








UWTravelWise

BOOKING TRAVEL

Review the information below and consult with your supervisor to discuss the most logical method for your business trip. If you'd like further consultation, contact your campus travel manager.

TRAVEL TYPE	BOOKING METHOD OPTIONS	PRIMARY VENDORS*	NON-PAYABLE OR REIMBURSABLE
 AIR	<ul style="list-style-type: none"> • CONCUR • UW TRAVEL AGENCY 	AMERICAN AIRLINES, DELTA, SOUTHWEST, UNITED	<ul style="list-style-type: none"> • BOOKED DIRECTLY WITH AIRLINE OR • THIRD PARTY BOOKING SITES
CAR 	<ul style="list-style-type: none"> • CONCUR • UW TRAVEL AGENCY • RENTAL AGENCY 	ENTERPRISE NATIONAL HERTZ (SECONDARY)	<ul style="list-style-type: none"> • EXTRAS (I.E. GPS, FUEL SERVICE UPCHARGE) • VEHICLES LARGER THAN FULL SIZE (WITHOUT PROPER JUSTIFICATION)
LODGING	<ul style="list-style-type: none"> • CONCUR • UW TRAVEL AGENCY • DIRECTLY WITH PROPERTY 	PREFERRED HOTELS	<ul style="list-style-type: none"> • BOOKED WITH 3RD PARTY ONLINE BOOKING SITE (I.E. HOTELS.COM)
RAIL, UBER, LYFT TAXI, SHUTTLE 	DIRECTLY WITH VENDOR	NONE	<ul style="list-style-type: none"> • COST INEFFECTIVE USE OF SERVICE

*USE OF A PRIMARY VENDOR IS NOT REQUIRED FOR REIMBURSEMENT OF AIR OR LODGING EXPENSES. USE OF ENTERPRISE/NATIONAL OR HERTZ WITH UW CONTRACT IS REQUIRED FOR CAR RENTALS. SEE MORE ON WISCONSIN.EDU/TRAVEL/BOOKING