The University of Wisconsin System operates a managed travel program with all University travel information and reservation options hosted in the [UW TravelWIse Portal](mailto:UWTravelWIsePortal). 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](mailto:institution’straveloffice) for assistance.

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**Planning Your Travel**

- Bookmark [UW TravelWIse Portal](mailto:UWTravelWIsePortal) homepage – all travel information is hosted within.
- Become an authorized driver through the [Enterprise Fleet Management System](mailto:EnterpriseFleetManagementSystem).
- Register for the Concur Travel Self Booking Tool – [New User Registration](mailto:NewUserRegistration).
- Once your registration is approved, log in and complete your Concur Profile – Travelers must complete prior to traveling!
- Apply for a [UW card product](mailto:UWcardproduct) – Consult your [Travel Office](mailto:TravelOffice) for the card product that best meets your needs.
  - All individual hotel/car/flight reservations must be made with the booking tool or travel management company.*
  - Airfare is limited to coach/economy for all travel with a $150 tolerance over most economical flight
  - Use [contracted lodging properties](mailto:contractedlodgingproperties) at negotiated rates whenever available in location
  - Review the [maximum lodging rates](mailto:maximumlodgingrates) prior to making reservations
  - Car rental reservations must be made using our [Enterprise/ National Big Ten Contract](mailto:Enterprise/NationalBigTenContract), or secondary agreement with [Hertz](mailto: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](mailto:Concur) or with a [Travel Incorporated Consultant](mailto:TravelIncorporatedConsultant).

*Note: Individual travel for NCAA Athletics should be booked with Short’s Travel Management.

- Book airfare first – you can add to an airfare reservation but cannot add air to hotel or car reservations
- Hotel – contract hotels with negotiated rates will appear first in search and are marked “Most Preferred”.
- 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](mailto:UWTravelWIseCalculator).
  - First and last days of travel receive 75 percent of the daily per diem rate
  - 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](mailto:internationalresourcepage).
- Tax Exemption - Obtain a tax exempt wallet card from your [travel office](mailto:traveloffice) – this must be shown to receive tax exemption
- Receipt and Reimbursement Requirements
  - Review the [expense reimbursement requirements](mailto:expensereimbursementrequirements) and [expense reimbursement user guides](mailto:expensereimbursementuserguides)
  - Travel Incorporated invoice/e-confirmation must be included in the travel expense report
- [REAL ID](mailto:REALID) - 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

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**During Your Trip**

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