



Traveler's Reference Guide

Visit the UW TravelWise Portal

[Wisconsin.edu/travel](https://www.wisconsin.edu/travel)

The information provided in this document is a summary of the Universities of Wisconsin travel policy and processes. Refer to [TravelWise](#) for more details surrounding policy, standard processes, travel contracts, and expense report preparation.

General Policy

Only travel expenses related to UW business are reimbursable. When combining business and personal travel, the UW will not pay costs directly associated with personal days of travel including additional days of lodging, meal and incidental per diems, parking, etc. Cost comparisons may be required and must be done at the time of booking.

Paying for Travel & Receipts

Employees may utilize purchase cards, shared liability cards, or personal funds to pay for travel purchases. Incurred travel expenses are allowed to be pre-paid or pre-reimbursed at the Driver Worktag/Funding Manager discretion. Examples of prepaid travel expenses include registrations, airfare, lodging, shuttles, etc. Employees may apply for purchase and shared liability cards via the Workday Create Request task.

Receipts are required for all purchase card transactions. When paying with a shared liability card or personal funds, receipts are required for any expense over \$50. Additional documentation may be required depending on the expense type. Review the full travel policy for details.

Air Travel

All air travel must be booked with a UW contracted travel management company by contacting an agent or via [Concur](#). All airfare changes and cancellations should be made with the UW contract travel management companies.

UW requires all tickets to be non-refundable. Tickets must be in Economy Class for all domestic flights and international flights under eight hours in length. Premium Economy tickets are allowed for international flights with eight hours or more of total in-flight time.

Allowable air travel-related expenditures:

- Agency fees when travel is booked using a UW contracted travel management company
- Advance coach/economy class seat assignment fees
- Baggage fees
- Airlines costs assessed for cancellations or changes outside the employee's control with adequate justification

Not allowable air travel-related expenditures:

- TSA PreCheck
- Clear
- Global Entry
- Airline club/lounge access
- Flight/travel insurance other than the UW designated/required insurance by Risk Management

Lodging

Lodging payment or reimbursement is limited to the maximum single/standard room rate for the location per business traveler, when the business trip requires an overnight stay. When staying at externally designated conference lodging, the actual cost of the lodging may be paid or reimbursed even if it is over the maximum rate for the location. Maximum rates may be found using the per diem calculator found on the [TravelWise](#) home page.

Lodging must be booked via [Concur](#), a UW designated travel agency, directly with the hotel, or through the conference service or site for external conference bookings. Third party site bookings such as Expedia, Kayak, and Hotwire are prohibited.

Meal & Incidental Per Diem

The UWs will pay the traveler a Meal & Incidental Per Diem allowance when business travel requires an overnight stay. Meals and incidental expenses must be paid initially by the traveler and will then be reimbursed by the UWs after the trip. The rates are determined by travel days and not specific times of day and are based on where the traveler

spends the night. The return/final day of travel is determined by the location the traveler spend the night prior to returning home. Provided meals are deducted from the per diem amount (20% for breakfast, 30% for lunch, 50% for dinner).

Travelers should utilize the [per diem calculator](#) to determine their meal & incidental allowance prior to travel.

Vehicle Use

All employees and students who are required to drive on UWs business must be an authorized driver. Driver authorization must be obtained prior to using personal, rental, or fleet vehicles.

A traveler may opt to drive versus fly if traveling 1,000 miles round trip or less. If traveling over 1,000 miles round trip, a valid cost comparison must be attached to the Expense Report.

Personal Vehicle Use

Use of personal vehicles for UW business is allowed. Reimbursement of business mileage or other related costs will not be made for normal commuting from home to regular assigned headquarters. The UW bases [mileage reimbursement rates](#) on the current IRS rate structure.

The reimbursement rate for personal vehicle mileage covers all costs related to the operation of the vehicle, including service, maintenance, insurance, depreciation, and gas. When two or more persons traveling on Universities of Wisconsin business share transportation in a personal vehicle, only the driver may claim reimbursement for mileage.

Vehicle Rental

The UWs require the use of contracted suppliers when renting a vehicle. Contracted suppliers are Enterprise/National and Hertz. Renters may use either contract and are responsible for ensuring the UW contracts are applied at the time of rental. Bookings must be made via [Concur](#), a designated travel agency, or directly with the vendor. The cost of gasoline for business use is payable or reimbursable.

Parking

Parking expenses incurred by employees while conducting UW business are payable/reimbursable only when the parking expense is incurred away from the employee's Headquarters Location.

Long Distance & Local Transportation

Long-distance ground transportation (e.g., city-to-city bus, train) and local transportation (e.g., taxi, ride share, city bus, subway, ferry) are payable or reimbursable when necessary to conduct UW business.

Internet

Reasonable costs for required business use of the internet or wireless network incurred at the lodging site, during air travel, etc. will be paid or reimbursed.

Registration and Conference fees

Registration and conference fees are payable or reimbursable when it benefits the UWs.

Tolls

All tolls incurred and transponder units are reimbursable.

Non-Employees & Guests

All visitors, students, guests, and other non-UW personal, including consultants/contractors traveling or using funds and/or resources administered by the UWs must follow all Universities of Wisconsin policies including travel policies.

Resources

[UW TravelWise](#)

[UW Travel Policy](#)

[Campus Travel Manager Contacts](#)

[Per Diem Calculator](#)

[Concur Login](#)

[Driver Authorization Portal](#)

Travel Management Companies

Individual & Group (non-athletic)

Fox World Travel

608-710-4172

uwtravel@foxworldtravel.com

Athletics (non-Madison)

Shorts Travel Management

844-814-3936

UWSathletics@shortstravel.com

Athletics UW-Madison

Anthony Travel

<https://contact.anthonyttravel.com/wisconsin/>

Questions? Contact your [campus travel manager](#).

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