**Parking and Tolls**

Expense Types to use in e-Reimbursement, depending on the type of expense:

**Parking** - for parking expenses associated with privately owned vehicles or rental vehicles.

**Travel Miscellaneous** - for expenses for Tolls associated with privately owned vehicles or rental vehicles. (This expense type is also used for other, allowable travel-related expenses not identified by a specific expense type or included as part of M&IE per diem: tolls, internet, visa fees, currency conversion fees, etc.)

The following documentation and information is required expenses for parking and tolls:

- **Itemized Receipt is required if the claimed expense exceeds $25.** If the claimed expense is less than $25, a receipt is not required.
- **A UW-Madison business purpose and description of the trip**
- Documentation that an approved driver application has been submitted to UW-Risk Management, if not an approved driver with Active status on the Approved Driver Database.