**AIRFARE**
(continues for contact vendor is on back page)

*All University-related domestic & international airfare must be purchased through a UW-contracted airfare agency (or through Concur, their online booking portal)

*Coach class only (All ADA exemptions must be approved by OHR before booking)

*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 MUST be 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:

*Indirect routing/extra stops for personal reasons: Allowable provided there are no additional costs incurred

*In-city/airport lodging: Allowable provided the fare is more cost effective for the UW, including parking, mileage, meals, additional overnight stays, etc.

*Departure from a location in a city other than Madison: Allowable provided the fare is more cost effective for the UW, including transportation to Madison.

*Allowable lodging at a rate up to $125 per night (provided the fare is more cost effective for the UW, including transportation to Madison).

**NOTE:** Most Preferred are Big Ten Contract Car Rentals. West Coast car rental providers are included if the fare is more cost effective for the UW, including transportation to Madison.

For each and every trip, Mileage reimbursement and/or rental car reimbursement (visit the FWT or Concur website for instructions)

Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement is valid if address provided for map mileage. If traveler is being picked up & dropped off at the airport in lieu of incurring parkings, two round trips will be permitted if the traveler is staying at a UW-contracted hotel. You must be able to provide proof of parking receipt.

Cumulative trip mileage rates (for travel effective 1/1/2018):

- **Standard Rate** (less than 300 total miles, roundtrip) $6.54 per mile ($5.53 per mile if booked thru FWT)
- **Standard Rate** (300 total miles, roundtrip or more, when a fleet vehicle was available and could have been used) $6.53 per mile
- **Mileage Reimbursement** MUST be supported by Google Maps/MaptQuest map, uploaded to the expense report (including origin & destination addresses – city to city is not valid)

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**CAR RENTALS**

*(contracts - Big Ten Contracts are primary)*

*All UW employees and students MUST be authorized to drive UW-Madison’s Risk Management, in order to be eligible to receive reimbursement of mileage and/or rental car reimbursement (visit the FWT or Concur website for instructions)

**NOTE:** Most Preferred are Big Ten Contract Car Rentals. West Coast car rental providers are included if the fare is more cost effective for the UW, including transportation to Madison.

*Pre-trip approval from the FMO (for vehicle size) & business purpose/agenda required unless car size is less than full-size, if NOT booking through Concur (Concur requires travelers to enter a business justification for rentals above intermediate size, directly)

**[Use inter-state_based on location & date of travel, may exceed the M&IE Per Diem on day of travel based on location where traveler spends the night (regardless of leave & return times)]**

Day Trip Mileage: Mileage reimbursement for travel between lodging, event location, etc.

**NOTE:** Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement (visit the FWT website for instructions)

Rental car reimbursement is valid if address provided for map mileage. If traveler is being picked up & dropped off at the airport in lieu of incurring back in forth parkings, two round trips will be permitted if the traveler is staying at a UW-contracted hotel. You must be able to provide proof of parking receipt.

**NOTE:** Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement (visit the FWT or Concur website for instructions)

**MISC**

**Tax/Shiftle tips are limited to a maximum of 20% of the fare & expenses for attending the conference are required**

**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.), for any amount, ALWAYS require a business purpose and a receipt

**Hosted Meal/Events:**

*Hosted meals/events are non-refundable (individual meal per diems are allowable even if booked thru Concur/Fox World Travel, thru the hotel directly)**

**NOTE:** Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement (visit the FWT website for instructions)

**MILEAGE LIMITS:**

**Hosted meals/events are non-refundable (individual meal per diems are allowable even if booked thru Concur/Fox World Travel, thru the hotel directly)**

**NOTE:** Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement (visit the FWT website for instructions)

**MILEAGE LIMITS: MEALS/PER DIEM:**

**Hosted meals/events are non-refundable (individual meal per diems are allowable even if booked thru Concur/Fox World Travel, thru the hotel directly)**

**NOTE:** Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement (visit the FWT website for instructions)

**MILEAGE LIMITS:**

**Hosted meals/events are non-refundable (individual meal per diems are allowable even if booked thru Concur/Fox World Travel, thru the hotel directly)**

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**NOTE:** Mileage reimbursement is provided after a trip is completed and reimbursement of mileage and/or rental car reimbursement (visit the FWT website for instructions)
30/90 Day Travel Reimbursement Submission Requirement (aka Accounting 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/incurrence of expense. Expense reimbursements MUST be submitted within 90 days for travel completed after the date of incurrence 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 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 30 days after the trip completion date (in WFB, 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 Forms Web Page: www.bussvc.wisc.edu/acct/forms.html

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

Driver Authorization Instructions on the FMO Website: https://wiki.bus.wisc.edu/display/FMO/Driver+Authorization+Instructions

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

*Financial Management Office Service Desk (with access to FMO Website): https://ira.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/

*University of Wisconsin – Madison Tax Exemption: www.bussvc.wisc.edu/howto/purch/taxexempt/taxexempt/howto.html

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


UW TravelWise Lodging Maximums & M&IE Per Diem Allowance Calculator: https://uw.foxworldtravel.com/raie-calculator

*UW TravelWise Website: http://www.foxworldtravel.com/UW/

*UW System – (Contract) Hotel Directory: https://www.sabrefeotelrpf.com/directories/View/7326a7efdf20c376d437c57f12a80f10b6e7

Business Travel Checklist On-The-Go

For easy reference on your next business trip

January 2018