All University-related domestic & international airfare MUST be booked through UW Madison’s contracted travel agency or travel vendor (Concur) or through Fox World Travel, their online booking portal.

- Coach only (ADA exemptions must be pre-approved by OHR)
- Pro-rate airfare and/or returning to an alternate city: Allowable if the fare is more cost effective for the UW, including parking, mileage, meals, etc.
- Departmental funds are available. The University is responsible for paying for additional costs for deviating, up front
- Exchange airfare: Attach copy of current & previous airfare itinerary,DiaR/i DareW®, or airline exchange
- No business justification required for first checked bag. Additional bags require receipt & business justification

**MEALS/PER DIEMS**
Official Source for calculating Lodging & Meal Per Diem/Incidental rates for the location and date of expense is the UW TravelWise Calculator (Rates subject to change - always check rate calculator before each trip) (https://www.travelwisecalculator.com/)

- Individual Meal and Incidental (M&E) Per Diems
  - 75% of the M&E Per Diem on first & last day of travel based on hotel check-in & check-out dates
  - On foreign travel, pay only mileage if they spend the night (regardless of departure & return times)
  - Day Trip Meal Allowance: Travel without an overnight stay is limited to a tax exempt reimbursement of $8.00 per person (regardless of meal allowed) - no per diem (no allowance will be paid if any meals are provided)
  - Impact of provided meals on per diems (i.e. if a conference provides 3 meals, their online booking tool, Concur) or via a conference vendor.
  - Note: Big Ten Contract with Enterprise & National allow personal use! Personal rentals do not include CDW or limited liability coverage and must be reserved through this link: Big Ten Contract entering “Big Ten” in the search and the University contract vendor. Exceptions may be made via phone by the traveler. FWT also have access to other contracted travel sites that allow personal use! Concur & agents at FWT understand this contract allows personal use. Concur & agents at FWT also have access to other cost-saving contracts UW is able to use to offset the extra costs of room, meals, etc. In addition, FWT can offer avenue for out-of-town travel.

- Use Concur when booking online – Search results listed as “Most Preferred” are Big Ten Contract Vendors or hotel deals & include CDW. Compare and call FWT if it is not available.
- Only use listed contract numbers for last minute bookings at the airport (if provided by Concur but not at FWT at all times). Only use WSCA contract if “Big Ten” contracts are not available.
- Note: Big10 Contract with Enterprise & National allow personal use! Personal rentals do not include CDW or limited liability coverage and must be reserved through this link: Big Ten Contract entering “Big Ten” in the search and the University contract vendor.

- Travelers are to re-fuel rental cars to the level they received it at before returning it to the vendor and obtain a receipt for reimbursements (FSO) & vendor re-fueling charges are NOT reimbursable
- Optional equipment/services, such as “GPS”, Satellite Radio, or Resident Assistants (RA’s) cannot be paid for directly. “Tooll passes” are NOT reimbursable (actual tolls are OK)

- Contact the FMO to request a tax-exempt wallet card
- Pre-trip approval from the FMO (for vehicle size) & business justification is required
- Note: UW Madison contracts with Hertz, Avis, Budget, & Enterprise are the only approved rental agencies, and these companies are contracted to provide the tax exempt status.

**PERSONAL VEHICLE MILEAGE**
- Mileage rates for personal travel are to be from UW office or home closer to airport or travel is occurring on a non-workday (e.g. a weekend or holiday). Then mileage from personal residence to the airport is reimbursable with mileage map. If traveler is being picked up & dropped off at the airport by another individual in lieu of incurring parking costs, two round trips are permitted
- Total trip mileage rates: Standard Rate (less than 300 total miles, roundtrip) = $0.545 per mile & Tum逗Round Rate (300 or more total miles, roundtrip) = $0.352 cents per mile
- All mileage claims MUST be supported by Google Maps/MapQuest map, uploaded to the expense report (including origin & destination addresses – city to city is not valid)
  - Mileage claims for out-of-town travel are to be from “point-to-point” on the mileage map may be used to cover detours, incidental miles between lodging & event, etc.

**FLEET RENTALS, CAR RENTALS & PERSONAL VEHICLE MILEAGE**
- All University-owned vehicles, faculty, and students MUST be authorized to drive by UW-Madison’s Risk Management, in order to be eligible to receive reimbursement of mileage and/or rental car reimbursement (visit the FMO website for more information & instructions).
- All other vehicles (rental, car share, etc.) will not be reimbursed using the UW’s tax exempt status

**BOOKING METHODS**
- Reservations MUST be made via the UW Madison contract (call FWT or through the online booking tool, Concur) or via a conference website.
- The following vendors provide a variety of locations, providing cost-saving opportunities. Rates are only available when booking thru Concur or by calling FWT.
  - Some out-of-state contracts allow personal use! Check property listings in UW System’s Contract Hotel Directory (https://www.travelwisecalculator.com) or travel reference links for local contracts.
  - “This contract allows personal use”, Concur & agents at FWT also have access to other cost-saving contracts UW is able to use to offset the extra costs of room, meals, etc. In addition, FWT can offer an avenue for out-of-town travel.
  - Lodging may only be reserved through the UW’s travel contract vendors. Exceptions may be possible if registering for an event that is not available on Concur/Fox World Travel, thru the hotel directly** or by calling FWT, thru travel reference links. Receipts & itemized proof of payment & include the time and date of the hosted meal to address when it occurred; it is important to answer why the meal was included & why it had to be served during the event.

- Meals must be served by Catering, Audio-visual, and/or Room Fees. Use the FMO’s “Event Invoice Breakdown” for help separating event expenses

**LODGING**
- Rates subject to check-charge rate calculator before each trip

**Use of internet-based lodging brokers or third party sites (e.g. Expedia, Hotels.com, Kayak, Priceline, Airbnb, Hotwire, Booking.com, etc.) is prohibited and lodging purchased through these sites is NOT taxable/reimbursable**

- In-State (tax-exempt): Actual cost not to exceed 100% of federal GSA rate for location, excludes tax (tax exempt)**
- Out-of-State (pre-tax), excluding Alaska and Hawaii: Actual cost not to exceed 125% of federal GSA rate for the location
- Foreign locations, U.S. Territories, trans-border (post-tax) and/or other locations: Actual cost to exceed the maximum federal GSA or federal rate for the location
- Shared Lodging: If sharing a room with another UW business customer, pay standard double occupancy rate. If the rate is the same as a single occupancy room, or is at or less than 2x single occupancy rate
- Travelers staying in non-UW conferences may exceed the lodging rate for the location if they are staying at a conference hotel. Claims/paidments MUST be supported by documentation (e.g. conference elevator, sign verifying the location(s))

**TRAVEL GSA**
- No use of non-UW conference hotels are limited to UW’s maximum lodging rates for the location
- For University sponsored events or event, lodging will be reserved at no more than the rate for the location

**MISC**
- Taxi/Shuttle services are limited to a maximum of 20% of the fare
- Conference Registration Fees – Itemized receipts (optional events without business justification & guest registration events are not reimbursable) and a business purpose for attending the conference is 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 Meals Rate Table**

<table>
<thead>
<tr>
<th>Hotel Location: Hosted Meal Limits</th>
<th>Maximum Rates based on actual expenses incurred &amp; included tax/tips, up to $10.00. See below for specific meal categories.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Wisconsin</td>
<td>Out-of-State/Foreign</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$18.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$30.00</td>
</tr>
<tr>
<td>Refreshment/Break</td>
<td>$10.00</td>
</tr>
<tr>
<td>NOTE: If paying by purchasing card through WPAF (or a combination), the “Event-Meal Payment Form” (or other applicable Event Form) is required. Complete the form for each hosted meal.</td>
<td></td>
</tr>
</tbody>
</table>

**Receipts required for all major purchases (e.g. Airfare, car rentals, lodging, etc.), regardless of payment method & hosted meals. Receipts for meals only are only required if EXCEEDS $25. When in doubt, keep the receipt!**
GENERAL EXPENSE REPORT & WFAA FUNDING REMINDERS – For Paperless Receipting

- ALL PRE-PAYED 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! Attach receipts separately, unless they will fit on one sheet of paper when scanned (without overlap).
- Complete business purposes are always required (Who, What, When, Where, and Why).
- It is especially important to include ‘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).
- For State-side or WFAA, confirm funds are available & expenses are allowable BEFORE incurring them (ask if unsure).
- *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 UW Foundation reimbursement report. Always include an itemized receipt, regardless of amount or expense type.
- If a receipt is required, it must be an itemized receipt & have a $50.00 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 NUMBER), before submitting report.
- Expense/travel justification & supporting DETAILS section MUST include: WHO, WHAT, WHEN, WHERE, & WHY (e.g. Destination, purpose of trip, dates of business travel).
- 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 30 days after the trip completion date (in WSB, cash advances are usually only issued when needed, to trip leaders on group trips).

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

To be eligible for reimbursement, expense reports MUST be submitted and substantiated within 30 days of the end of a trip/incurrence of expense. Expense reimbursements MUST be processed for within 90 days of the last date of travel or date of expense for non-travel reimbursements:

- For travel reimbursements and payments to be considered tax-exempt, 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:
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For easy reference on your next business trip:

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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.busvc.wisc.edu/accr-re-incr/index.html

Accounting Services Policies & Procedures Web Page:
www.busvc.wisc.edu/accr/policy/ppindex.html

Accounting Forms Web Page:
www.busvc.wisc.edu/accr/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 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/

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

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

*UW – Out-of-State Tax Exemptions:
https://uw.foxworldtravel.com/sales-tax-exemption-from-other-states/

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

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

**UW System – (Contract) Hotel Directory:
https://www.sabrehotelrfp.com/directories/View/7326/a7cfd

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

Thank you

For easy reference on your next business trip:

July 2018

Business Travel Checklist On-The-Go

For easy reference on your next business trip

July 2018