



## MONTH END CLOSE & ALTERNATIVES TO THE HOSTING FORM

Greetings,

### **Month of December is Closed**

The month of December was closed yesterday, Wednesday, January 9, in WyoCloud Financial Management. It is recommended you begin by reviewing the [Account Analysis](#) report. This report will also be ran shortly by division and saved in the warehouse.

### **NEW! Alternative to the Hosting Form: New Business-Related Meeting Expense Type**

Over the last several months, campus users have requested the WyoCloud team review the hosting form to see if there is a way to streamline this form within the system while still collecting the information that was gathered on the hosting form, as it is important for reporting and financial review.

Whenever food/non-alcoholic beverage is purchased using University funds, it is important to note the following information:

1. *A **detailed** business purpose of the meeting.* Without this information, UW is unable to verify if the food purchase was an appropriate use of funds and that actual business occurred during the meeting
2. *List of attendees and UW affiliation.* This information helps provide detail on if the amount of food purchased was similar to the attendees to ensure additional food is not being purchased for personal use and provides reportable information on how many people attending were or were not affiliated with UW.
3. *If this was a hosted event or a business-related meeting*

In order to meet these requirements when completing and expense report for a food purchase, you are now able to input this information the following ways into an expense report:

- Type the attendee names (first and last name) and their UW affiliation (i.e. UW affiliated or not) into the description box (see screen shot below). This is recommended for smaller gatherings, as there is a 240 character limit.
- Attach type of documentation (excel, sign-in sheet, rsvp list, etc.) that includes the list of attendees. This list is recommended for larger events where you likely already have



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### **Per Diem Expense Type**

Expense type categories for **Per Diem First/Last Day** have been **removed** since the per diem calculator spreadsheet calculates these days per IRS guidelines. Users are required to complete the per diem calculator spreadsheet to calculate the total per diem allowance, attach the per diem calculator spreadsheet as the attachment (File Category = Receipt) and select one of the following expense type categories:

- Per Diem-Domestic
- Per Diem-Foreign
- Per Diem-Non Employee Domestic
- Per Diem-Participant
- Per Diem-Non Employee Foreign

Don't worry, if you have submitted an expense report using one of the Per Diem First/Last Day expense type categories, it will still be processed as normal.

Thanks,

The WyoCloud Team

### **Contact Information**

The WyoCloud Team  
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**Need help with WyoCloud?**  
Contact the UW Help Desk  
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