DEPARTMENT OF MATHEMATICS TRAVEL PLANNER FOR EMPLOYEES

There are many policies and procedures that need to be adhered to when planning your travel.

Please contact your travel assistant in 214 Van Vleck before purchasing tickets, making hotel reservations, etc. and/or visit:

http://www.bussvc.wisc.edu/acct/policy/ppindex.html

Before committing to purchases!

Meals
You will be reimbursed for meals under the following criteria:

- Breakfast, if you leave home before 6 AM. (up to $8.00 in Wisconsin, $10 out-of-state)
- Lunch, if you leave home before 10:30 AM and return after 2:30 PM. (up to $10.00 in Wisconsin, $15 out-of-state)
- Dinner, if you return home after 7 PM or depart for overnight travel before 6 PM. (up to $20 in Wisconsin, $25 out-of-state)

Receipts are not required for daily meal reimbursement. Different meal rates are available on foreign travel; ask your travel assistant for details. A maximum 15% gratuity of the food subtotal may be reimbursed (included in above totals). Complimentary meals (e.g., buffet-style breakfast served at a hotel) cannot be reimbursed.

- See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for international meal maximums (use local meals column)

Lodging
You will be reimbursed for lodging under the following criteria:

- Your lodging costs per night do not exceed the maximum available for your location.
  - Lodging Max out-of-state is $70 (excluding High Cost City locations in the United States).
  - Lodging Max in Wisconsin is $70 (excluding Milwaukee, Racine and Waukesha, where it is $80).
  - High Cost City maximums are available if your lodging location appears in the list of High Cost Cities determined by the UW.
  - Lodging cost may exceed the max if staying at an approved “conference hotel” location; ask your travel assistant for details. “Conference hotel” exception requires documentation and use of only one hotel by the conference.
  - If a list of recommended hotels is provided by the conference this exception cannot be applied.
- You supply documentation of cost paid for the stay AND that you have in fact lodged there (a “check in” and “check out” date are given). You must obtain a folio or similar document from the hotel showing both your check in and check out dates.
  - See http://www.bussvc.wisc.edu/howto/acct/e-receipt.html
  - See http://www.bussvc.wisc.edu/acct/TEWeb/travel/domesticLodgingMax.html for high cost cities
  - See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for foreign lodging maximums

Airfare
Use of a U.S. carrier may be required, please see your travel assistant before purchasing. Please note that Orbitz.com is an “ineligible vendor” by the state of Wisconsin; UW System forbids reimbursement for services purchased through Orbitz.

As of July 1, 2013 all prepaid airfare must be purchased through Concur. If you don’t mind waiting until after your trip is completed to get reimbursed you may purchase airfare from any vendor you choose (excluding Orbitz). We can only reimburse the cost of a flight from Madison (your headquarter city) to your destination. If you make additional stops for personal reasons you will need a cost comparison done before the trip (see your travel assistant with questions).

Reimbursement for airfare requires documentation of your itinerary, the total cost of the fare, AND a valid form of payment for the fare, proof of coach/economy fare class (for example, an electronic ticket receipt that shows the last four digits of your credit card number used to purchase the fare). If your e-ticket receipt does not provide all of the above, additional documentation in the form of your credit card statement and/or third-party vendor booking confirmation may be required. Your ticket number is also required for reimbursement, according to UW rules.

- See http://www.bussvc.wisc.edu/acct/travel/tabconcur.html
- See fwt01@gofox.com
- Or call Fox World Travel 866-230-8787
**Fuel charges (or mileage)**

Reimbursement for fuel charges requires an original receipt that shows both the total cost of fuel and the price per gallon. Credit card statements or receipts not showing the price per gallon are unacceptable. Fuel reimbursement total cannot exceed the amount reimbursed based on mileage. Mileage may be reimbursed in lieu of gasoline receipts at a standard rate of $0.510 per mile for round trips below 300 miles. Trips over 300 miles require that a UW Fleet car, DOA Fleet car or documentation of the non-availability of such cars be obtained in order to receive the $0.510 reimbursement rate; otherwise, the lower rate of $0.352 per mile is reimbursed.

**Other fares (taxi, bus, train) and parking**

Reasonable and necessary charges are reimbursable, when other modes of travel are not available or practical. An original receipt showing total cost must accompany fares and parking exceeding $25 (including tip). A maximum 15% gratuity may be reimbursed.

**Registration Fees**

Registration fees are reimbursable with both an original receipt of purchase and accompanying documentation of the associated business purpose (e.g., brochure of conference or workshop) and breakdown of fee costs. Non-business-related activities that are included in the fee (e.g., sightseeing tours, golf outings, etc.) are not reimbursable. Note: Professional membership fees are not reimbursable using federal funds.

**Rental Cars & Fleet Vehicles**

Reimbursement for rental cars requires that you use a contract vendor Enterprise or National using the UW Contract or big ten contract (when traveling with passengers on non-UW business). You can reserve your rental car through Concur. Please read the rental car policies very carefully to ensure maximum reimbursement. You must be on the approved driver database: [http://riskinfo.bussvc.wisc.edu/DrAuth.DriverAuth.aspx?%20](http://riskinfo.bussvc.wisc.edu/DrAuth.DriverAuth.aspx)

For Fleet Vehicles please see your travel assistant, they will make the reservation for you.

- See [https://www2.fpm.wisc.edu/ppnew/fleet/](https://www2.fpm.wisc.edu/ppnew/fleet/)

**Receipts**

Receipts must always be in your name and include proof of payment. Do not pay for anything for someone else and expect to get reimbursed for it (with the exception of allowable hosted meals). Keep original receipts for all expenses over $25.

Receipts are always required for airfare, books and miscellaneous supplies, vehicle rentals, hosted meals, laundry/cleaning/pressing (for trips exceeding 3 days), lodging, fax, phone and internet connectivity.


**Non-reimbursable Expenses**

There are many items that are non-reimbursable and or not allowable, please click the link below for more details. Insurance is not reimbursable, including flight insurance. Travel that occurs after the period of performance of the award is non-reimbursable, unless discretionary funds are charged.


**Miscellaneous Purchases**

All non-travel related purchases should be processed through the financial office in 214 Van Vleck. Information on the University’s Tax Exempt Status is available from the Division of Business Services.

- See [http://www.bussvc.wisc.edu/howto/purch/taxexemptstatushowto.html](http://www.bussvc.wisc.edu/howto/purch/taxexemptstatushowto.html)