There are many policies and procedures that need to be adhered to when planning your travel. Please see 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 making any 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 per diem 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.

- 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**

As of July 1, 2013 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/tabconcurn.html
- See hwt01@gofox.com
- Or call Fox World Travel 866-230-8787

Please note that Orbitz.com is an “ineligible vendor” by the state of Wisconsin; UW System forbids reimbursement for services purchased through Orbitz.

**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**

An original receipt showing total cost must accompany fares between cities, regardless of cost. Receipts are always required for parking costs. 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 breakthrough 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 big ten contract. You can reserve your rental car through Concur. Please read the rental car policies very carefully to ensure maximum reimbursement.

For Fleet Vehicles, you will need a T-number to make the reservation, please see your travel assistant.

- See http://www.bussvc.wisc.edu/acct/travel/tabconcurn.html
- See https://www2.fpm.wisc.edu/ppnew/fleet/

Receipts must always be in your name. Do not pay for anything for someone else and expect to get reimbursed for it. Keep receipts for all expenses over $25.