

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](#). UW System Travel Services has created a 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 flight reservations must be made with the booking tool or travel management company
 - o Use [contracted lodging properties](#) at negotiated rates whenever available in location
 - Lodging can be booked directly with the hotel when attending a conference and staying at the conference designated hotel. Rate maximums do not apply when staying at conference hotels.
 - 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
- Check with your department if a travel authorization is required prior to booking travel
- Make your travel reservations in [Concur](#) or a with a [Travel Incorporated Consultant](#).
 - *Note: Individual travel for NCAA Athletics should be booked with Short's Travel Management.
 - 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.

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
- International Travel - When traveling abroad review the [international resource page](#)
- Tax Exemption - 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 Travel Incorporated invoice/e-confirmation must be included in the travel expense report
- [REAL ID](#) - Effective October 1, 2021 TSA will begin requiring either a REAL ID or a passport to board a domestic aircraft for those 18 and older. Those who do not have either a REAL ID or passport will be denied boarding

During Your Trip

- In case of an emergency or change in travel plans, call Travel Incorporated
 - o Direct 470-589-2205 / Toll-Free 877-811-9898/ Concur Support 866-738-6444 / UWTravel@travelinc.com
 - [Regular Hours Support](#) : 7AM – 8pm CST
 - [After Hours Support](#) : 8PM - 7AM CST Mon- Fri and 24/7 Weekend and Holiday coverage