

# 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):

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

Date \_\_\_\_\_ B \$ \_\_\_\_\_ L \$ \_\_\_\_\_ D \$ \_\_\_\_\_

**Mileage to and from airport:** \_\_\_\_\_

**Airport Parking:** \$ \_\_\_\_\_

**Other Expenses (list):**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

## Travel Expense Report Documentation Checklist

have document

### I paid this

(original itemized receipt needed for TER)

*receipts are required for expenses over \$25*

have receipt

have receipt

have receipt

have receipt

have receipt

### UWW paid or is on UWW p-card

(copy of itemized receipt needed for TER)

have copy of receipt

have copy of receipt

have copy of receipt

have copy of receipt

have copy of receipt

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.

have receipt

have copy of receipt

have receipt

have copy of receipt

have receipt

have copy of receipt

have receipt

have copy of receipt

have receipt

have copy of receipt

Questions on Travel policies? [Travel@uww.edu](mailto:Travel@uww.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.wisconsin.edu/fadmin/fppp/fppp36.htm>

Required vendor for on-line airfare ticket purchases

[http://www.uww.edu/adminaffairs/common/docs/cliqbook\\_guide.pdf](http://www.uww.edu/adminaffairs/common/docs/cliqbook_guide.pdf)