



UNIVERSITY OF WYOMING



Allowable Expenses SAP Training and PowerPoint Available Online

The Allowable Expenses SAP training recording and PowerPoint Slides are now available online on the [Financial Compliance and Integrity webpage](#).

[PowerPoint Presentation](#)

[Recorded Zoom Training - May 20, 2025](#)

There were questions about the different types of payment cards offered by the Procurement and Payment Services Office, so a document was created that defines the purpose and use of the different procurement cards available to the campus. It can be found on the Financial Affairs Website, under Policies and Reference Materials: [Definitions for the Different Types of University Procurement Cards](#)

Below are some follow-up answers to questions from the training:

1. Why can't Department Cards be used for travel expenses?
 1. Because department cards are not individual cards they do not work in many travel scenarios

i. Department cards may be used for fuel purchases for rental & UW owned vehicles.

ii. Fuel purchased for personal vehicles must use the mileage reimbursement process as defined in the UW Travel and Reimbursement Policy

1. Ghost Travel cards provide a pre-approval control mechanism for travel expenditures
2. Ghost Travel cards have higher single purchase and monthly cycle limits

2. What Wyoming taxes is the University of Wyoming exempt from?

1. The University is exempt from Wyoming Sales Tax and lodging/resort tax on items purchased directly by the University from businesses located within the State of Wyoming. Purchases made from businesses outside of the State of Wyoming may be exempt from sales tax depending on the laws and regulations of the merchant's jurisdiction. Purchases made for resale may also be exempt from tax depending on the laws and regulations of the merchant's jurisdiction.

3. Can an individual request tax exemption from a supplier when non-university (personal) payment methods are used for university business expenses (i.e. personal reimbursement)?

1. No. To qualify for the tax exemption, the exempt entity must provide a properly completed [exemption certificate](#) and pay the bill/invoice directly, as only the exempt entity can make a purchase with funds from the University of Wyoming. Payment methods would include direct bill, organization cards, and/or checks from the University of Wyoming.
2. Per the University Travel and Reimbursement Policy, personal reimbursements are allowable for travel purchases only, and university

payment methods (PCards, Purchase Orders, Checks, ACH, etc.) are the preferred payment method for university expenses.

4. Does UW reimburse employees for taxes paid when using non-university payment methods that are avoidable when using university payment methods?
 1. The only expense that employees can get taxes reimbursed for is for one-day meal purchases.
 2. Per the University Travel and Reimbursement Policy, personal reimbursements are allowable for travel purchases only and university payment methods (PCards, Purchases Order, Checks, ACH, etc.) are the preferred payment method for university expenses
5. What do I do if a Wyoming Business does not remove taxes from my charge or bill with UW's tax exemption certificate presented?
 1. If the supplier is open to it, ask them to contact Wyoming's Department of Revenue at (307) 777-5293, where a representative can provide further details about the tax exemption. If the supplier is unwilling to engage, please notify the Tax Office with the name of the Wyoming business that declined to apply the exemption. Then the Department of Revenue can send an educational letter to the company outlining the exemption process. Should the supplier continue to refuse cooperation after these steps, the university department is encouraged to seek out partnerships with businesses that adhere to state law and honor the tax exemption.

If you have any questions, please contact Stephanie Stark, Director, Financial Compliance and Integrity at sander64@uwyo.edu.

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