

Transportation

Air

Your host will either prearrange airfare or have you make your own arrangements and reimburse you the costs post trip. The UW has a contract travel management company and air carrier discounts with required use for all University paid airfare. If making your own arrangements you must contact Travel Incorporated at 877-811-9898. Your air arrangements will either be made or reimbursed to you in accordance with the following policy requirements:

- ❖ coach/economy class
- ❖ non-refundable
- ❖ up to 1 checked bag
- ❖ for the UW business dates of the trip
- ❖ for flight(s) departing from and returning to the closest airport to your home or business location

Ground

For your visit, your host will either pick you up at the airport or May arrange for a vehicle rental from the University's contract suppliers, Enterprise or National Car Rental. If a rental Vehicle is arranged please be aware of the following contract terms and policy:

- ❖ All rentals must be made with the UW contract id XZ44067
- ❖ UW contract includes collision and liability insurances – do not purchase insurance!
- ❖ You must refuel the vehicle prior to return, do not purchase prepaid fuel or a refueling package!
- ❖ Other items, like GPS, satellite, or service packages, etc. are personal expenses and will not be reimbursed.

Mileage

The standard mileage rate for use of a vehicle is currently \$.575/per mile and is inclusive of gas and other related items. When driving a personal vehicle is the most practical means of transport to the University, mileage will be calculated and reimbursed from your home address to the UW business location(s) and return. When driving a personal vehicle to the airport, mileage from your home to the airport (and parking) will be reimbursed. When airfare is the most practical means of transport, but your preference is to drive, costs associated with driving versus flying will be compared and whichever is less will be reimbursed.

Cab/Shuttle/Car Service (Uber, Lyft, etc.)

Any required cab, shuttle or car service fares will be reimbursed to you post trip.

Lodging

Reservations

In most cases, any required lodging accommodations for your visit will be handled by the hosting department. Your lodging arrangements will be made or reimbursed to you in accordance with the following:

- ❖ single, standard room, up to the federal maximum for the location based on dates of stay, & tax
- ❖ Your lodging will be reimbursed up to the location maximum. Check with your host to determine maximum rate.
- ❖ other related charges like meals, phone calls, parking, internet etc. must be personally paid for prior to check-out
- ❖ business related charges will be reimbursed to you post trip

Dining

Meal & Incidental Expense (M&IE) Per Diem

Your host will often take you to organized meals while on your visit. Any out-of-pocket meals or incidental costs (hotel, valet, skycap tips etc.) for overnight travel will be reimbursed to you as a per diem allowance for each overnight in accordance with the per diem rules and rates for your location(s) of travel.

If your travel is not overnight and you have out-of-pocket meal costs, with no meals provided, you will be reimbursed a tax reportable day trip allowance of \$15.

Cancelled or Rescheduled Visits

Sometime planned visits are postponed and must be rescheduled or are cancelled. In the event of postponement, work with the UW's hosting department to reschedule your arrangements and to pay or authorize the additional costs for necessary changes. If you elect to cancel your visit to the University, please notify the hosting department as soon as possible. If the University prepaid your air arrangements, the ticket is non-transferrable and non-refundable, therefore the ticket value remains with you. The University will require that you reimburse the cost of your airline ticket and any booking or agency fees incurred.

Reimbursement

Out-of-pocket travel costs associated with your visit to the University will be reimbursed to you in accordance with policies and rates explained in this guide. If you are visiting from a foreign country, a copy of all immigration documents will be required prior to processing any reimbursement to you. The hosting department will complete an expense report on your behalf based on your records notated on the log, and all required receipts.

Locate the log and required receipt list, inside this guide.

Your log should include the following:

- ❖ Name, address, and phone number
- ❖ For each day of travel, record the following details:
 - Nature of your visit and business conducted, including location (*i.e. candidate interview & position, and to/from location points*)
 - Name of campus and host department
 - Any expenses prepaid by the University and the amount (*i.e. airfare, lodging, car rental*)
 - Any expenses you paid out-of-pocket and the amount (*i.e. per diem, lodging, car rental, taxi*)
 - Any personal vehicle mileage incurred
 - Total expenses due to you, less any University prepaid expenses
 - Required receipts
 - Immigration documentation
 - Your signature and date



VISITOR'S TRAVEL GUIDE

Welcome to the University of Wisconsin!

The University of Wisconsin System is one of the largest systems of public higher education in the country, serving approximately 170,000 students each year and employing 39,000 faculty and staff statewide.

With 13 universities across 26 campuses and a statewide extension network, the UW System is a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world. We hope your time spent here is a rewarding experience!

Visit the [UW TravelWise Portal for Travel Information](https://www.wisconsin.edu/travel)
[Wisconsin.edu/travel](https://www.wisconsin.edu/travel)

Updated: July 2020- This guide is designed to assist you in making your travel arrangements and to advise you of travel related policies and receipt requirements related to your trip to the University.

Visitor's Log

To expedite your reimbursable costs, please remember to return this log and all required receipts to your host department for processing.

First Name and Middle Name/Initial		Last Name		Explanation of Business Purpose and name of campus and department name: (i.e. interview candidate for position at UW Whitewater/department name)					
Visitor Home or Alternative Mailing Address for Reimbursement:									
Month/Day	Trip Itinerary – (i.e. Travel from Boston, MA to UW Whitewater campus)	University Prepaid Expenses & Amount (i.e. airfare \$450.00)	Transportation Costs (i.e. rental car)	Personal Car Mileage	Lodging	Meal & Incidental Per Diem or Day Trip Meal Allowance	Miscellaneous (i.e. Taxi, Shuttle)	Total Expenses minus Prepaid Expenses	
Signature of Traveler			Date		Number of Miles X <u>\$0.575 per mile</u> =			Total Mileage: _____	
					Grand Total: _____				

Receipt Requirements

Visitors are responsible for providing receipts to the hosting department as follows:

Any Expense Regardless of Amount

- ❖ Airline, Train Tickets
- ❖ Airline change/cancel fees
- ❖ Vehicle Rental Agreement/Receipts
- ❖ Lodging Receipts/Folios
- ❖ Rental car gas

Expenses Over \$25

- ❖ Parking
- ❖ Taxis, Shuttles, Car Services
- ❖ Bus/Subway
- ❖ Business Internet
- ❖ Tolls

Expenses Over \$30

- ❖ Airline baggage

Questions on This Guide

- ❖ UW Eau Claire 715-836-5951
- ❖ UW Green Bay 920-465-2227
- ❖ UW La Crosse 608-785-8555
- ❖ UW Madison 608-262-5748
- ❖ UW Milwaukee 414-882-0995
- ❖ UW Oshkosh 920-424-0837
- ❖ UW Parkside 414-882-0995
- ❖ UW Platteville 608-342-1346
- ❖ UW River Falls 715-425-3265
- ❖ UW Stevens Point 715-346-3721
- ❖ UW Stout 715-232-2334
- ❖ UW Superior 715-394-8107
- ❖ UW Whitewater 414-345-7553
- ❖ UW System Administration 608-263-1044