

e-Reimbursement Travel Checklist

Please refer to Accounting Services Travel and Expenses website for in-depth policies and procedures: <http://www.bussvc.wisc.edu/acct/TEWeb/index.html>.

****ORBITZ IS AN INELIGIBLE VENDOR and SHOULD NOT BE USED****

****Reimbursement limited to actual allowable expenses incurred****

GENERAL

- Verify funding string in "ACCOUNTING DEFAULTS"
- Ensure funds are available and expenses are allowable BEFORE incurring them (ask if unsure). *For State-Side and UWF requests*
- COMMENTS SECTION MUST INCLUDE:**
 - *WHO, WHAT, WHEN, WHERE, and WHY**(Include the destination, purpose of trip, dates of travel, and what time traveler entered and returned from TRAVEL STATUS.)
- "EXPENSE DATE" should always be date expense was actually incurred (e.g., for airfare use date ticket purchased).
- If a receipt is required, it must be itemized and have a \$0.00 balance (show that payment was made).
- Do NOT use tape or highlighter on receipts (will fade ink). Staple receipts to blank paper (8.5 x 11). *Multiple receipts on each page are OK but do not overlap.
- Print the "printable view" page of the expense report to use as a cover page for the receipt packet before submitting.
- Billing type is ALWAYS the same for the entire trip AND is determined by the trip's destination, in relation to their headquarter city (e.g., traveler from Madison attending conference in Atlanta, GA – all billing types for the trip are out-of-state).
- Verify that the correct "Business Purpose" is being utilized.
- Default location is the primary DESTINATION and not the traveler's headquarter city and must be entered.
- Attach agenda if attending meeting/conference.
- Include any pre-paid expenses (e.g., airfare/registration fee/lodging) associated with business trip.

AIRFARE

- The 10 or 13-digit ticket number must be listed in "details" tab.
- Use CLIQBOOK if booking airfare online.
 - *Otherwise, use brick and mortar travel agencies.**
- Coach class only (unless ADA exemption approved before trip by OHR).
- Provide airfare itinerary AND proof of payment.
- Attach cost comparison when combining trips, regardless if combining two business trips or business and personal.
- Exchange airfare: Attach copy of current and previous airfare receipt and itinerary and provide written business justification for the exchange.
- No business justification required for first checked bag. Additional bags require receipt and business justification.
- Tips for porters/skycaps: do not exceed \$1.00 per bag.

LODGING

- In-State (tax-exempt):*
Do not exceed in-state maximum of \$70.00
***Except in Milwaukee, Waukesha, and Racine Counties (max of \$80.00).**
- Out-of-State (pre-tax):*
Do not exceed out-of-state maximum (varies) refer to:
<http://www.bussvc.wisc.edu/acct/TEWeb/travel/domesticLodgingMax.html>.
- International (pre-tax):*
Do not exceed international maximums (varies) refer to:
<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>.
- Attach original itemized lodging receipt with \$0.00 balance.
- Hotel can only be considered "conference hotel" if it is an actual conference site and proof of such **must** be provided if lodging claim exceeds maximum allowable for given dates/cities.
- Hotel employee tips: do not exceed \$2.00 total per day.
- Provide documentation of single vs. double occupancy rate if sharing room, regardless if roommate is business or non-business related (e.g., spouse/children).

MEALS

- Breakfast:* Limits - \$8.00 (in-state) and \$10.00 (out-of-state)
 - *Must depart prior to 6 am**
- Lunch:* Limits - \$9.00 (in-state) and \$10.00 (out-of-state)
 - *Depart prior to 10:30 am/return after 2:30 pm**
- Dinner:* Limits - \$17.00 (in-state) and \$20.00 (out-of-state)
 - *Depart prior to 6:00 pm/return after 7:00 pm**
- International:* Do not exceed maximums (varies) refer to:
<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>
 - *Maximum percentage of total "local meals" allowable, by meal:
Breakfast-20%, Lunch-30%, Dinner-50%**
- Tax and tip (15% maximum) included in maximums allowed.
- If meal(s) is provided by airline/event/lodging, no further claim is allowed for that meal.
- Hosted Meal claims (regardless of amount) must always include itemized receipts, proof of payment, and an Event-Meal Payment Form. Attendee list must be entered in the "Add Additional Attendees" link in the details tab.

PERSONAL VEHICLE MILEAGE

- Attach driving directions (e.g., Mapquest) for mileage claims.
- Mileage claims to and from the airport must be from UW-Madison Office unless home is closer to airport.
- Round trip mileage rates: less than 300 miles is \$0.485 cents per mile and 300 miles or more is \$0.365 (for travel after 12/1/08).

RENTAL CAR (mandatory contracts) and TAXIS

- Travelers (employee or student) traveling on UW-Madison business must be fleet car authorized (through Risk Management) PRIOR to start of rental.
- Domestic Rental Contracts: use Hertz, Enterprise, and National.
- International Rental Contract: use National.
- URL for rental contracts/policies and discount numbers:
<http://www.bussvc.wisc.edu/acct/TEWeb/travel/car.html>.
- Prior approval and business justification required for vehicle rentals above full-size.
- Re-fuel rental car before returning and retain receipt for reimbursement. Fuel Service Options (FSO) and re-fueling completed by the rental company are **NOT** reimbursable.
- Cab/Taxi tips limited to 15% of fare.

MISC

- Conference Registration Fees-Itemized receipts required (optional and guest fees are not reimbursable).
- Hosted Meals/Events must complete "Add Additional Attendees" list in "Details" tab of the expense line.
- Personal call claims limited to \$5.00 per night of travel.
- Business justification and receipt required for Business Communications (e.g., internet/business calls).

FOUNDATION CLAIMS ON E-REIMBURSEMENT

- Expenses being reimbursed by UWF must include the following information in the "description," under the "DETAILS" tab: UWF Acct Number, Name of Acct, Amount to be paid by UWF, Purpose of expense, list of attendees (if expense isn't only for you), and date of expense (250 character limit) ***Who, What, When, Where, and Why.**
- Expenses payable on the state-side must be claimed on the state-side before any allowable remaining amounts are claimed through UWF.
- If the entire expense report is being paid by UWF or space in "description" is insufficient, place the required information in the "COMMENTS" section instead.

Receipts required for all major purchases (e.g., airfare, car rentals, lodging, registration, etc.), even if pre-paid on P-card.

Receipts for other expenses only required if expense EXCEEDS \$25.00, unless maximum limit for given expense is under \$25.00 (e.g., meals) and traveler is exceeding maximum. When in doubt, keep the receipt!

UW-Madison is **TAX EXEMPT**. ALL purchases made for business purposes and that are being reimbursed by UW-Madison, must be purchased tax exempt in WI.

****Checklist is for individual travel only, not Group Travel and is for general reference only****

Updated: July 8, 2010