payment requests:

For Research Participant payment requests please go to the payments request folder listed below and enter all the required information in the spreadsheet. Please note you must have the complete address (including city, state and zip) in order for a check to be cut and mailed. Checks are cut and mailed at a minimum of once a week during the COVID 19 situation and they will be removed from the spreadsheet once the check is mailed.

*If the study participant is an employee of the Division of Geriatrics, the supervisor must be the one making the payment request in the spreadsheet.

[G:\Team\WCMP\WCMP Shared Folder\Forms and Templates\Payment Requests - checks only](#)

* Please note this payment must be less than \$249 with study visits within 15 days of each other. If you need to pay a participant more than \$249 within 15 days, please complete the two pink columns to share the IRB number and send a restricted email to share the W9.

NOTICE: Participant Check Processing Occurs Every Tuesday										
Participants Name:	Address: (FILL OUT ENTIRE ADDRESS)VOID AFTER 90 DAYS	Address - VERIFIED AT STUDY VISIT? Yes/No	Date of Visit:	Amount:	Study Coordinator:	Study:	Funding:	If total amount is >\$249, please enter the IRB Number	If total amount is >\$249, did you send a completed 2018 Version W9? Send as restricted email directly to: gschick@medicine.wisc.edu	Notes from Geriatrics Admin Team

* Participant payments are processed weekly on Tuesdays. If entries are made after Monday, the payment will be processed the following Tuesday. When payments are processed, the spreadsheet is cleared for the next week’s entries.

* If you need to check the status of a check (i.e. if it has been cut/sent or to stop payment issued), please look at the spreadsheet located G:\Team\WCMP\WCMP Shared Folder\Forms and Templates\Paid Out - Payment Requests \ 20XX Payment Requests processed.

Hotel Requests:

Coordinators must book the hotel under the UW Geriatrics account at the state rate with the Best Western Inn Towner.

- Once a reservation is made the coordinator must go to <G:\Team\WCMP\WCMP Shared Folder\Forms and Templates\Participant tracking log>
- Click on the hotel tab and enter the participants **FULL** name, date of visit, amount, funding this stay should be charged to and the coordinators name/contact number.
- Be sure to save and **close** the spreadsheet once you have entered the information.

If you are using any other hotel, such as Clarion, Country Inn & Suites, or Baymont, please reference the UW Geriatrics account to assure tax exemption and state rate.

- Once a reservation is made the coordinator must go to <G:\Team\WCMP\WCMP Shared Folder\Forms and Templates\Participant tracking log>
- Click on the hotel tab and enter the participants **FULL** name, date of visit, amount, funding this stay should be charged to and the coordinators name/contact number.
- Be sure to save and **close** the spreadsheet once you have entered the information.

Union Cab Requests:

If you are making arrangements with Union Cab to transport your participant you must call Union Cab and have the charge added to the Geriatrics Account then:

- The coordinator must go to <G:\Team\WCMP\WCMP Shared Folder\Forms and Templates\Participant tracking log>
- Click on the Union Cab tab and enter the participant's name, date of visit, funding to be charged and coordinators name and contact number.
- Be sure to save and **close** the spreadsheet once you have entered the information.

W-9 Form Policy

1. Program Managers or Study Coordinators in each group with designated access will scan in all completed W-9 forms to <G:\Team\W-9's> (Access is limited due to confidentiality so please find out who does this for your group)
 - Once added to the folder, please also list the participants name in the shared Excel spreadsheet located here: <G:\Team\WCMP\WCMP Shared Folder\Forms and Templates> on file with the name: ***W-9s on file updated x-x-xx.xlsx***

2. Program Managers or Study Coordinators must regularly confirm that the W-9 on file has documented the correct residential address for the study participant. If an address has changed, a new W-9 must be completed (follow step 1 above).
3. If a participant is coming close to the taxable amount a member of the Geriatrics Business Services Team will stop cutting checks for that participant if a W-9 is not on file.
4. Copies of W-9s are only printed by the Geriatrics Business Service Team at the end of the year to report taxable income to UW Business Services.

Non-employee reimbursement

Non-employees are reimbursed for out-of-pocket travel related expenses via E-Reimbursement. An E-Reimbursement for non-employees must be created and submitted by Alternates. Payments will be via check unless they are setup to receive a wire transfer.

Non-employees are subject to the same travel and reimbursement policies as employees.

A non-employee profile must be in the system. Non-Employee profiles in the system DO NOT expire. Please check before creating a Non-Employee profile in order to avoid duplicate profiles of the same individual. ([Checking for an Existing profile](#))

NON-EMPLOYEE PROFILE – REQUEST TO CHANGE AN EXISTING E-REIMBURSEMENT PROFILE FOR A NON-EMPLOYEE FORM (NEW FOR E-REIMBURSEMENT)

This form is used to change information in an existing e-Reimbursement profile for a non-employee such as the mailing address, default funding string, date of first travel expense and alternates designations.

[DOWNLOAD NON-EMPLOYEE PROFILE - REQUEST TO CHANGE AN EXISTING E-REIMBURSEMENT PROFILE FOR A NON-EMPLOYEE FORM \(NEW FOR E-REIMBURSEMENT\)](#)

HOW TO MAKE CHANGES TO AN EXISTING E-REIMBURSEMENT PROFILE FOR A NON-EMPLOYEE

If an e-Reimbursement non-employee profile already exists but requires changes prior to further use (e.g. change of address, change of Accounting Defaults), follow the instructions below.

Note: To determine if a non-employee profile already exists, please see [How to Find an Employee or Non-Employee ID in e-Reimbursement](#).

Updating existing non-employee profiles

If there are changes to a non-employee profile (i.e. address) please complete the non-employee request to change existing e-reimbursement form. Once completed, submit the [form](#) to John Freeman via e-mail.

E-reimbursement profile for non-employee form

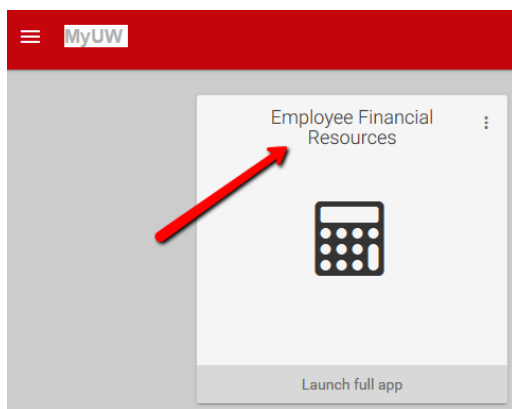
To [set up a non-employee profile](#) please complete the form and submit it to John Freeman. An e-mailed response from Accounting Services is typically sent within 3 business days.

- Do not use the department address on this form. Checks cannot be delivered to the department office for pick-up. The address must be the recipient's home, office, or another address where the check can be sent directly to them.
- If a check must be picked up on campus, enter "Hold for pickup" in the address field. The recipient will be notified when the check is ready and can pick the check up at the Accounting Services office: **21 N. Park Street, Suite 5301.**

Create an expense report

Study coordinators will log in to their MyUW account (<https://my.wisc.edu/>) and follow the instructions below:

- Under MyUW, click on the Employee Financial Resources box. If the box isn't there, on search type "Employee Financial Resources" and add it to your MyUW Home.
- Then click on Expense Reimbursement Website and log in.



- Click on How do I get Reimbursed?

GETTING REIMBURSED

How to get reimbursed for UW-Madison travel-related and non-travel-related expenses.

UW-Madison employees are reimbursed for out-of-pocket travel-related expenses in accordance with UW-Madison travel policy.

Employees are responsible for following travel policy, retaining required receipts, and submitting expense reimbursements in a timely fashion (no later than 90 days from the end of the trip).

QUICK LINKS FOR REIMBURSEMENT

- [DEADLINE FOR REIMBURSEMENTS >](#)
- [EXPENSES REIMBURSEMENT ROLES AND RESPONSIBILITIES >](#)
- [HOW DO I GET REIMBURSED? >](#)
- [USING THE MY CORPORATE CARD >](#)
- [WHAT CAN I GET REIMBURSED FOR? >](#)
- [TRAINING >](#)
- [RECEIPT REQUIREMENTS >](#)
- [FORMS >](#)
- [OTHER SUPPORTING DOCUMENTATION >](#)
- [TOOLS >](#)

- Click on Access E-Reimbursement, and you will be sent to the SFS system. You will need to enter your ID and password.

HOW DO I GET REIMBURSED?

Employees get reimbursed by submitting an Expense Reimbursement through e-Reimbursement. Once submitted, Expense Reimbursements get reviewed by an Approver, then an Auditor. Once an Expense Reimbursement has been fully approved, the reimbursement amount is directly deposited into the employee’s bank account within 5 business days.

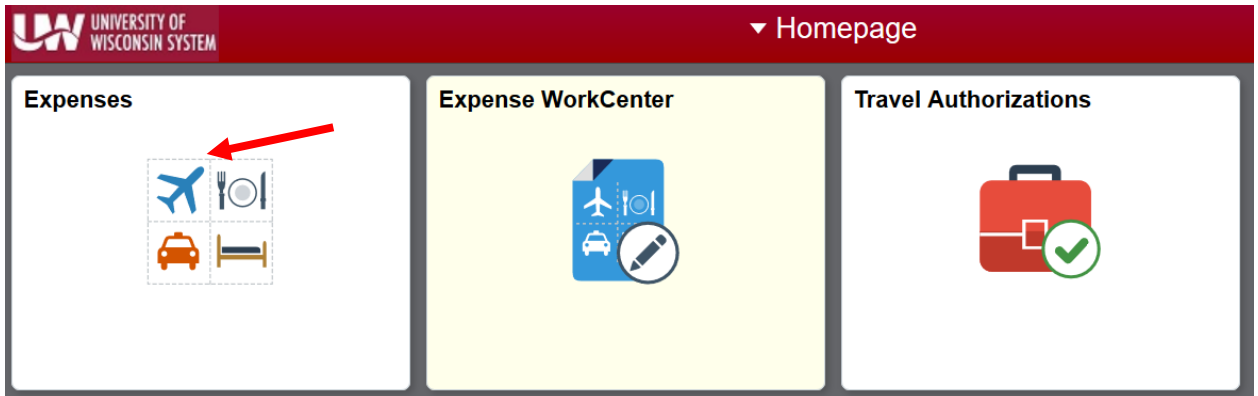
[ACCESS E-REIMBURSEMENT](#)

[HOW TO SUBMIT AN EXPENSE REIMBURSEMENT](#)

[HOW TO MODIFY A RETURNED EXPENSE REIMBURSEMENT](#)

[BACK TO TOP](#)

- Click the **Expenses** tile, then **Create Expense Report**.



- This is how it looks an expense report screen. To submit a new report you can start from this page.

The screenshot shows the 'Expense Report' form with the following fields and sections:

- General Information:**
 - *Business Purpose (dropdown menu, highlighted with a red arrow)
 - *Description (text input)
 - *Default Location (text input with search icon)
 - *Reference: INSTATE (text input with search icon)
 - Date of departure (calendar icon)
 - Date of return (calendar icon)
- Attachments:**
 - Attachments (with right arrow)
 - Accounting Defaults (with right arrow)
 - Justification (IS MISSING) 0 (with right arrow)
- General Information:**
 - Creation Date: 11/20/2020
 - Updated on: 11/20/2020
- Expense Details:**
 - Expense Report Action (dropdown menu)
 - Custom Funding (UWMSN/534255/233) (button)

1. On general information you will have to enter the header information of the trip as:

Business Purpose, select the best option that describes the trip.

Description, brief detail of the trip.

Default location, primary location of your trip

Reference, based on where the destination is in relation to the traveler's headquarter city.

Date of departure return, Dates of your *business* Do not include personal vacation days.

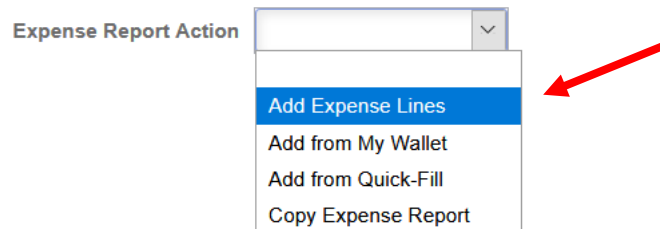
Attachments, must contains all kind of expenditures receipts, conference agenda and google maps screenshot to substantiate a mileage claim

Accounting Defaults, shows the fund that will be used to pay for the reimbursement.

Justification, must include a sufficient business purpose to justify the reimbursement.

2. Once you completed the general information, you can start add in new expenses line which is on expenses report action.

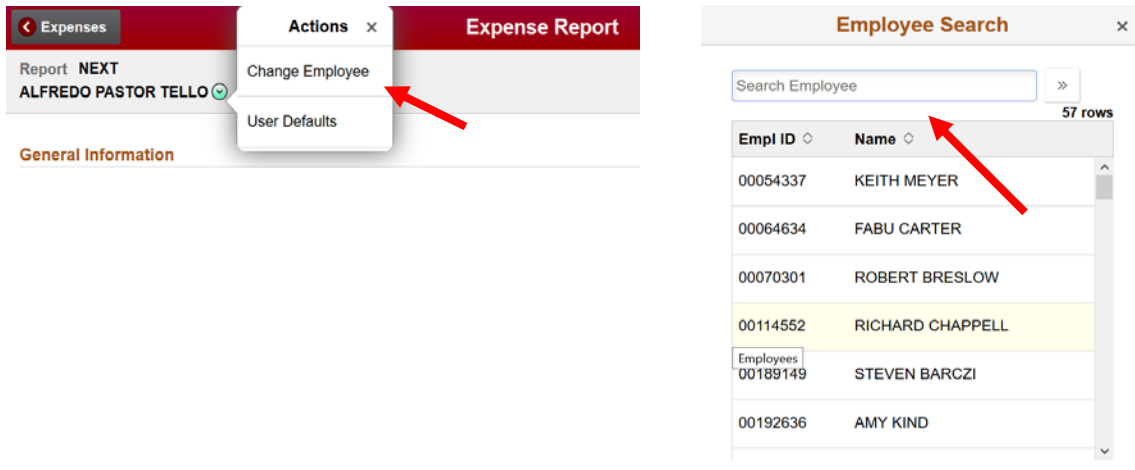
Expense Details



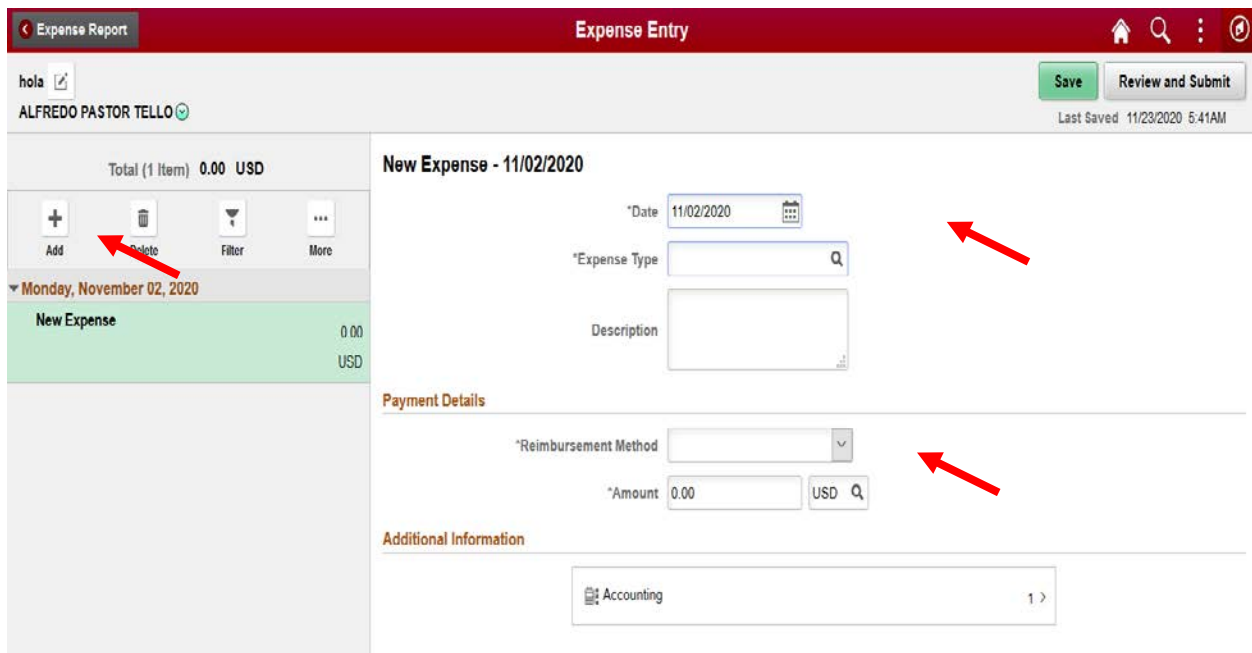
- If you want to submit an expense report for a participant, you will need to request to be an alternative for him\her. In order to that the participant have to do the following steps:

1. Sign into e-Reimbursement. (<https://www.wisconsin.edu/sfs/>)
2. Click the Expenses WorkCenter tile.
3. Click the Delegate Entry Authority link in the links panel along the left side.
4. Click the plus sign to add an additional row.
5. Enter the Alternate's employee ID number in the Authorized User ID field (xxxxxxx).
6. The Authorization Level should be "Edit".
7. Click Save.

- To confirm that you had been set up as an alternative, you need to click on the arrow next to your name and select “change employee”, the name of the participant should be on the options.



- This is the main screen for enter details of individual expenses.



To add new expenses lines, we need to click on the plus sign on the left options.

Once we add a new line we have to enter all the details, such as:

- Date, when the expense occurred
- Expenses type, select the best option that describes the expense.
- Description, enter a brief explanation of the expense.
- Payment Details, we have 3 options: Personal funds-prepaid Pcard and US Bank Corporate card.

- Accounting, the funding string is the same from the main expense report, the accounting code is determined by the Expense Type.
- For example, to enter an mileage expense line, it would be as follow:

Note: Mileage reimbursements must be documented by a MapQuest or GoogleMaps printout or screenshot. A 10% tolerance may be used to account for detours, incidental miles, etc. An explanation must be provided for mileage claims that exceed the direct route by more than 10%.

Mileage - 11/02/2020

*Date

*Expense Type [Help](#)

Description

Mileage

*Transportation ID

Transportation Type

*Miles x

Payment Details

*Reimbursement Method

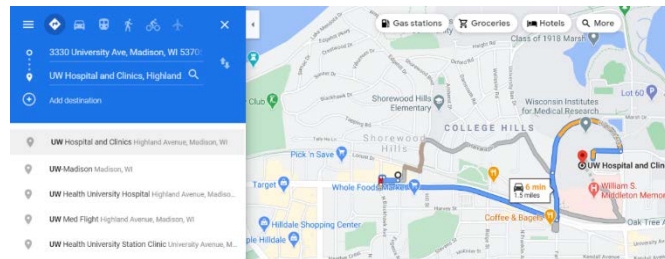
*Amount

Additional Information

*Originating Location

*Destination Location

1 >



Notes:

- Date and amount should autofill.
- On description give the expense a title, put in “mileage reimbursement” followed by the date of the study visit.
- On this screen you will need to enter the total number of miles for the entire roundtrip (that mileage must be the same on the google maps screen).
- The rate should always be “Standard Rate”.
- Origination, start typing in the city and state, it should auto pop once you start typing.
- Destination is always Madison, WI.
- Then click save.