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](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.defensetravel.dod.mil/site/perdiemCalc.cfm](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](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 up to the cost of a flight from your home base 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
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. 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**
When a rental car is necessary and the most cost economical option, reimbursement requires you to 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 up to our contract rates). Email your travel assistant with your full name (as it appears on your government issued driver license), cell phone number, preferred email address, pickup/drop off location, arrival and departure dates and they will make the reservation for you. There are many items we cannot reimburse e.g. roadside assistance, GPS, personal liability insurance and vendor refueling.


**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-1 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 “processed for I-551” stamp in</td>
<td>Passport</td>
<td>Passport</td>
<td>Passport</td>
<td>Passport</td>
</tr>
<tr>
<td>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>
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<td>Security Entry Stamp</td>
<td>Entry Stamp</td>
<td>Entry Stamp</td>
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To retrieve your electronic I-94 visit [https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html)

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.