



Division of
Enrollment Management
UNIVERSITY OF WISCONSIN-MADISON

All policies and regulations must be followed to be reimbursed for your travel expenses or purchases.

Detailed policies on Travel and Reimbursement can be found here:

<https://businessservices.wisc.edu/travel-reimbursement/>

REGISTRATION FEES

✓ <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/booking-registrations/>

TRAVEL

✓ **AIR TRAVEL must be booked through Concur or Travel, Inc.** Travel, Inc. is the University's contracted travel agency for individual travel. Concur is the online booking portal administered by Travel, Inc. Prior to booking travel in Concur, employees must set up a profile. Use of a third-party online travel booking site (e.g., Travelocity, Orbitz) or booking directly with an airline is prohibited.

✓ **How to Book a Flight:** <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/air-travel/>

LODGING

✓ **LODGING** must be reserved through the **Concur** online system, directly with an **Agent at Travel, Inc.**, by booking directly with the lodging facility, or by booking through **AirBnB**. Use of other third-party booking sites (e.g. VRBO, Hotels.com, Travelocity) is prohibited.

✓ **How to book lodging:** <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/reserving-lodging/>

✓ **Lodging Policy:** <https://policy.wisc.edu/library/UW-3017>

VEHICLE USAGE

✓ Employees who drive for UW business must first be an **authorized driver**. Information is available at <https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/>. **This includes driving your personal vehicle.** More information on driving for UW business: <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/booking-rental-car-fleet-vehicle/>

Vehicle rentals must be booked through a **Big Ten Contract**, accessed through the Concur Portal <https://www.concursolutions.com/nui/signin>.

✓ **Vehicle Use Rental Policy:** <https://policy.wisc.edu/library/UW-3019>

✓ The cost of gasoline to fuel a rental vehicle is payable/reimbursable. Receipts are required for all gasoline purchases, regardless of amount. Travelers are responsible for fueling the rental vehicle prior to returning it to the vendor. If a traveler fails to return the vehicle with a full tank of fuel, the cost of the vendor refueling the vehicle will not be paid or reimbursed by the University.

GROUND TRANSPORTATION

✓ **Ground Transportation Use Policy:** <https://policy.wisc.edu/library/UW-3020>

✓ Long-distance ground transportation (e.g., city-to-city bus, train) and local transportation (e.g. taxi, ride share, city bus, subway, ferry) are reimbursable when necessary to conduct UW business.

✓ Tips are limited to 20%

International Travel Policy: <https://policy.wisc.edu/library/UW-3022>

EXPENSE REIMBURSEMENT

✓ **Please follow the instructions provided here on Expense Reimbursement:**

<https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/#HowDoIGetReimbursed>

✓ **Expense report must be submitted within 90 days** from the last day of business travel or from the date of purchase of goods or services. **Expense report cannot be approved if submitted past 90 days without a qualifying justification.**

✓ **Meal Per-Diem:** The system will default to set amounts for daily **meal per-diem**. Any **provided meal** at a conference must be marked "provided" and deducted from your total meal per-diem. First and last days of travel must be checked off, which reduces the daily amount to a prorated 75%.

✓ **Documentation Requirements:** Event/conference agendas must be uploaded to expense report

✓ **Receipt Requirements:** <https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/#receiptrequirements>. Required receipts must be uploaded during the expense report entry process; upload as one PDF document.

Questions regarding Travel and Reimbursement:

Contract your Departmental Approver or Divisional Auditor

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