DEPARTMENT OF MATHEMATICS TRAVEL PLANNER FOR VISITORS

There are many policies and procedures that need to be adhered to when planning your travel. Please contact your travel assistant before purchasing tickets, making hotel reservations, etc. and/or visit: http://www.bussvc.wisc.edu/acct/policy/ppindex.html

Meals
If applicable, 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 or see the link below. 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)
- Daily maximums are prorated as follows: Breakfast 20%, Lunch 30%, Dinner 50%

Lodging
When visiting UW-Madison please contact your host directly they will coordinate with department staff to make the hotel reservation for you.

If traveling elsewhere, 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. 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/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 check with the 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.

International Travelers
Federally funded travel must comply with the requirement that U.S. flag air carriers be used to the maximum extent possible.

- See http://www.bussvc.wisc.edu/acct/policy/travel/international.html

Prepay
As of July 1, 2013 prepaid airfare must be purchased through Concur, please email your travel assistant.

Domestic - Email your travel assistant with your business purpose, name of host, preferred itinerary, full name as it appears on your passport or government issue id, date of birth, cell phone number, preferred email address, frequent flyer number (if applicable).

International - Email your travel assistant with your business purpose, name of host, preferred itinerary, scan of passport, cell phone number, preferred email address, frequent flyer number (if applicable).

Self-pay
We can only reimburse the cost of a flight from your headquarter city to your destination, if you make additional stops for personal reasons or other non UW business you will need a cost comparison completed before the trip (see your travel assistant for requirements).

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
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. If your itinerary changes during travel you will need to keep your boarding passes and submit them with your receipts.

**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. 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.

**Other fares (taxi, bus, train) and parking**
An original receipt is required whenever the cost of one-way fare exceeds $25, including tip. 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 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**
Reimbursement for rental cars requires that you use a UW contract vendor Enterprise or National using the big ten contract (if a non-contract vendor is used you will be limited to reimbursement at our contract rates). Email your travel assistant with your full name (as it appears on your government issue driver license), cell phone number, preferred email address, arrival and departure dates and they will make the reservation for you. Please read the rental car policies very carefully to ensure maximum reimbursement. (There are many items we cannot reimburse e.g. GPS, personal liability insurance and refueling by the rental car agency.)


To avoid reimbursement delays please bring the following documentation with you on your visit.

If you are not a U.S. citizen, we will need photocopies of one of the following sets of documents to accompany your reimbursement request.

<table>
<thead>
<tr>
<th>Group A – U.S. Resident Aliens Only</th>
<th>Group B</th>
<th>Group C</th>
<th>Group D</th>
<th>Group E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Alien Card (form I-551)</td>
<td>H-1B visa</td>
<td>J-1 visa</td>
<td>F-1 Visa</td>
<td>B-1/B-2 or WB/WT visa</td>
</tr>
<tr>
<td>OR –</td>
<td>Passport</td>
<td>Passport</td>
<td>Passport</td>
<td>Passport</td>
</tr>
<tr>
<td>“processed for I-551” stamp in passport</td>
<td>I-94 Card (or equivalent)</td>
<td>I-94 Card (or equivalent)</td>
<td>I-94 Card (or equivalent)</td>
<td>US Homeland Security Entry Stamp</td>
</tr>
<tr>
<td>US Homeland Security Entry Stamp</td>
<td></td>
<td></td>
<td></td>
<td>B-1/B-2 or WB/WT visa</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Passport</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>US Homeland Security Entry Stamp</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ESTA Authorization or Electronic I-94</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Visa stamp (if you have one)</td>
</tr>
</tbody>
</table>

If you are a Canadian citizen and none of the above classifications apply, we need photocopies of your passport and driver’s license only.

**Payments to Foreign Nationals**
If receiving non-travel related payments from UW-Madison and you do not have a SSN (social security number) or ITIN (individual taxpayer identification number) it may be to your benefit to apply for an ITIN number while physically present at UW Madison. Please contact your travel assistant for information. Additional tax forms will be required. Please visit the link below for more detail on allowable payments for your visa type.


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

Reimbursement/payment requests need to be submitted within 60 days from your trip end date.

Please contact your travel assistant Vicki Richards at richards@math.wisc.edu with questions.