[UW System TravelWise Home Page](#)

Travel Alerts » ITS TO, FROM HEATHROW AHEAD OF 16-DAY STRIKE PLANNED FROM 1 JULY ON JUNE 27, 2017   **SOUTH AFRICA:**

Travel Alert Sign Up - get them emailed to you real time

Recent UW TravelWIse Site Updates

Restrictions on Basic Economy Airline Tickets

February 10th, 2017 - 9:22 AM

As Delta introduced last year now American and United Airlines have implemented **highly restricted** basic economy fare options that all University travelers and travel arrangers should be aware of. This type of fare while low cost, has traditionally not appealed to business travelers. Fox will continue to alert by email any traveler or arranger who has booked a basic economy fare. The traveler will be advised of the restrictions and prompted to void their ticket within the 24-hour void period should they wish to ticket **a less restrictive** economy fare. The following diagram illustrates the restrictions of these basic fares by air carrier:

FOX World Travel

YOUR QUICK GUIDE TO BASIC ECONOMY FARES
Value-fare options for customers who require less flexibility.

DELTA   American Airlines   UNITED

	DELTA	American Airlines	UNITED
SEAT ASSIGNMENTS	Assigned after check in or at the gate	Auto-assigned at check-in available for purchase 48 hours in advance	Auto assigned at check-in
CARRY-ON BAGS	One personal item and one full size carry on with access to overhead storage.	One personal item stored under seat.	One personal item stored under seat.

[TravelWise Policies & Procedures](#)

Policies & Procedures

University System-Wide Travel Policy

Board of Regents 21-5 University Travel Policies

Travel and Expense – General Travel & Expense Policy
UW System Administrative Policy 405 (formerly 1200)

Purchase & Payment of Business Air Travel
UW System Administrative Policy 410 (formerly 1201)

Purchase & Payment of Lodging
UW System Administrative Policy 415 (formerly 1202)

Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements
UW System Administrative Policy 420 (formerly 1203)

Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation
UW System Administrative Policy 425 (formerly 1204)

Purchase & Payment Miscellaneous Travel Expenses
UW System Administrative Policy 430 (formerly 1205)

UW System Administrative Policy 435 Headquarter City & UW Sponsored Events Policy

Relocation (Household Moves) and Temporary or Indefinite Work Assignments
UW System Administrative Policy 240 (formerly F19)

    University Contracted Moving Vendors

University Informative Resources

Travel FAQs

Concur Tip of the Month

CISI – International Medical, Travel & Security Insurance

Employee Travel Accident Coverage – Europ Assistance

CIBT – Passport/Visa Discount Processing Services

Secrets to Buying Low Cost Airfare

Safety Abroad

Tips For Safe Business Travel

Procedures & Operational Standards

Apply for a U.S Bank Corporate Travel Card

Air Reservation Option Matrix

Air Individual Procedures

Air, Lodging, Ground Reservations Group Procedures

    UW Group Reservation Request Form (Required)

    Establishing an Administrative Group – Using a Purchasing Card on File for Future Department Reservations

Car Rentals

    🔒 Sign-in with UW ID to View Enterprise & National - Big Ten Contract & Procedures for Use

    🔒 Sign-in with UW ID to View State of Wisconsin/NASPO Hertz Contract & Procedures for Use

Lodging Reservations and Payment Procedures

    🔒 Sign-in with UW ID to View UW System Hotel Directory

Sales Tax Exemption

    🔒 Sign-in with UW ID to View Obtaining Wisconsin Sales Tax Exemption

    🔒 Sign-in with UW ID to View Obtaining Sales Tax Exemptions From Other States

Travel Cash Advance Procedures

Calculate Mileage using Google or MapQuest

Risk Management Authorized Driver Look Up (*Database Hosted by UW Madison*)

Convert Foreign Currency using OANDA

Translate Foreign Receipts or Supporting Documentation

Determining the Appropriate Mode of Transportation

Planning Your Trip

Arriving Early, Extending Your Stay, or Combining Business and Personal Travel

Receipt Requirements

Informative Travel Industry Resources

CDC Traveler's Health – Learn about alerts and warnings for your destination

Atlapedia® – Prepare to Travel Abroad

Currency Conversion by OANDA

Flight Delays – Published by the Federal Aviation Administration

Ultimate Guide to Airline Fees – See What Each Carrier is Charging

Google Maps – UW standard for finding driving distance for mileage documentation

Mapquest – UW standard for finding driving distance for mileage documentation

Traveling Abroad Checklist – Published by the U.S. Department of State

U.S. Department of State International Travel Warnings

US Embassy

US Customs and Border Protection

Wisconsin Airport Directory & Contact Information – Look up information on your local airport services

[TravelWise User Guides, Tutorials, and Publications](#)

User Guides, Tutorials, and Publications

Self Booking Tutorials/Videos | E-Reimbursement | UW System Travel Expense Forms

Featured Documents

- Concur Quick Reference Guide [PDF]
- Concur Quick Reference Guide For Travel Arrangers [PDF]
- Concur Travel Arranger View Settings [PDF]
- **Travelers Reference Guide Effective for Travel as of January 1, 2017** [PDF]
- **UW Visitor's Travel Guide Effective for Travel as of January 1, 2017** [PDF]
- UW and Fox World Travel Partnership [PDF]

Self Booking Tutorials/Videos

If you are viewing a video, please be sure to click the "HD" button to ensure an optimal viewing experience.

- User Experience Evolution [V]
- Travel Arranger Experience Evolution [V]
- Required Actions for The Updated Self Booking Tool [V]
- Add, Select or Modify a Default Charge Card in Your Travel Profile [PDF] [V]
- Change the Default Credit Card During the Booking Process [PDF] [V]
- Apply a Non-Refundable Ticket to a New Reservation [V]
- Book a Flight on Southwest [V]
- Booking Air, Car, Hotel in One Reservation [V]
- Booking for a Guest Traveler [V]
- Booking for a Travel Companion [V]
- Booking Tool Navigation [V]
- Booking Travel for a Profiled User [V]
- Cancel a Reservation in the Booking Tool Video [V]
- Cancel or Change a Reservations that was Booked on Behalf of Another [V]
- Cancel or Change Reservations [PDF]
- Change a Reservation in the Booking Tool Video [V]
- Direct Flight Search Options [PDF] [V]
- Filter Air Search Results by Specific Flight Number
- Maintaining Your Profile Data [PDF] [V]
- Need More Assistance with Online Booking Tool [V]
- Out of Policy Air Booking [V]
- Search and Book a Vehicle [PDF] [V]
- Search and Book Lodging [PDF] [V]
- Search and Select Flights by Price or Schedule [V]
- Selecting a Preferred Seat [V]
- Selecting a Travel Arranger or Primary Assistant [V]
- Setting Up and Using Default Charge Cards [V]
- Using Filters to Find Your Preferred Flight Options [V]
- Using the Clone Trip or Share Trip Functionality [V]
- Using Trip Templates [V]

E-Reimbursement – *User Guides for UW institutions that have implemented the automated expense module in the Shared Financial System (SFS)*

If you are viewing a video, please be sure to click the "HD" button to ensure an optimal viewing experience.

- Logging in to E-Reimbursement from UW TravelWise
- How to Create Expense Reports in the Expense Module
- How to Create Travel Authorizations in the Expense Module
- How Travelers Can See Where Their Expense Report (TER), TA or CA Is
- How To Look Up Travel Expenses In WISER
- Per Diem Handling
- Approver – Auditor Responsibilities
- Business Purposes for the Expense Module
- Expenses Types and Billing Types
- How to Approve Transactions in the Expense Module
- How to Assign an Alternate
- **★How to Change Default Funding (Traveler Role) NEW**
- **★How to use Select Funding Page NEW**
- How to Choose the Per Diem Deduction
- How to Determine Mileage Reimbursement Rates in the Expense Module
- How to Setup a Non-Employee Profile in e-Reimbursement
- How to Find an Employee or Non-Employee ID in the Expense Module
- How to Process Expense Reports with Non-Contract Airfare Purchases
- How to Reassign Workflow in the Expense Module
- How to Reduce or Limit an Expense Reimbursement to a Fixed Budget Amount
- How to Review-Edit Profile Information in the Expense Module (Traveler Role)
- How to Route the Expense Module Payments to a Different Account than my Paycheck
- How to Use the Receipt Split Function in the Expense Module
- How to View the Expense Module Payment Information (Approval Roles)
- How to Work with My Corporate Card Expenses in the Expense Module

Top

UW System Travel Expense Forms – *Before downloading the UWSA standard expense report form, all UW employees should verify the expense report form in use at their campus/institution. Several institutions have issued specific expense report forms which are required in most cases.*

- **★UW System Travel Expense Report (for travel commencing January 1, 2017) NEW**
- How to Download and Use the Travel Expense Report