

## Lodging

With the exception of Milwaukee, Racine, and Waukesha counties where the lodging maximum is **\$80**, the maximum amount reimbursable per day for in-state lodging shall be **\$70**, excluding tax. The maximum amount reimbursable per day for out-of-state lodging shall be the greater of **\$70** or the rate for specific high cost localities. See <http://www.bussvc.wisc.edu/acct/policy/travel/lodging.html>.

Travelers on UW business in Wisconsin should stay, whenever possible, in hotels contracted with the State. Outside Wisconsin, or at non-contracted hotels, travelers should always ask for a government or negotiated rate.

All travelers on UW business are exempt from any lodging taxes in Wisconsin, and sometimes in other states. UW employees should present their UW ID (non-employees should present a tax-exemption letter). The UW/State's sales and use tax exemption number is **ES-40706**.

The maximum reimbursable amount for hotel accommodation is the hotel's single room rate up to the limit specified for the location. When a room is shared, the proportionate amount should be claimed subject to the same limits per person.

Limits may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown). When conference sites exceed the maximum lodging allowance, travelers may exceed the maximum on the basis that it enables the employee to gain professional benefits due to interaction with other attendees. No additional justification is required.

## Miscellaneous Expenses

Incidental expenses may be reimbursed subject to the provisions specified below.

- Parking charges and tolls may be reimbursed.
- Personal calls up to \$5 may be claimed for each night away or in case of changes in travel plans.
- Business phone, fax, and Internet costs may be claimed.
- Copying charges under \$50 may be claimed.
- Reasonable amounts may be claimed for laundry, cleaning and pressing if the traveler is away for more than three days, but only once per calendar week.
- Tips to hotel staff may be reimbursed up to \$2 per day.
- Airport and train station porterage tips may be reimbursed up to \$1 per bag.
- Fees for ATM withdrawals may be reimbursed.
- Miscellaneous travel expenses that are fully explained may also be reimbursed using the Expense Type 'Other Travel'.
- Miscellaneous purchases of incidental supplies and low dollar purchases not requiring special approvals that are not direct travel expenses must be fully explained and may be claimed using Expense Type 'Other Non-Travel'.

## Expenses Not Reimbursable

- Expenses that are not UW-business related
- Alcoholic beverages (exceptions: Appendix A, UWSA Meeting and Planning Guide/UW Sponsored Events)
- Spouse or family member's travel costs
- Non business-related telephone calls (exceptions: up to \$5.00 per night for personal calls)
- Lost/stolen cash or personal property
- Personal items and services, e.g., toiletries, luggage, clothes, haircuts, shoe shines, etc.
- Avoidable expenses for non business-related activities, e.g., sightseeing tours, etc.
- Traffic citations, parking tickets, and other fines
- Additional charges incurred for personal reasons involving vehicle rentals
- Locksmith charges on either fleet, rental, or personal vehicle (except if vehicles have mechanical problems)
- Excess cost of circuitous or side trips for personal reasons
- Parking costs at the assigned workplace
- Repairs, towing, lubrication, etc., for personal vehicles
- Meals included in cost of airfare, registration fees, lodging, etc.
- Pay-per-view movies in hotel/motel room or personal entertainment
- Extra costs for additional person(s) in room
- Charges for late checkout or uncanceled guaranteed reservations (unless justified)
- Lodging at unlicensed facilities (exception: if there is a substantial cost benefit to the UW)
- Lodging within 50 miles of headquarter city (unless properly justified and approved)
- Flight insurance
- Trip Insurance (Except when cleared in advance through the Institution Controller. Consult with Risk Management regarding reimbursable medical insurance coverage for foreign travel.)
- Baggage charges for personal items, e.g., golf clubs, skis, etc.
- Airline, car, hotel, corporate card club membership dues
- Childcare costs
- Kennel fees
- Late payment penalties and interest on corporate card

## Interview Candidates and Non-Employees

The alternate preparing expense reports for non-employee travelers is responsible for travel claims being in compliance with current university and state policies and fully documenting the expense report. The non-employee traveler must ensure that adequate trip information and documentation is provided to the individual (alternate) preparing and submitting documentation for reimbursement.

## Policy Reference Guide



### e-Reimbursement System

### Traveler's Policy Reference Guide

February 2011

**For more information contact:  
Your Divisional Business Representative**

**Online Link to Policies at**

<http://www.bussvc.wisc.edu/acct/policy/ppindex.html>

**Online Website Resources at**

<http://www.bussvc.wisc.edu/acct/TEWeb/>

### Travel Assistance

The U.S. Department of State offers current information on the safety of specific foreign locations.

**Phone:** 202-647-5225

**WI Road Conditions:** Call 511 or 866-511-WISC

**WI DOT Driving Conditions Website:**

<http://www.dot.state.wi.us/travel/driving-cond.htm>



# General Policies

The information in this document is a summary of UW Travel Policy from the UW System Travel Regulations (UWSTR). Refer to the [UW-Madison Accounting Services website](#) for more detail concerning policy, contract vendors, and for Travel Expenses.

Employees in travel status are expected to exercise good judgment when incurring travel costs. Only travel expenses related to UW business shall be reimbursed. Reimbursement shall not be claimed for items provided at no cost, or costs which have been or will be paid or reimbursed from any other source. Reimbursement which is received from any source after being reimbursed from the UW shall be deposited to the UW funding source initially charged.

It is recommended that a competitive process be used in procuring travel services. In most instances, use of the UW/State's and Big 10's contract vendors, e.g., Cliqbook, My Corporate Card, car rental, hotel, travel agency, relocation, is required. All travel claims of employees must be personally submitted by the traveler and approved by an approver and auditor. Noncompliance or abuse of travel policy may result in disciplinary action, up to and including termination of employment.

## My Corporate Card

All employees are eligible for My Corporate Card, (the U.S. Bank Corporate Travel Card). This is an individual liability card with a 60 day grace period for finance charges. My Corporate Card is the preferred form of payment for individual employee travel. The 'My Wallet' function allows automated import of My Corporate Card expenditures into expense reports. Reimbursements approved for payment will be direct paid to the corporate cardholder's account. ATM withdrawals of up to \$200 per month are allowable.

## Receipt Policy

Receipts are required for all transactions. Review the receipt policy at <http://www.bussvc.wisc.edu/acct/policy/ppindex.html>.

## Air Travel

Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare and may include baggage and coach class seating assignment fees. Online airfare should be purchased through the Cliqbook self-booking tool, an online airfare reservation system which offers the lowest fares available by examining all airline and website fares according to UW travel policy. (See <http://www.bussvc.wisc.edu/acct/TEWeb/cliqbook/index.html> for more information.)

Lowest appropriate airfare is defined as a coach fare which provides no more than a two hour window from the traveler's preferred departure or arrival time; may require one plane transfer without regard to carrier, aircraft, and connecting airport; departs from the airport nearest to the employee's headquarters location; or, at the discretion of the employee, from an airport offering a fare which the employee has documented as being more cost effective, including parking, mileage, and/or additional overnight stays.

When a lower cost airfare can be obtained by staying over Saturday or flying on a particular day, reasonable expenses for lodging and meals for the minimum additional days may be claimed if the total cost of the reduced fare, plus the additional days' expenses, are less than the lowest available airfare would have been without the additional days. Reimbursement may only be granted under this provision for weekend (from 4:30 PM on Friday to 7:01 PM on Sunday) and holidays. Documentation of the air cost savings must be notated in the comments field of the expense report.

In accordance with the Fly America Act of 1974, commercial air travel on certain grants must comply with the requirement that U.S. flag air carriers be used when travel is between the U.S. and a foreign country or between foreign countries.

## Taxi and Shuttle Service

Reasonable charges for local transport, including any tips at a maximum rate of 15% of the charge, are reimbursable when other modes of travel are not available or practical. Limousine/bus/shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible.

## Vehicle Transport

Use of State owned vehicles for UW business trips when a vehicle is required is encouraged. Passengers must be state employees or travelers on official UW business. The amount reimbursed for use of a private vehicle depends on the type of vehicle, the distance driven and fleet vehicle availability.

- Round-trip miles of less than 300 miles and round-trip miles of 300 or more, when a fleet vehicle was not available, are reimbursed at the high rate with documentation.
- Round-trip miles driven 300 or more are reimbursed at the low rate, if a fleet vehicle was available, and the traveler decided to use their own vehicle.

## Vehicle Rentals

The vehicle rented should be reasonable in terms of size, cost, number of passengers, and cargo to be transported. Claims for reimbursement other than subcompact, compact, or midsize models, for reasons such as three or more passengers, etc., must be documented in the description field of the expense report. Only individuals involved in State/UW business shall be included in the count of passengers.

The State of Wisconsin and The Big 10 have ongoing contracts with car rental companies. These contracts include free collision and liability insurance on most rentals. The basic contract information is as follows:

Vendor	Booking Code	Phone #
Enterprise (UW Business*)	XZ44WIS	800-261-7331
Hertz (UW Business*)	66253	800-654-3131
National (UW Business*)	XZ44WIS	800-227-7368
Big Ten National**	5766241	800-227-7368

\*DOA Fleet management policies and procedures apply.

\*\*For rentals that are not or only partially UW Business related.

Information including daily and weekly rates maybe found at <http://www.bussvc.wisc.edu/acct/policy/travel/rentveh.html>.

When a contract vendor cannot provide the needed service and a non-contract vendor is used, you must provide justification in the description field of the expense report to document the use of a non-contract vendor.

If it is necessary to rent from a non-contract vendor, or if the rental occurs in a foreign country where our contract vendor does not provide insurance for that location, collision and liability insurance must be purchased and will be reimbursed.

No other insurances are reimbursable.

Travelers must refuel the gas tank according to vehicle rental policy before returning rentals unless the contract specifies less costly options.

## Meals

The total actual cost of meals in a day may be claimed up to the maximums specified per location, subject to the following timeframes:

- Breakfast is reimbursable provided the employee leaves home before 6:00 AM
- Lunch is reimbursable provided the employee leaves their headquarters city before 10:30 AM and returns after 2:30 PM
- Dinner, provided the employee returns from travel status after 7:00 PM or departs his/her headquarters for overnight travel before 6:00 PM

	Breakfast	Lunch	Dinner	Total
In-State	\$8.00	\$9.00	\$17.00	\$34.00
Out-of-State	\$10.00	\$10.00	\$20.00	\$40.00

When meals are claimed on a trip without an overnight stay, the Expense Type 'Meals-Taxable' must be used unless business is being conducted during the meal, and documented in the Comments box.

Any claim in excess of maximum must be documented by a receipt with full explanation of the reasonableness of such expense. To be considered reasonable, a cost must generally be incurred outside the control of the individual. The employee is expected to stay within the maximums when they have a choice in the selection of the restaurant or the menu item. Claims for meals must represent actual, reasonable and necessary expenses. The maximum allowable includes a tip. The cost of alcoholic beverages is not reimbursable.

Meals included in the cost of lodging or registration fees are not reimbursable. When claiming reimbursement for meal expenses while attending a conference, include a copy of the conference brochure or agenda in the receipt envelope to document that meals were not provided as part of the conference or meeting.

When providing meals for others, the Expense Type 'Meals-Hosted' must be used, and a list with the names of the individuals that meals were provided for, and their affiliation, and a receipt included.

Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.