



# Visitor's Reference Guide

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

## Welcome to the Universities of Wisconsin!

The information provided in this document is a summary of the Universities of Wisconsin travel policy and processes. Check with your hosting department and campus for additional information.

## 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

Your host may pre-pay certain expenses such as airfare and lodging. Please retain all receipts for pre-paid expenses. Any out-of-pocket expenses require receipts if over \$50. You will be reimbursed for allowable out-of-pocket expenses post travel. Coordinate your reimbursement with your host. If you are visiting from a foreign country, a copy of all immigration documents will be required prior to processing any reimbursement to you. The hosting department will complete an expense report on your behalf based on your expenses and all required receipts.

## Air Travel

Your host will either prearrange airfare or provide you instructions to make your own arrangements. All air travel must be booked with a UW contracted travel management company. All airfare changes and cancellations should be made with the UW contract travel management companies. Any airfare purchased outside of the UWs contracted travel management company (ex. Directly with the airline or via third-party sites) is non-reimbursable.

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

## Lodging

In most cases, any required lodging accommodations for your visit will be handled by the hosting department. Your lodging will be reimbursed up to the location maximum. Check with your host to determine maximum rate. Third party site bookings such as Expedia, Kayak, and Hotwire are prohibited.

## Meal & Incidental Per Diem

Your host will often take you to organized meals while on your visit. Any out-of-pocket meals or incidental costs (hotel, valet, skycap tips etc.) for overnight travel will be reimbursed to you as a per diem allowance for each overnight in accordance with the per diem rules and rates for your location(s) of travel. Provided meals are deducted from the per diem amount (20% for breakfast, 30% for lunch, 50% for dinner).

If your travel is not overnight and you have out-of-pocket meal costs, with no meals provided, you will be reimbursed a tax reportable day trip allowance of \$15.

You can utilize the [per diem calculator](#) to determine the meal & incidental allowance prior to travel.

## Vehicle Use

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. Your host will assist with any cost comparison needs.

## Personal Vehicle Use

Use of personal vehicles for UW business is allowed. The UWs base [mileage reimbursement rates](#) on the current IRS rate structure. When driving a personal vehicle is the most practical means of transport to the University, mileage will be calculated and reimbursed from your home address to the UW business location(s) and return. When driving a personal vehicle to the airport, mileage from your home to the airport (and parking) will be reimbursed.

The reimbursement rate for personal vehicle mileage covers all costs related to the operation of the vehicle, including service, maintenance, insurance, depreciation, and gas.

## Vehicle Rental

For your visit, your host will either pick you up at the airport or may arrange for a vehicle rental from the University's contract suppliers: Hertz, Enterprise, or National Car Rental. If a rental Vehicle is arranged, please be aware of the following contract terms and policy:

- All rentals must be made with the UW contract
- UW contract includes collision and liability domestic insurances – do not purchase insurance.
- Other items, like GPS, car seats, etc. are personal expenses and will not be reimbursed.

The cost of gasoline for rental vehicles for business use is payable or reimbursable.

## Parking

Parking expenses incurred by travelers while conducting UW business are payable/reimbursable.

## 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.

## Tolls

All tolls incurred and transponder units are reimbursable.

## Cancelled or Rescheduled Visits

Sometimes planned visits are postponed and must be rescheduled or are cancelled. In the event of postponement, work with the UW's hosting department to reschedule your arrangements and to pay or authorize the additional costs for necessary changes. If you elect to cancel your visit to the University, please notify the hosting department as soon as possible. If the University prepaid your air arrangements, the ticket is non-transferrable and non-refundable, therefore the ticket value remains with you. The University may require that you reimburse the cost of your airline ticket and any booking or agency fees incurred.

## Resources

[UW TravelWise](#)

[UW Travel Policy](#)

[Per Diem Calculator](#)