

Travel Expense Report Instructions

The following instructions are to help complete a Travel Expense Report (TER). The numbered instructions correspond to the numbers on the following [TER form](#). When filling out the TER please use this website to complete. <http://www.uwsuper.edu/business/forms/TER%20form.xls>.

1. Your name and address.
2. Purpose for your travel and where you traveled to (only needs to be on TER once).
3. Please check the circle that applies to you.
4. Date you departed.
5. Time you departed.
6. Where you departed from and type of transportation used.
7. If a personal vehicle was used, fill in number of business miles traveled.
8. Explain any fare expenses, example: plane and bus tickets
9. List miscellaneous expense cost, for example: game tickets, programs, tolls and parking. Explain at the line that corresponds with the expense (example see #14).
10. Lodging cost, check box if you stayed at the conference site and provide supporting documentation.
11. Amount spent on breakfast.
12. Amount spent on lunch.
13. Amount spent on dinner.
14. Explain other miscellaneous expenses; see travel regulations for rules in TravelWise Portal (<https://uw.foxworldtravel.com>) and put in column 9.
15. Date and Time of your return.
16. Where you departed from when coming back, for example: left Madison and returned to Superior.
17. Cash advance (if any).
18. Cost center being charged.
19. Total all individual columns going down.
20. Total all columns across. Total expense column should match total from added totals of individual columns.
21. Mileage is the lesser of
 - a. an Enterprise rental car expense **OR**
 - b. the turndown reimbursement rate of .352 for personal car usage.
 - i. This can be computed by going to: <http://www.uwsuper.edu/business/travel> and clicking on the Car Calculator.
22. Enter the Total Mileage Cost or Enterprise rental expense, whichever is less.
23. Add #20 and #22 for Total Claimed and subtract #17 (cash advance, if any).
24. Your signature, date and office phone extension.
25. Your supervisor and cost center manager's signature and date.

If you have any questions please call the Travel Department - Dawn at ext. 8384 or dmcmillla@uwsuper.edu.