**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 miscellaneous travel incidental expenses.)

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.