

Date: June 1, 2009
To: Divisional Business Representatives
From: Accounting Services
Subject: Travel and Expense Reimbursement Policy Updated Effective June 1, 2009

Effective June 1, 2009, the following updates have been made that impact travel and expense reimbursement. Please note that any travel expense reports in progress are not affected by these changes.

Summary of changes:

1. Receipts for travel expenses are now required only for expenses exceeding \$25. Actual expenditure limitations are still in effect per Wisconsin Statute and may be found on the Receipt Requirements (201.L-Travel) policy web page. Detailed receipt requirements for specific expense types are listed at <http://www.bussvc.wisc.edu/acct/policy/travel/receipt.html>.
2. As part of the phased rollout of the new online e-Reimbursement system, the Travel and Expense Reimbursement web pages at <http://www.bussvc.wisc.edu/acct/TEWeb/index.html> have been redesigned and the related policies have been restructured for clarity and consistency. The revised web site is organized into the following sections:
 - **Current Paper Process** – for all users that have not received notification to begin using the new e-Reimbursement system
 - **e-Reimbursement** – this new system is gradually being released across campus during 2009-2010
 - **Travelport** – for online booking of airfare, available for all users, with both the current paper process and new e-Reimbursement process
 - **Trip Planning** – available for all users, with both the current paper process and new e-Reimbursement process

Please note that with the web site redesign, some links have changed. Visit the new web site, Travel and Expense Reimbursement at <http://www.bussvc.wisc.edu/acct/TEWeb/index.html>, and update your browser bookmarks or favorites.

The travel and expense reimbursement policy now reflects changes to both the paper travel and expense reimbursement process and where appropriate, e-Reimbursement. Please note that there are three new policy titles: 201.Q-Travel: Other Non-Travel, 201.R-Travel: Other Travel, and 201.S-Travel: Registration Fees. A list of updated policy titles may be found at <http://bussvc.wisc.edu/acct/policy/ppindex.html>. If you have any questions, please e-mail them to uwtravel@bussvc.wisc.edu.

xc. Division Coordinators
Travel Contacts