**Basic Guide for Employees Traveling for the UW**

1. **TRAVEL AUTHORIZATION** – Complete a travel authorization prior to booking any travel on behalf of UW-Whitewater. Travel authorization are completed through [E-Reimbursement](https://wayf.wisconsin.edu/DS/WAYF?entityID=https://portal.sfs.wisconsin.edu/shibboleth&return=https://portal.sfs.wisconsin.edu/Shibboleth.sso/DS?SAMLDS=1&target=ss:mem:e7eeb85699699d4f69e48e3958458300a206f426).

2. **PAYMENT METHOD** - If you do not have access to a UW paid Travel purchasing card, apply for the US Bank Corporate card **at least two weeks prior** to the time you need to make travel arrangements. The link to the application and agreement documents are on the travel [website](http://www.uww.edu/adminaffairs/finance/accounting-services/travel). This card is a personal pay card and will be needed to cover your hotel, airfare and travel agency fees, and car rental, if applicable. These specific travel expenses **must** be paid by a university purchasing card or US Bank Corporate card.

Please note that reimbursement for travel expenses are made after your trip is taken, so if you cannot afford to pay for these items you should speak with your supervisor to see if other options are available within your department to cover these expenses for you.

3. **DRIVER AUTHORIZATION** - If you will be driving to your destination or planning to claim mileage reimbursement, you must have been authorized to drive – complete the Driver Authorization form and submit to Risk Management. This form can be completed through Risk Management [website](http://www.uww.edu/adminaffairs/riskmanagement/services/vehicle-and-driving-information).

4. **TRAVEL REPORT** – All travelers are expected to show good judgment when incurring travel expenses; all expenses should be reasonable and necessary. Travel expense reports are due within 90 days after the completion of your trip. If your trip expenses were paid by your department, or you are not claiming reimbursement, you will still need to submit a travel expense report. All trip expenses are brought together into one travel report for final review and approval. Please attach the required documentation before submitting your report for approval and payment to avoid delays. The travel expense report (ER) form is completed on-line through the [E-Reimbursement](https://wayf.wisconsin.edu/DS/WAYF?entityID=https://portal.sfs.wisconsin.edu/shibboleth&return=https://portal.sfs.wisconsin.edu/Shibboleth.sso/DS?SAMLDS=1&target=ss:mem:e7eeb85699699d4f69e48e3958458300a206f426) system.

5. **QUESTIONS** – on travel policy should be directed to Alma Ramirez, Regional Travel Manger at 414-345-7553 or aramirez@uwsa.edu. Questions related to E-Reimbursement should be directed to the Travel Office at 472-1331 or travel@uww.edu

**UW-Whitewater Travel Website:**  <http://www.uww.edu/adminaffairs/finance/accounting-services/travel>

Basic information follows about typical travel expenses, but the travel website contains more in depth information. Travel policy and e-reimbursement training is offered throughout the year. You can register for either of these events through the [Training Website](https://my.uww.edu/signup/Home).

Airfare

All purchases of airfare are made through the UW contracted vendor Fox World Travel. They can be done through the on-line booking tool or with a Fox travel agent. Use of this purchase method benefits UW System travelers as discounts with airlines are only available through Fox. Additionally, the contract provides the traveler with a number of services including the ability to cancel an airline reservation if done by 5 pm the next day, tracking of and re-issue of unused tickets, automatic display of tickets that comply with the UW policies, 24/7 emergency service, etc.

To use the contract you will need to set up a profile the first time. Your profile will store the required TSA required personal information, your air travel preferences, your airline program membership numbers, and your payment methods. Once your profile is set up you can book your ticket on-line or with an agent. The on-line tool looks like many other on-line sites. If you prefer to book with an agent directly, call the Fox World number to speak with an agent. This will still get you the airline discounts and the services mentioned above.

Hotel

If you are attending a conference, it may be better to book your hotel with the organization sponsoring the conference, as they likely have special rates available to you. If you are not booking a conference hotel, the UW System Policy requires all other hotels to be booked through Fox World Travel, either on-line or directly with an agent. Staying at a hotel that is the conference hotel provides some benefits, so as long as you stay at the conference hotel you can pay the conference rate even if it exceeds the rate for that city. You cannot use a broker for a hotel reservation, such as Hotels.com, Expedia or Priceline as they cannot provide the level of receipt needed for reimbursement, and the costs are paid up front and are not refundable if you need to cancel.

When traveling on business, you should check the lodging and meal per diems for the city using the rate [calculator](https://uw.foxworldtravel.com/rate-calculator/) on the TravelWIse portal. If your city is not listed, use the county. If your city or county is not listed, the standard rate will apply. If the booking tool does not offer rooms with rates that are within the limit, you will need to do some looking around on your own.

Transportation from the airport to the hotel and return

It is recommended that you use a hotel shuttle if available, as this will likely be less costly than a taxi, but either is permitted. A rental vehicle may be used in situations where it is the most cost-efficient means of transportation or when the efficient conduct of UW business precludes the use of other means of transportation. Use of a rental car requires justification on the travel expense report.

The UW and the State of WI have contracts with Enterprise, Hertz, and National for discounted rates. The contracts include insurance and require the use of “booking codes” available within the booking tool. Employees who rent vehicles must be authorized drivers for the university so the insurance applies, and must use the contract vendors.

Meals

UW employees will be paid a per diem rate for meals based on the destination of travel. First and last days of travel will be limited to 75% of the per diem rate. Meals provided or included in other payments, such as in registration for a conference, or a meal provided by a host institution, need to be deducted from the per diem. The travel website includes a look up rate calculator to determine the hotel and meal per diems for the destination, so the traveler should check the website for applicable rates at the time of travel. Day trip travelers will be permitted to claim $15 for meals for the day if NO meals are provided to them.

Registration

Registration for a conference is often paid months in advance to get the best rate. Be sure to keep a copy of your registration form, original receipt for payment, and the conference brochure that shows the dates, location, conference hotel, and general schedule of the event. All of this needs to be attached to your travel expense report (ER).