

UW System Traveler's Checklist

The University of Wisconsin System operates a managed travel program with all University travel information and reservation options hosted in the [UW TravelWise Portal](#). As a new employee of the UW System, the UW Travel Office has created a short checklist to assist you in understanding the requirements for [University Sponsored](#) travel. If at any time you have questions, please contact your [institution's travel office](#) for assistance.

Planning Your Travel

- Bookmark [UW TravelWise Portal](#) homepage – all travel information is hosted within
 - Become an authorized driver through the [Enterprise Fleet Management System](#)
 - Register for the Concur Travel Self Booking Tool – [New User Registration](#)
 - Once your registration is approved, log in and complete your Concur Profile – Travelers must complete **prior** to traveling!
 - Apply for a [UW card product](#) – Consult your [Travel Office](#) for the card product that best meets your needs.
 - Review [UW System Travel Policies](#) prior to reserving travel & the summary [Travelers Reference Guide](#).
 - o All individual hotel/car/flight reservations must be made with the booking tool or travel management company*
 - o Airfare is limited to coach/economy for all travel with a \$150 tolerance over most economical flight
 - o Use [contracted lodging properties](#) at negotiated rates whenever available in location
 - o Review the [maximum lodging rates](#) prior to making reservations
 - o Car rental reservations must be made using our [Enterprise/ National Big Ten Contract](#), or secondary agreement with [Hertz](#) if Enterprise/National is not available
- *Hotels recommended by an externally sponsored conference, or hotels with a group booking code can be booked directly with the hotel*
- Check with your department if a travel authorization is required prior to booking travel
 - Make your travel reservations in [Concur](#) or a with a [Fox World Travel Agent](#)
 - o Book airfare first – you can add to an airfare reservation but cannot add air to hotel or car reservations
 - o Hotel – contract hotels with negotiated rates will appear first in search and are marked “Most Preferred”.
 - o Car Rentals – contracts include discounted rates for foreign and domestic locations and include insurance coverage for domestic rentals.
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Know Before You Go

- Review the Meal Per Diem Allowance reimbursements for the location of travel in the [UW TravelWise Calculator](#)
 - o First and last days of travel receive 75 percent of the daily per diem rate
 - o Meals provided, such as conference meals or hosted meals must be deducted from the daily per diem
 - Tax Exemption
 - o Obtain a tax exempt wallet card from your [travel office](#) – this must be shown to receive tax exemption
 - Receipt and Reimbursement Requirements
 - o Review the [expense reimbursement requirements](#) and [expense reimbursement user guides](#)
 - o Fox World Travel e-invoice/e-confirmation must be included in the travel expense report
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During Your Trip

- In case of an emergency or change in travel plans, call Fox World Travel
 - o [Regular Hours Support](#) : 7:00AM – 7:30pm Central Time
 - Local 920-230-6467 / Toll-Free 866-230-8787/ UWAgents@gofox.com
 - o [After Hours Support](#) : 7:30PM - 7:00AM Central Time
 - 800-388-9085 code A2D09