Travel Expense Receipts and Documentation

Purpose of Trip: __________________________

Departure: date __________ time __________
Return: date __________ time __________

Documentation Needed for Travel Expense Report (TER)

Business Purpose of Travel: Conference Brochure, Workshop Brochure/Agenda, or meeting agenda if the meeting includes an overnight hotel stay

Typical Conference/Meeting Expenses:

Registration: $______________  receipt must show what was included in the registration fee
Airfare: $______________  itinerary is needed for TER
Lodging: $______________
Shuttle/Taxi: $______________  $______________

Meal Costs  (exclude those included in other fees, such as lunch provided by conference, breakfast provided by hotel, meal provided by airline, etc.):

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Meal receipts are not required UNLESS: you paid for meals for others OR the cost of your meal exceeded the travel maximums AND you had no control over the restaurant or your entrée selection (such as for a conference banquet). In these cases an original itemized receipt is required for reimbursement.

Mileage to and from airport: ______________

Airport Parking: $______________

Other Expenses (list):

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Travel Expense Report Documentation Checklist

I paid this  |  UWW paid or is on UWW p-card
(Original itemized receipt needed for TER)  |  (copy of itemized receipt needed for TER)

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Questions on Travel policies? Travel@uw.edu or 262-472-3912

Travel Websites with guidelines for purchasing airline tickets, hotel and meal maximums, mileage reimbursement rates, etc.:

- UW-Whitewater: http://www.uww.edu/adminaffairs/finance/travel.html
- UW System Administration: http://www.wisc.edu/fadmin/fppp/fppp36.htm
- Required vendor for on-line airfare ticket purchases: http://www.uww.edu/adminaffairs/common/docs/cliquebook_guide.pdf