



Finance Updates and Cleaning Supplies

Expenditure Correction Form

The expenditure correction form has been updated to reduce UW's audit risk for sponsored projects. The update includes up to four additional questions to properly document a correction on a sponsored project. These changes were discussed during the monthly deep dive session on January 21st and employees can view the recording and presentation [here](#).

Travel and Reimbursement Policy

The travel and reimbursement policy has been updated. The policy can be found on the Financial Affairs website under [Policies and Reference Material](#) within the Procurement and Payment Services area or on the UW Regulations and Standard Administrative Policies and Procedures website under [Finance and Business](#). This policy was also covered during the January monthly deep dive [session](#).

Cleaning Supplies

Reminder, UW departments can continue to replenish or order cleaning supplies through UW Operations via the [work order request form](#). Disinfectant spray, paper towels, gloves, hand sanitizer, thermometers, and disposable masks (in addition to those around campus) are all available. There are also sneeze guards, face shields, and air purifiers for those who may benefit from additional ventilation.

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