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.
  - 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 at negotiated rates whenever available in location
  - Review the maximum lodging rates prior to making reservations
  - Car rental reservations must be made using our Enterprise/ National Big Ten Contract, or secondary agreement with 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 or a with a Fox World Travel Agent.
  - 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.

Know Before You Go

- Review the Meal Per Diem Allowance reimbursements for the location of travel in the UW TravelWIse Calculator.
  - 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.
- Tax Exemption
  - Obtain a tax exempt wallet card from your travel office – this must be shown to receive tax exemption.
- Receipt and Reimbursement Requirements
  - Review the expense reimbursement requirements and expense reimbursement user guides.
  - Fox World Travel e-invoice/e-confirmation must be included in the travel expense report.

During Your Trip

- In case of an emergency or change in travel plans, call Fox World Travel.
  - Regular Hours Support: 7:00AM – 7:30pm Central Time
    ▪ Local 920-230-6467 / Toll-Free 866-230-8787/ UWAgents@gofox.com
  - After Hours Support: 7:30PM - 7:00AM Central Time
    ▪ 800-388-9085 code A2D09