

Traveler Checklist

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

Planning Your Travel

- ☐ Bookmark [UW TravelWise Portal](#) homepage
 - ☐ Become an authorized driver through the [Enterprise Fleet Management System](#)
 - ☐ Register for the [Concur Online Booking Tool](#)
 - ☐ Once your registration is approved, log in and complete your Concur Profile
 - ☐ 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 air reservations must be made with the booking tool or travel management company (TMC)*
 - Car and Hotel reservations are strongly encouraged to be made within Concur or the TMC
 - *Hotels recommended by an externally sponsored conference, or hotels with a group booking code can be booked directly with the hotel*
 - Airfare is limited to coach/economy for all travel with a \$150 tolerance over most economical flight
 - Review the [maximum lodging rates](#) prior to making reservations
 - Use [contracted lodging properties](#) at negotiated rates whenever available in location
 - Car rental reservations must be made using our [Enterprise/ National Big Ten](#), or [Hertz](#) contracts
 - ☐ Check with your department if a travel authorization is required prior to booking travel
 - ☐ Make your travel reservations in [Concur](#) or a [Fox World Travel agent](#)
 - *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 Fox World Travel
 - [Regular Hours Support](#) : 7am – 7:30pm CST
 - [After Hours Support](#) : 7:30pm – 7am CST Mon- Fri and 24/7 Weekend and Holiday coverage
 - Direct 608-710-4172 / Toll-Free 844-630-3853/ UWTravel@foxworldtravel.com