

discounted/contract rates. Reimbursement is limited to the single rate. Tips and gratuities to hotel employees may not exceed \$2.00 per day of arrival, \$2 per day of departure plus \$2 per night of stay.

UW employees, while traveling in Wisconsin on UW/State business, are exempt from paying state, county, and local taxes on lodging and should avoid such tax by furnishing the retailer with written documentation stating they are traveling on UW business. The UW/State's sales and use tax exemption number is **ES-40706**. Tax avoidance information for other states can be found on the Travel web page.

The State, UW, and Big 10 have contracts with hotels in many frequently traveled-to cities. More specifics on locations, rates, phone numbers, and booking codes are listed in Appendix E of the Travel Regulations.

### **MISCELLANEOUS EXPENSES**

Receipts and the portion of the brochure or registration form showing costs included in the registration fee are required for registration fee claims in excess of \$25.

Receipts must be provided for business calls or fax charges if the claim exceeds \$5.00.

Tips/gratuities to porters and skycaps at commercial terminals may not exceed \$1.00 per bag. Claims for higher amounts must be explained and supported by receipts.

For other miscellaneous expenses, a complete description of the expense must be included on the TER and a receipt provided if the claim exceeds \$25.00.

### **INTERVIEW CANDIDATES AND OTHER NON-EMPLOYEES**

Applicant interview candidates must conform to travel, meal and lodging maximums and receipt requirements as outlined in the UW System Travel Regulations. For other non-employees, adequate accounting to the UW is defined as follows:

**Lodging:** Must be single rate with original receipt.

**Airfare:** Must be other than first or business class with original or photocopy of the passenger coupon provided.

**Mileage:** Not to exceed the maximum allowed for UW employees.

**Car Rental:** Must be mid-size or smaller with original receipts.

**Meals:** Must be reasonable.

**Miscellaneous:** Must be UW business-related and supported by receipt if over \$25.

### **CLAIMS REQUIRING RECEIPTS**

Airfare	Highest form of receipt issued by the airline/travel agency
Taxi-Limo	If one-way exceeds \$25
Vehicle Rentals	Final invoice/billing plus gasoline receipts
Meals	if claims exceed the maximum. Also for meals purchased for other than the employee.
Lodging	Original itemized receipt
Registration Fee	If cost exceeds \$25
Laundry/Cleaning	From \$0 on up
Porterage/Tips	If cost exceeds allowed amount
Train/Bus	For intercity travel only
Business	
Communications (phone, fax, internet)	If claim exceeds \$5.00
Parking	If claim exceeds \$25.00
Miscellaneous	Any claims in excess of \$25.00
ATM Charges	From \$0 on up

### **EXPENSES NOT REIMBURSABLE**

- \* Expenses which are not UW-business related
- \* Alcoholic beverages except as provided under Section XIV.F.2 of the UWSTR
- \* Spouse or family member's travel costs (Chancellor's and President's spouse and host may be allowable.)
- \* Non-business related telecommunications
- \* Lost/stolen cash or personal property
- \* Personal items and services, e.g., toiletries, luggage, clothes, haircuts, shoeshines, etc.
- \* Laundry, cleaning, pressing costs for trips of three days or less
- \* Avoidable expenses for nonbusiness-related activities, e.g., sightseeing tours, etc.
- \* Traffic citations, parking tickets and other fines
- \* Additional charges incurred for personal reasons involving vehicle rentals
- \* Locksmith charges on either fleet, rental or personal vehicle, except when fleet or rental vehicles experience mechanical problems
- \* Excess cost of circuitous or side trips for personal reasons
- \* Parking costs at the assigned workplace
- \* Repairs, towing service, lubrication, etc., for personal vehicles
- \* Meals included in the cost of airfare, registration fees, lodging etc.
- \* Pay for view movies in hotel/motel room
- \* Personal entertainment
- \* Extra costs for additional person(s) in room
- \* Charges for late checkout or uncancelled guaranteed reservations (unless justified)
- \* Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW
- \* Lodging within 50 miles of the headquarters city (unless properly justified and approved)
- \* Flight insurance
- \* Trip Insurance (exceptions may occasionally be granted for foreign travel when cleared in advance through the Institution Controller) See also reimbursable medical insurance coverage for foreign travel in Section XVIII, (UWSTR).
- \* Extra baggage charges for personal items, such as golf clubs, skis, etc.
- \* Airline, car, hotel, corporate card club membership dues
- \* Childcare costs
- \* Kennel fees
- \* Late payment penalties and interest on corporate card

### **TRAVEL ASSISTANCE**

The U.S. State Department offers current information on the safety of specific foreign locations. Call 202-647-5225.

Wisconsin road conditions: 1-800-762-3947

Website: <http://www.dot.wisconsin.gov/roads>

UW System Travel Office: (608) 263-0873



# Traveler's Reference Guide

<http://www.uwsa.edu/fadmin/travel.htm>

Last Updated: February 6, 2012

## GENERAL POLICY

The information delineated in this document is only a summarization of UW Travel Policy from the UW System Travel Regulations (UWSTR). Refer to UWSTR for more detail concerning policy, contract vendors, and for Travel Expense Report (TER) preparation.

Employees in travel status are expected to exercise good judgment when incurring travel costs. Only travel expenses related to UW business shall be reimbursed. Reimbursement shall not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs which will be paid or reimbursed from any other source in the future. Any reimbursement which is received from another source after reimbursement has been received from the UW shall be deposited to the UW funding source which was initially charged.

It is recommended that a competitive process be used in procuring travel services. Use of the UW/State's and Big 10's contract vendors, i.e., corporate card, car rental, hotel, travel agency, moving, is in most instances mandatory.

Travel claims of all employees must be personally approved by the employee's supervisor. Noncompliance or abuse of travel policy may result in disciplinary action, up to and including termination of employment.

## CORPORATE CARD

The UW System has a contract with a corporate card vendor for corporate card services. Employees who travel frequently should apply for a card to pay for travel expenses which don't qualify for payment by a purchasing card.

## AIR TRAVEL

Payment or reimbursement for air travel is limited to the lowest logical fare. Online airfare must be purchased through the Cliqbook self-booking tool per our contract with Fox World Travel. More information can be found on our Travel website.

Often a lower fare can be obtained by adding additional days to the trip, e.g., staying over a Saturday or flying on particular days. Reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed if the total cost of the reduced fare, plus the additional days' expenses, are less than the lowest available airfare would have been without the additional days of travel. Documentation of the cost savings to the UW must be provided with the TER. Reimbursement may only be granted under this provision for weekends and holidays.

## TAXI AND LIMOUSINE

Reasonable and necessary charges for taxi or limousine service are reimbursable. Limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Receipts are required for fares exceeding \$25.

## VEHICLE TRANSPORTATION

When using fleet vehicles, passengers must be limited to UW/State employees or students engaged in UW/State activities. When using privately owned vehicles, reimbursement is limited to business related travel at the mileage rates listed below. Explanations are required for mileage in excess of normal map mileage.

Vehicles	48.5¢ per mile when a UW/State vehicle is not available or mileage does not exceed institution's breakeven point. 35.2¢ per mile when a UW/State vehicle is available and mileage exceeds institution's breakeven point.
Specially-Equipped Vans for Persons with Disabilities	66¢ per mile when a UW/State van is <u>not</u> available 61¢ per mile when a UW/State van is available
Motorcycles	28.5¢ per mile
Private Airplanes	48.5¢ per mile regardless of size of plane or number of passengers.

## VEHICLE RENTALS

Rental vehicles may be used when the efficient conduct of UW business precludes the use of other means of transportation or is the most economical mode of transportation.

The State of Wisconsin and The Big 10 have ongoing contracts with car rental companies. The contracts include free collision and liability insurance on most rentals. The basic contract information is as follows:

<u>Vendor</u>	<u>Booking Code</u>	<u>Phone #</u>
Enterprise (UW Business*)	XZ44UWS	800-261-7331
Hertz (UW Business*)	66253	800-654-3131
National (UW Business*)	XZ44UWS	800-227-7368
Big Ten National**	5766241	800-227-7368

\*DOA Fleet management policies and procedures apply.

\*\*For rentals that are not or only partially UW Business related. More detailed information including daily and weekly rates may be found on the Travel web page.

Use of the above vendors is mandatory. Use of non-contract vendors or rental of other than midsize vehicles requires documentation for reimbursement to be considered.

Collision insurance should\* be purchased in those situations where it is necessary to rent from a non-contract vendor or where a contract vendor's contract does not include the required coverage.

\*Exception: Rentals charged to the State-sponsored US Bank Corporate or Purchasing Card include collision insurance.

Employees should refuel before returning the vehicle to avoid exorbitant charges by the rental company.

## MEALS

Meal claims must be actual, reasonable, and necessary and represent the amount actually spent. For a claim to be reimbursed in excess of the maximum, a receipt or charge card credit slip must be provided, and there must be documentation showing that the cost was incurred outside of the employee's control. This generally means that the employee had no choice in selection of the restaurant or the menu items therein. The maximums, which include tax and tip, should not be used as per diems. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m., and return after 2:30 p.m.; dinner, employee must return after 7:00 p.m. or depart his/her headquarters for overnight travel before 6:00 p.m.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
In-State	\$ 8.00	\$ 9.00	\$17.00	\$34.00
Out-of-State	\$10.00	\$10.00	\$20.00	\$40.00

When an employee is entitled to, and personally incurs the cost for, two or more consecutive meals in a day, he/she may exceed the allowed maximum on one or more of those meal claims as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day, nor toward other travel maximums such as lodging. Meals already included in the cost of conference registrations or lodging are not separately reimbursable and are not to be included in this calculation.

## LODGING

With the exception of Milwaukee, Racine, and Waukesha counties where the lodging maximum is **\$80**, the maximum amount reimbursable per day for in-state lodging shall be **\$70**, excluding tax. The maximum amount reimbursable per day for out-of-state lodging shall be the greater of **\$70** or the rate for specific high cost localities referenced in Appendix D.

UW employees should rarely have to pay rack rate for lodging. Government or contracted rates should be requested when making reservations or registering at hotels/motels. Employees should carry an ID that identifies them as a UW and state government employee, because it may be required to obtain the