**TRAVEL TIPS**

Meals

The UW System now uses per diems for meals and incidentals (M&IE). Per diems rates apply to the days in travel status. Each traveler will claim their own meals, so travelers should not pay for meals for others. Per diems are based on the city to which the traveler is going and will spend the night. First and last days of travel will be paid at 75% of the city per diem rate. If a meal is provided to the traveler, such as at a conference or for a hosted event, that meal is deducted from the per diem, as the traveler will not incur a cost.

When travelers are going to a destination and will return the same day, a flat $15 meal allowance is provided. However, if the traveler is provided ANY meal, no meal allowance is permitted. This $15 meal allowance is taxable to the employee.

If an employee is buying a business meal for someone else (who is also doing university business or is an interview candidate), the employee is “hosting” that meal, and the sponsored event policy will apply for documentation and rate limits for that meal. The host must provide an itemized receipt for the meal, and document the names of attendees and explain the business conducted during the meal when requesting reimbursement. If “hosting” occurs while the employee is in travel status, that meal is a provided meal and would be deducted from the per diem for the day.

Airfare

1. Purchasing Airfare for a University Employee or Student

Fox World Travel is the University’s contracted travel agency. They provide both an on-line self booking tool and full service agents. You **must** use Fox’s booking tool or agents for all airfare purchases. Large groups (10 or more) should review the [Group Procedure](https://uw.foxworldtravel.com/group-airfare-purchase-and-payment-procedures/). Complex international trips should use the experienced Fox agents.

You will need to create an on-line profile to use the self booking system. Reference guides for using the tool are found within the system-wide travel portal. When searching for airfare you must search for the lowest appropriate fare, which is defined as non-refundable, coach/economy class.

Payment for airline tickets must be made using either a University liability Travel Procurement Card or an employee liability US Bank Corporate Card. If using a Travel Procurement Card, remember to include all procurement card purchases on your expense report (ER) and use the payment type of Prepaid Purchasing Card and attach a copy of the procurement card receipt and itinerary.

If you need to purchase your airline ticket in advance, but cannot afford to wait for reimbursement until after you take the trip, please talk with your department to see if they will purchase your ticket with their procurement card. You will need to provide them the original receipt for the procurement log, and include a copy of the receipt with your ER that includes this expense type using the payment type of Prepaid Purchasing Card, as all trip expenses must be included on the ER.

2. Purchasing Airfare for a Guest Speaker, Interview Candidate, etc

There are two methods to purchase airfare for a guest speaker, interview candidate, etc.

* The hosting department can make arrangements for the airfare using the booking tool and a department travel procurement card.
* Arrangements can be made through the [UW System Onsite Agent](https://uw.foxworldtravel.com/uw-onsite-agent/) using the department procurement card.

Lodging

Fox World Travel is the University’s contracted travel agency. Concur is the third party contracted online self booking tool. You **must** use the booking tool or Fox World Travel agents for all lodging purchases unless attending a designated conference hotel or booking against group block.

1. Employee Lodging

University employees must pay for their lodging using either a Travel procurement card or a US Bank Corporate card. Pre-paid or advance payment rates are out of policy.

The employee must provide an original itemized lodging receipt if claiming reimbursement, or a copy of this if paid by a Travel Procurement card.

Before traveling, the employee should identify the maximum rate for the destination city. Check the TravelWIse [Lodging & Per Diem Calculator](https://uw.foxworldtravel.com/rate-calculator/) for rates that apply to your destination.

If you will be attending a conference and staying at a conference hotel, higher rates for hotel costs are permitted. The brochure, program or registration info must specify that the hotel is a conference hotel.

If you are sharing a room with another employee, one employee may pick up the entire room cost, but both must indicate on their respective TERs the name of the other employee and who paid for the room.

2. Lodging for Speakers, Interview Candidates, etc.

A. The hosting department can make arrangements for guests; i.e. speakers, candidates, etc. The lodging maximum applies and you must use Fox’s booking tool or agents for all non-conference lodging bookings. The following methods should be used for payment.

1. Arrange with the hotel to charge a university Travel Procurement Card for the lodging. The University will pay for lodging only, no movies, room service, etc, so the guest will need to pay for these charges personally. NO taxes should be charged, as we are tax exempt.

2. The Guest pays the lodging bill and then requests reimbursement on a ER, attaching an original, itemized lodging receipt. The lodging maximum per night applies, but the university will have to reimburse the taxes if paid. Some hotels will permit the department to make the reservation and provide the tax exempt information so that taxes are not charged, but they are not required to do so.

Vehicles

All UW travelers claiming mileage or rental car costs must be authorized drivers for the UW. The form required is available on the Risk Management [website](http://www.uww.edu/adminaffairs/riskmanagement/services/vehicle-and-driving-information) and needs to be submitted and approved by Risk Management prior to driving.

Mileage Reimbursement

When claiming mileage on the ER, for each day indicate the starting point and destination and the miles. If you are on a multi-day trip, a starting day and an ending day are sufficient, with the total mileage for the trip recorded. See the Traveler Reference Guide on the system-wide travel portal for the current rates.

Charges for repairs, tow service, locksmith services, jump starts, lubrication, traffic citations, parking tickets, etc. are the employee's responsibility and are not reimbursable.

Keep in mind when claiming mileage, the beginning point to the destination must be the most cost effective for the University. Whitewater is considered the headquarter city for all employees unless specified by HR to be another location. This means that employee travel to/from home to Whitewater is not reimbursable. For example, if the employee lives in Milwaukee and goes to Racine on business first thing in the morning, since the shorter distance is from the employee’s home to Racine, it would be most cost effective to leave from Milwaukee and go directly to Racine, rather than coming to Whitewater first, so the employee would be paid the shorter distance. If however, the employee lived in Madison and traveled to Racine from home, it would be more cost effective to go to Racine from Whitewater, so the employee would only be paid the distance from UWW to Racine.

Mileage from UWW to most Wisconsin cities is listed in a chart on the UW-Whitewater Travel [website](https://portal.sfs.wisconsin.edu/psp/sfs_251/EMPLOYEE/ERP/c/AUDIT_EXPENSE_FUNCTIONS.EX_WORKCENTER.GBLhttp%3A/www.uww.edu/adminaffairs/finance/accounting-services/travel). This is the mileage used to review ER mileage. If excess mileage is claimed on a trip, an explanation must be noted, i.e. picked up passenger also going to airport; detour; etc.

Rental Vehicles

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. Be sure to include in the ER justification for the need for a rental car when traveling to a conference or out of state meeting, as most often shuttle services are available at lower cost.

All rental car costs must be paid for with a Travel procurement card or US Bank Corporate card. When obtaining reimbursement for a rental vehicle, the original rental agreement and receipts for gas purchases must be submitted. Employees should fill the gas tank before returning rented vehicles unless the contract specifies other options that are less costly to the UW.

The vehicle rented should be reasonable in terms of size, cost, number of passengers and cargo to be transported. Claims for reimbursement of other than subcompact, compact or midsize models for reasons such as three or more passengers, bulky equipment, etc., must be documented in writing. Only individuals involved in State/UW business shall be included in the count.

The University of Wisconsin uses the Big 10 contract with Enterprise and National, and can be booked through the booking channels, online or with an agent. The contracts provide discounted rates that include insurance coverage. The State of Wisconsin has a contract with Hertz which UW uses as a secondary contract. Employees who rent vehicles **must** use the primary (Enterprise or National contract vendor and use the secondary when the primary is not available. All contract rates for domestic rentals include free collision and liability insurance; therefore, if such coverage is inappropriately offered by the rental agent, it should be declined. The contract number and if in-state, tax exempt number, must be provided to the vendor.

If a contract vendor cannot provide a vehicle, another vendor can be used. The ER must state that the contract vendor could not provide service. If renting from a non-contract vendor, the collision/theft damage insurance (LDW) is reimbursable and must be purchased. If you are charging the cost of the rental to a UW Travel card, insurance coverage is provided with some limitations (be aware of what is provided before you rent so excess costs are not incurred). Reimbursement for the cost of renting from a non-contract vendor is limited to the lowest contract rate that would have been incurred had a contract vendor been used.

For vehicle rentals in foreign areas, collision/theft (LDW) insurance must be purchased with both contract and non-contract vendors.

Information about the contracts can be found in [TravelWIse](https://uw.foxworldtravel.com/).

Reimbursement

Provide detail as to why you are traveling - do not use "attending a meeting" or "attended a conference" - give the name of the conference/meeting, the dates of the event (if you added personal days do not include them), and what business are you conducting.

UW Whitewater permits travel advance requests for group travel only. Employee business travel is reimbursed after a trip is completed. If the employee cannot fund the advance purchase of the airfare, registration, etc. to be reimbursed after the trip, he/she should talk to the employing department to make arrangements for other payment methods – such as a department travel procurement card.

Employee travel for the major items – airfare, hotel, travel agency fee, and car rentals must be paid for using a Travel procurement card or US Bank corporate card. All other expenses of the trip can be paid for with personal funds or the corporate card. Items paid for with a university paid procurement card should be recorded in ER with a payment type of Prepaid Purchasing Card.

Travel expense reports must be submitted within 90 days of completion of the trip or date of supply purchase. If funding for the trip is limited to fiscal year funds, the ER must be submitted to Financial Services by the FY cut-off date for processing.

[ [Return to Travel Information](http://www.uww.edu/adminaffairs/finance/accounting-services/travel) ]