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The University of Wisconsin System operates a managed travel program with all University travel information and reservation options hosted in the [UW TravelWise Portal](#).

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### 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](#) (required for all employees)
- 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 [Travel Incorporated Consultant](#).
 

\*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](#)
  - 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 in WI & other States
- 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

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### During Your Trip

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