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.

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

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