

## MISCELLANEOUS EXPENSES

Receipts and the portion of the brochure or registration form showing costs included in the registration fee are required for registration fee claims.

Coach/economy train travel requires receipts regardless of costs. Bus travel requires receipts for claims over \$25.

For other miscellaneous expenses, a complete description of the expense must be included on the TER and a receipt provided if the claim exceeds \$25.

## NON-EMPLOYEES/INTERVIEW CANDIDATES

Applicant interview candidates, non-employees and students must conform to travel policies, rate maximums and receipt requirements as outlined in the UW System Travel policy. It is recommended that all guests of the University be supplied the UW TravelWise Visitor's Travel Guide to advise of policy, rates and receipt requirements when visiting the UW.

**Lodging:** Up to the maximum single rate for the location, with original receipt.

**Airfare:** Coach/economy class with original or photocopy of the Travel Incorporated itinerary/receipt provided.

**Mileage:** Standard mileage rate

**Car Rental:** Up to mid-size SUV allowed with original receipts.

**Meals:** Per diem with provided meals deducted.

**Miscellaneous:** Must be UW business-related and supported by receipt if over \$25.

**\*\*University hosted meals for guests or students will follow the Sponsored event policy requirements**

## RECEIPT REQUIREMENTS

### All Expenses Regardless of Amount

- Airline Tickets
- Airline Penalty Fees (Change/Cancel)
- Rail Tickets/Passes
- Travel or Tour Company Service Fees
- Registration Fees
- Lodging
- Vehicle Rentals (including rental agreements)
- Hospitality/Hosted meals
- Visas for International Travel
- Vaccines/Inoculations for International Travel
- Foreign Transaction Fees on Corporate Cards
- Relocation – Moving Company/U-Haul

### Expenses over \$25

- Airline Baggage
- Parking
- Bus Tickets/Passes
- Taxis/Shuttles/Car Services
- Subway Passes
- Business Use of Internet Access
- Tolls

### Expenses over \$30

- Airline Baggage

### No Receipts Required

- Meals & Incidental (M&IE) Per Diem Allowance
- Day Trip Meal Allowance
- Relocation Stipends

## EXPENSES NOT REIMBURSABLE

- Expenses which are not UW-business related
- Alcoholic beverages
- Spouse or family member's travel costs (Chancellor's and President's spouse and host may be allowable)
- Domestic phone calls
- Lost/stolen cash or personal property
- Personal items and services, e.g., toiletries, luggage, clothes, haircuts, etc.
- Laundry, cleaning, pressing costs – part of M&IE
- Avoidable expenses for nonbusiness-related activities, e.g., sightseeing tours, combining personal travel, etc.
- Traffic citations, parking tickets, and other fines
- Gas for personal vehicle use
- Additional charges incurred for personal reasons involving vehicle rentals
- Any charges for vehicle rental company refueling
- Locksmith charges on fleet, rental, or personal vehicles, except when fleet or rental vehicles experience mechanical problems
- Excess cost of circuitous or side trips for personal reasons
- Parking costs at the assigned workplace
- Repairs, towing service, lubrication, etc., for personal vehicles
- Meals provided, or included in the cost of registration fees, etc.
- Pay for view movies in hotel/motel room – personal entertainment items
- Items of gesture or good will – flowers, gifts, greeting cards, etc.
- Extra costs for additional person(s) in room
- Charges for late checkout or un-cancelled guaranteed reservations (unless justified)
- Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW
- Lodging within 50 miles of the headquarters city (unless properly justified and approved)
- Flight insurance
- Trip insurance
- Extra baggage charges for personal items, such as golf clubs, skis, etc.
- Airline, car, hotel, corporate card club membership dues
- Childcare costs
- Kennel fees
- Late payment penalties and interest on corporate card
- Travel purchases from brokers: Expedia, Hotels.com, Airbnb, etc.
- Any travel purchases non-compliant with travel policy

## TRAVELER ASSISTANCE

Travel Incorporated **Hours: 7:00 AM – 8:00 PM CST**

After Hours & Emergency Services

**Hours: 8pm-7:00am & 24/7 on Weekend and Holidays**

Phone: 470-589-2205

Toll-Free: 877-811-9898

Concur Support: 866-738-6444

UWTravel@travelinc.com

The logo features the letters 'UW' in a stylized, bold, maroon font, followed by the words 'TravelWise' in a grey, sans-serif font.

# Traveler's Reference Guide

Visit the UW TravelWise Portal

[Wisconsin.edu/travel](http://Wisconsin.edu/travel)

**Updated: July 2020- This guide has been designed to assist you in making your travel arrangements and to advise you of travel related policies and receipt requirements related to UW Sponsored Travel.**

## GENERAL POLICY

The information provided in this document is only a summary of UW travel policy and processes. Refer to the UW TravelWise portal for more detail concerning policy, standard processes, travel contracts, and expense report preparation.

Employees in travel status are expected to exercise good judgment when incurring travel costs. Only travel expenses related to UW business shall be reimbursed. Reimbursement shall not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs which will be paid or reimbursed from any other source in the future. Any reimbursement which is received from another source after reimbursement has been received from the UW shall be deposited to the UW funding source which was initially charged.

Strategic sourcing and volume consolidation are the drivers in contracting for travel services. Use of the UW contract suppliers, i.e., corporate card, car rental, booking tool, travel agency, relocation services, is required.

Travel claims of all employees must be personally approved by the employee's supervisor or designated authority. Noncompliance or abuse of travel policy may result in disciplinary action, up to and including termination of employment.

## CORPORATE CARD

The UW System has a contract with US Bank for corporate card services. Employees who travel frequently should apply for a card to pay for travel expenses which don't qualify for payment by a Purchasing card or for those without access to a Purchasing card.

## AIR TRAVEL

Payment or reimbursement for air travel is limited to a \$150 tolerance over the lowest available fare. All airfare paid or reimbursed, in full or part, must be purchased through the online booking tool or travel management company

Often a lower fare can be obtained by adding additional days to the trip, e.g., staying over a Saturday or flying on particular days. Reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed if the total cost of the reduced fare, plus the additional days' expenses, are less than the lowest available airfare would have been without the addition- al days of travel. Documentation of the cost savings to the UW must be provided with the expense report. Reimbursement may only be granted under this provision for weekends and holidays.

## TAXI/SHUTTLE/CAR SERVICE

Reasonable and necessary charges for taxi or other types of transportation services, including Uber, Lyft, etc. are reimbursable. Shuttle service (usually less costly or free) should be utilized in place of a taxi whenever possible. Required receipts for fares over \$25

## VEHICLE TRANSPORTATION

When using fleet vehicles, passengers must be limited to UW employees or students engaged in UW activities. When using privately owned vehicles, reimbursement is limited to business related travel at the mileage rates listed below. Explanations are required for mileage in excess of normal map mileage.

Vehicles	<b>57.5¢</b> per mile <b>37.5¢</b> per mile when institution requires use of fleet or mileage exceeds institution's breakeven point
Motorcycles	<b>54.5¢</b> per mile

## VEHICLE RENTALS

Rental vehicles may be used when the efficient conduct of UW business precludes the use of other means of transportation or is the most economical mode of transportation. Travelers are required to book vehicles through the self-booking tool unless using the local outlet. This ensures appropriate pricing and insurance coverages under contract.

The UW has a contract with the Big Ten for vehicle rentals. **The Big Ten contract must be used when vehicles are available.** The WSCA contract with Hertz is a secondary contract and will only be used when Enterprise or National are not available under the Big Ten Alliance agreement. All contracts include free collision and liability insurance on domestic rentals. The basic contract information is as follows:

VENDOR	BOOKING ID	PHONE #
Big Ten Enterprise	XZ44067	800-261-7331
Big Ten National Car	XZ44067	800-227-7368
WSCA/State Hertz	66253	800-654-3131

Use of the above suppliers is required by policy. Use of non-contract vendors or rental of full-sized SUV requires justification and documentation for reimbursement.

Collision insurance **must** be purchased in those situations where it is necessary to rent from a non-contract vendor or where a contract vendor's contract does not include the required coverage (i.e. International Rentals).

\*Exception: Rentals paid with the UW-sponsored US Bank Corporate or Purchasing Card includes collision insurance when the card is issued in the driver's name.

Employees **must** refuel before returning the vehicle to avoid high-cost refueling requirements imposed by the rental company. Purchase of pre-paid fuel or vendor refueling are not reimbursable and should be declined.

## M&IE PER DIEM

Meals and incidental expenses (M&IE) for overnight travel are reimbursed using a per diem allowance. The rates follow the federal rates by location of travel, and are available in the **Rate Calculator** found on the homepage of the UW TravelWise portal.

When overnight stay occurs, the 1<sup>st</sup> and last day of travel are paid an allowance of 75% of the daily rate based on the location of where the traveler spent the night. Meals already included in the cost of conference registrations or provided to the traveler must be deducted from the per diem allowance.

If an overnight stay does not occur, a flat rate taxable allowance of \$15 is available each day the traveler incurs meal costs.

## LODGING

Lodging reimbursement rates follow federal rates for in-state and out-of-state and are available in the [Rate Calculator](#) found on the homepage of the UW TravelWise portal. Rate maximums are based on the location and date of stay. All individual lodging paid or reimbursed, in full or part, must be reserved either in Concur, with an agent or directly with the property, utilizing contract hotels at negotiated rates whenever available in the location. Air BNB is allowed, however, 3rd party bookings on websites such as Travelocity and Orbitz are not allowed. Consult the full lodging policy for exemptions to the reservation process and/or use of contracted hotels for conference related travel.

Reimbursement is limited to the single rate unless employees are sharing a room. Prepayment of lodging is allowed; however, travelers are responsible for complying with the terms and conditions of their room reservations, including cancellation and changes. Tips and gratuities to hotel employees are part of the incidental portion of the M&IE per diem, so are not separately reimbursed.

While traveling in Wisconsin on UW business, employees are exempt from paying state, county, and local taxes on lodging. Employees must carry and present the tax exempt wallet card and UW ID to ensure they receive the available discount rates and tax exemption (where allowable). For reference, the UW sales and use tax exemption number is **ES-40706**. Tax avoidance information for other states can be found in UW TravelWise.