**BUSINESS TRAVEL CHECKLIST**

Please refer to Accounting Services Travel Website for in-depth policies & procedures: http://www.haussw.wisc.edu/acct/travel/index.html

**TAX EXEMPT**: All UW business-related purchases made in WI & that are being reimbursed by UW, must be purchased using the UW’s tax-exempt status

**ORBITZ IS AN INELIGIBLE VENDOR & MAY NOT BE USED**

**AIRFARE**

- All University-related domestic & international airfare MUST be purchased through & reimbursed by UW (not through a contracted travel agency) or through Concur, their online booking portal
- Class coach only (all ADA exemptions must be approved by OHR before booking by traveler)
- Provide airfare itinerary with proof of payment (Concur/Fox will e-mail you an electronic itinerary, which will include the proof of payment)
- Cost comparison_REQUIRED for the following (must be obtained from Concur or FWT to be valid & completed at time of airfare purchase). If there is additional cost, UW will only direct pay for allowable costs upfront.
- Traveler is responsible for any additional costs for deviations from itinerary
- Indirect routing/extra stops for personal reasons: Allowable provided there are no additional costs incurred
- Department travel rules apply to all UW employees
- Waived for UW Traveler’s & Concur’s requirements: Allowable one day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.
- University employees & students are required to provide cost-saving opportunities. These rates are only available if booking thru Concur or by calling Fox World Travel. Comparison shopping is available through Concur’s website & requires: Allowable a day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.
- Non-contract vendor bookings for lodging must be researched in Concur or by calling Fox World Travel, to check for better rates, before allowing for airfare
- Lodging reservations may only be booked through the travel contractor vendor. For potential exceptions, the following applies for bookings outside the UW
- More cost effective rates are available outside of Concur/Fox World Travel, thru the hotel directly** or thru a conference we airfare (e.g. through a conference hotel).
- All non-contract vendor bookings for lodging must be researched in Concur or by calling Fox World Travel, to check for better rates, before allowing for airfare
- All lodging, even if booked thru Fox World Travel/Concur, is subject to a location’s Maximum Lodging Rate (except, as always, if booking thru a conference hotel)
- **If completing an exception booking thru hotel directly, if rate to be paid exceeds Location’s Maximum Lodging Rate, provide justification**
- **Confirmation that rates for days of stay are more expensive than the quote is required**

**Lodging**

- Rates subject to change—always check rate calculator before each trip
- All UW employees and students MUST be authorized to drive by UW—Madison’s Risk Management, in order to receive reimbursement of mileage and/or rental car reimbursement (visit the FMO website for instructions)
- Contract Vendors - (Use Concur when booking online – Search results listed as “Most Preferred Vendors,” policies; contracts & pro-sex are pre-loaded; Call Fox World Travel, if booking by phone)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Big Ten Enterprise</strong></td>
<td>X4406</td>
</tr>
<tr>
<td><strong>WIS-State Enterprise ID</strong></td>
<td>X4406</td>
</tr>
<tr>
<td><strong>WIS-State U.S.</strong></td>
<td>6620</td>
</tr>
<tr>
<td><strong>WIS-State Enterprise</strong></td>
<td>X4406</td>
</tr>
<tr>
<td><strong>Use only WSA contracts if “Big Ten” contracts are not available</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact numbers provided, if applicable, for call requests at the airport are needed</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Pre-trip approval from the FMO (for vehicle size) & business justification required
- Receipt for rental agreement & itemized, paid receipt, for reimbursement*
- All UW commercial car rentals in WI should always be tax exempt. All UW employees & students must be provided to their UW ID & the UW’s tax-exempt wallet card to receive the car rental tax back
- Visit the FMO if you need a new tax-exempt wallet card

**In-State (tax- exempt)**

- Actual cost not to exceed 100% of federal GSA rate for the location

**Out-of-State (pre-tax)**

- Actual cost not to exceed the maximum federal (Dept of Defense) established rate for the location

**Foreign Locations, U.S. Territories, & trans-border (must-tax)**

- Actual cost not to exceed the maximum federal (Department of Defense & Department of State) established rate for the location

- Itemized lodging receipt w/ $0.00 balance required

- Travelers attending conferences or other business events not organized by UW, may exceed these maximums if they are staying at the conference site or another hotel recommended by the conference organizer. Claims/Payments MUST be supported by documented cost savings (e.g., confirmation from vendor)
- **Travelers staying at non-conference hotels are limited to lodging rates for the location**
- For a UW-sponsored conference, meeting or event, lodging will be reserved at no more than the maximum rate for the location
- Shared Lodging: If sharing a room with another UW business traveler, expense is limited to $50/night & the rate to the same as a single occupancy room, or is at or less than 2x single occupancy room rate

**MEALS/Per Diem**

- Official Source for calculating Lodging & Meal Per Diem
- **Incidental expenses** (traveler sleeps over or has to leave a day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.)
- **Breakfast & airline meals should not be deducted**
- **Incidents included for foreign locations (including Alaska, Hawaii, US Territories & Possessions): Rate varies by location. Same as domestic, plus bottled water

<table>
<thead>
<tr>
<th>In-State (Almost-.exclude rates)</th>
<th>Out-State (Almost-exclude rates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaii &amp; Alaska</td>
<td>$18.00</td>
</tr>
<tr>
<td>Midwest</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**In-State (tax-exempt)**

- Actual cost not to exceed the maximum federal (Dept of Defense) established rate for the location

**Fare Comparison**

- University employees & students must be prepared to provide their UW ID & the UW’s tax-exempt wallet card to receive the car rental tax back
- Visit the FMO if you need a new tax-exempt wallet card

**MISC**

- Tax/Shell tips are limited to a maximum of 20% of the fare
- Conference Registration Fees - itemized receipts required (optional events with no business justificaiton & guest registration fees are not reimbursable), along with a business purpose, for attending the conference
- Business justification & receipt required for payment/reimbursement of Internet Connectivity Fees (while in travel status), regardless of amount or payment method
- Reimbursement for ALL non-travel expenses (e.g. books, supplies, etc.), ALWAYS require a business purpose and a receipt, regardless of amount
- Hosted Meals/Events: Rates for hosted meals/events are SEPARATE from the individual meal per diem rates (regardless of amount or funding source), must always have an attendant list (with affiliations) to address who was there; a stated business purpose/agenda (simply stating “business lunch,” is not sufficient), to address what the meal was for & include itemized receipts with proof of payment, including the time and date of the hosted meal to address when it occurred; it is important to answer why the expense was incurred & why it had to occur on a single mealtime, and how it benefitted the University.
- Payers of hosted meals on the state-side may choose to provide the above information separately, or use the “Event-Meal Payment Form” (or other applicable “Event Payment Form”, for receptions or refreshments/breaks), to provide all of the information in one, easy to reference place, if expense is being reimbursed and is being reimbursed in full, on the state-side.
- All events must be separated by Catering, Audio-Visual, and/or Room Fees. See the FMO’s “Event Invoice Breakdown” for help separating event expenses

**Hosted Meals Rate Table**

<table>
<thead>
<tr>
<th>Hosted Meals Rate Table</th>
<th>Hosted Meals Rate Limits: Maximum Rates based on actual expenses incurred &amp; included tax &amp; tips/grounds, up to 2020, see below for Federal GSA rates.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Wisconsin</td>
<td>In-State/Foreign</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$18.00</td>
</tr>
<tr>
<td>Room</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Reimbursement/Refund**

- **NOTE:** If paying by purchasing card or through WEA (or a combination), the “Event-Meal Payment Form” (or other applicable Event Form) is required. One form per meal required

- Receipts required for all major purchases (e.g. Airfare, car rentals, lodging, etc.), regardless of payment method & hosted meals. Receipts for most expenses are only required if it EXCEEDS $25. When in doubt, keep the receipt!

- **Checklist is a general reference for individual employee travel only & is not all inclusive. Please contact the Financial Management Office for any policy or procedural questions**
GENERAL EXPENSE REPORT & WFAA FUNDING REMINDERS

- For Paperless Receipting
  □ ALL PRE-PAID EXPENSES (e.g. Airfare, Reg. Fee, etc.) associated with a business trip MUST be accounted for/entered in the expense report
  □ ALWAYS upload the agenda for conferences/meetings/symposiums, etc. – Approvers/Auditors are NOT able to upload/remove any attachments
  □ File sizes limited to 4 MB per attachment

- Complete business purposes are required for all reimbursements
  □ It is important to state why an expense was incurred and how it benefited the UW (i.e. a sufficient business purpose for attending a conference needs to include the conference name and the reason for attending).
  □ Confirm funds are available & expenses are allowable BEFORE incurring them (ask if unsure/new request). For State-Side or WFAA*

• Reports/expenses may be approved by WSB, but if questionable expenses are not pre-approved by WFAA & are denied during post-review, individual reimbursed will be required to reimburse the UW

- Contact FMO for pre-approval
  □ Expenses payable on the state-side MUST be claimed on the state-side, in full, before any allowable remaining expenses are claimed through WFAA
  □ UW Foundation reimbursements ALWAYS require an itemized receipt, regardless of amount or expense type
  □ If a receipt is required, it must be an itemized receipt & have a $0.00 balance (to show that payment was made)
  □ Verify entire funding string in “ACCOUNTING DEFAULT”/“ACCOUNTING DETAIL” is correct (expense report routing is determined by the DEPT. ID NUMBERS), before submitting report
  □ Expense/travel justification & supporting DETAILS section MUST include:
    ▪ WHO, WHAT, WHEN, WHERE & WHY
    ▪ Destination, purpose of trip, dates of business travel-if dates while on UW business differ from travel dates entered in departure & return boxes
  □ “EXPENSE DATE”: Date expense was incurred/charged (e.g. airfare-use date ticket purchased) – May not be date of travel
  □ “DO NOT” use the “Receipt Split” function or enter separate expense lines for an expense because it’s being reimbursed partially through WFAA
  □ Expenses being reimbursed by UW FOUNDATION (WFAA) MUST include the following information in the “description”, under the “DETAILS” tab: WFAA account name & number, amounts to be paid on the State-Side & WFAA purpose of expense, list of attendees (if expense isn’t only for you), & date of expense (250 character limit)

□ Who, What, When, Where & Why

■ Uploaded receipts MUST be legible & clear. Incomplete or illegible receipts or documentation will require the report be sent back for correction & may result in a delay in report approvals, as it restarts the workflow

30/90 Day Travel Reimbursement Submission Requirement (aka Accountable Plan)

Effective October 5, 2015, to be eligible for reimbursement, expense reports MUST be submitted and substantiated within 90 days from the end of a trip/inurrence of expense. Expense reimbursements MUST be submitted within 90 days for travel completed after the date/inurrence of expense.

• For travel reimbursements and payments to be considered nontaxable income, the University’s travel policies and operational standards MUST comply with the IRS Accountable Plan Rules. To be considered an “Accountable Plan”, an employer’s business expense reimbursement arrangement MUST meet the following conditions:
  □ Business Connection: Reimbursements and advances provided to travelers under the plan MUST be for business related expenses only. Any advance payments MUST be related to the business expenses that a traveler is expected to incur.
  □ All travel related expenses MUST be substantiated in writing and with any required itemized receipt within 90 days after the trip completion date.
  □ For cash advances, travelers MUST substantiate expense and return any excess advanced amount within 90 days after the trip completion date (in WSB, cash advances are usually only issued when needed, to trip leaders on group trips).

TRAVEL REFERENCES

Save time when you return by entering your expenses in the Guided Expense Tool (GET) during your business trip!

- Sign-In required

Accounting Services Expense Reimbursement Web Page:
http://www.bussvc.wisc.edu/accct/e-Re/index.html

Accounting Services Policies & Procedures Web Page:
www.bussvc.wisc.edu/accct/policy/pindex.html

Accounting Forms Web Page:
www.bussvc.wisc.edu/accct/forms.html

*Concur Login Web Page:
https://uw.foxworldtravel.com/concur/

Driver Authorization Webpage on State of Wisconsin Website:
https://fleetportal.wi.gov/

*Financial Management Office Service Desk (with access to FMO Website):
https://jira.bus.wisc.edu/servicedesk/customer/portal/1

*Guided Expense Tool (GET) Web Page:
https://get.wisc.edu

U.S. State Department (International Travel):
www.state.gov/travel/

U.W. – Out-of-State Tax Exemptions:
www.bussvc.wisc.edu/howto/purch/taxexemptstatushowto.html

University of Wisconsin – Madison Travel Center:
www.bussvc.wisc.edu/accct/travel/index.html

For easy reference on your next business trip

Fox World Travel
Business Travel Center Central
Hours: 7:00am-3:30pm
Phone: 920-230-6467
Toll-Free: 866-230-8787
Fax: 920-236-8045
Online Support: UWOnline@gofox.com
Agent Support: UWAgents@gofox.com

For additional questions, please contact the Financial Management Office at:
fmomailbox@wisc.wisc.edu

Thank you.

October 2017