

UW employees should rarely have to pay rack rate for lodging. State government or contracted rates should be requested when making reservations or registering at lodging establishments. Both Fox World Travel and the UW have discount programs with hotels in many frequently traveled-to cities. Reservations can be made in the self-booking tool or with a Fox World Travel agent. Instructions are located in the UW TravelWise portal.

While traveling in Wisconsin on UW business, employees are exempt from paying state, county, and local taxes on lodging. Employees should carry the tax exempt wallet card and UW ID to ensure receiving the available discount rates and tax exemption (where allowable). For reference, the UW sales and use tax exemption number is **ES-40706**. Tax avoidance information for other states can be found on the UW TravelWise portal.

MISCELLANEOUS EXPENSES

Receipts and the portion of the brochure or registration form showing costs included in the registration fee are required for registration fee claims in excess of \$25.

Receipts must be provided for business calls, internet or fax charges if the cost exceeds \$5.00.

Tips/gratuities to porters and skycaps at commercial terminals may not exceed \$1.00 per bag. Claims for higher amounts must be explained and supported by receipts.

For other miscellaneous expenses, a complete description of the expense must be included on the TER and a receipt provided if the claim exceeds \$25.00.

INTERVIEW CANDIDATES AND OTHER NON-EMPLOYEES

Applicant interview candidates and non-employee guests, students must conform to travel, meal and lodging maximums and receipt requirements as outlined in the UW System Travel policy. It is recommended that all guests of the University be supplied the UW TravelWise Visitor's Travel Guide to advise of policy, rates and receipt requirements when visiting the UW.

Lodging: Up to the maximum single rate for the location, with original receipt.

Airfare: Coach/economy class with original or photocopy of the passenger itinerary/receipt provided.

Mileage: Not to exceed the maximum allowed for UW employees.

Car Rental: Must be mid-size or smaller with original receipts.

Meals: Must be within established maximums. Reasonable for hosted guests (with itemized receipt).

Miscellaneous: Must be UW business-related and supported by receipt if over \$25.

CLAIMS REQUIRING RECEIPTS

Airfare	Highest form of receipt issued by the airline/booking tool/travel agency
Taxi-Limo	If one-way exceeds \$25
Vehicle Rentals	Final invoice/billing plus gasoline receipts
Meals	If claims exceed the maximum. Also for meals purchased for other than the employee.
Lodging	Original itemized receipt
Registration Fee	If cost exceeds \$25
Laundry/Cleaning	From \$0 on up
Porters/Hotel Tips	If cost exceeds allowed amount
Train/Bus	For intercity travel only
Business	
Communications	If claim exceeds \$5.00
Parking	If claim exceeds \$25.00
Miscellaneous	Any claims in excess of \$25.00
ATM Charges	From \$0 on up

EXPENSES NOT REIMBURSABLE

- * Expenses which are not UW-business related
- * Alcoholic beverages except as provided under UWS policy
- * Spouse or family member's travel costs (Chancellor's and President's spouse and host may be allowable)
- * Non-business related telecommunications, except for 1 international call home per date of stay
- * Lost/stolen cash or personal property
- * Personal items and services, e.g., toiletries, luggage, clothes, haircuts, etc.
- * Laundry, cleaning, pressing costs for trips of three days or less
- * Avoidable expenses for nonbusiness-related activities, e.g., sightseeing tours, etc.
- * Traffic citations, parking tickets, and other fines
- * Additional charges incurred for personal reasons involving vehicle rentals
- * Any charges for vehicle rental company refueling
- * Locksmith charges on fleet, rental, or personal vehicles, except when fleet or rental vehicles experience mechanical problems
- * Excess cost of circuitous or side trips for personal reasons
- * Parking costs at the assigned workplace
- * Repairs, towing service, lubrication, etc., for personal vehicles
- * Meals included in the cost of airfare, registration fees, lodging, etc.
- * Pay for view movies in hotel/motel room
- * Personal entertainment
- * Extra costs for additional person(s) in room
- * Charges for late checkout or un-cancelled guaranteed reservations (unless justified)
- * Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW
- * Lodging within 50 miles of the headquarters city (unless properly justified and approved)
- * Flight insurance
- * Trip insurance (exceptions may occasionally be granted for international travel with advance approval by the Institution business office)
- * Extra baggage charges for personal items, such as golf clubs, skis, etc.
- * Airline, car, hotel, corporate card club membership dues
- * Childcare costs
- * Kennel fees
- * Late payment penalties and interest on corporate card

TRAVEL ASSISTANCE

Fox World Travel After Hours – Emergency Services, Toll Free
Phone: 888-388-9085, Code: 2D09

The U.S. State Department offers current information on the safety of specific foreign locations: 1-202-647-5225

Wisconsin road conditions: 1-800-762-3947

Website: <http://www.dot.wisconsin.gov/roads>

UW System Travel Office: (608) 263-0873



Traveler's Reference Guide

Log on at
<http://web.uwsa.edu/travel/login/>

Effective for Travel as of August 1, 2013

GENERAL POLICY

The information provided in this document is only a summary of UW travel policy and processes. Refer to the UW TravelWise portal for more detail concerning policy, standard processes, travel contracts, and expense report preparation.

Employees in travel status are expected to exercise good judgment when incurring travel costs. Only travel expenses related to UW business shall be reimbursed. Reimbursement shall not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs which will be paid or reimbursed from any other source in the future. Any reimbursement which is received from another source after reimbursement has been received from the UW shall be deposited to the UW funding source which was initially charged.

Strategic sourcing and volume consolidation are the drivers in contracting for travel services. Use of the UW contract suppliers, i.e., corporate card, car rental, hotel, booking tool, travel agency, relocation services, is in most instances required.

Travel claims of all employees must be personally approved by the employee's supervisor or designated authority. Noncompliance or abuse of travel policy may result in disciplinary action, up to and including termination of employment.

CORPORATE CARD

The UW System has a contract with US Bank for corporate card services. Employees who travel frequently should apply for a card to pay for travel expenses which don't qualify for payment by a Purchasing card or for those without access to a Purchasing card.

AIR TRAVEL

Payment or reimbursement for air travel is limited to the lowest available fare. Domestic and non-complex airfare must be purchased through UW TravelWise.

Often a lower fare can be obtained by adding additional days to the trip, e.g., staying over a Saturday or flying on particular days. Reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed if the total cost of the reduced fare, plus the additional days' expenses, are less than the lowest available airfare would have been without the additional days of travel. Documentation of the cost savings to the UW must be provided with the expense report. Reimbursement may only be granted under this provision for weekends and holidays.

TAXI AND LIMOUSINE

Reasonable and necessary charges for taxi or limousine service are reimbursable. Shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Receipts are required for fares exceeding \$25.

VEHICLE TRANSPORTATION

When using fleet vehicles, passengers must be limited to UW employees or students engaged in UW activities. When using privately owned vehicles, reimbursement is limited to business related travel at the mileage rates listed below. Explanations are required for mileage in excess of normal map mileage.

Vehicles	51¢ per mile when a UW vehicle is not available or mileage does not exceed institution's breakeven point 35.2¢ per mile when a UW vehicle is available and mileage exceeds institution's breakeven point
Specially-Equipped Vans for Persons with Disabilities	66¢ per mile when a UW van is <u>not</u> available. 61¢ per mile when a UW van is available
Motorcycles	28.5¢ per mile

VEHICLE RENTALS

Rental vehicles may be used when the efficient conduct of UW business precludes the use of other means of transportation or is the most economical mode of transportation. Travelers are encouraged to book vehicles through the self-booking tool whenever possible to ensure that they receive the appropriate pricing, services, and insurance coverages.

The UW has a contract with the Big Ten for vehicle rentals. **The Big Ten contract must be used when vehicles are available.** The WSCA contract is secondary and must be used by authorized drivers that don't meet the minimum age of 21 for use of the Big Ten contract. All contracts include free collision and liability insurance on domestic rentals. The basic contract information is as follows:

<u>Vendor</u>	<u>Booking Code</u>	<u>Phone #</u>
Big Ten Enterprise	XZ44067	800-261-7331
Big Ten National Car	XZ44067	800-227-7368
WSCA/State Enterprise	XZ44UWS	800-261-7331
WSCA/State Hertz	66253	800-654-3131
WSCA/State National	XZ44UWS	800-227-7368

Use of the above suppliers, when available, is required by policy. Use of non-contract vendors or rental of other than midsize vehicles requires documentation for reimbursement to be considered.

Collision insurance must be purchased in those situations where it is necessary to rent from a non-contract vendor or where a contract vendor's contract does not include the required coverage.

*Exception: Rentals charged to the UW-sponsored US Bank Corporate or Purchasing Card includes collision insurance.

Employees **must** refuel before returning the vehicle to avoid exorbitant refuel charges imposed by the rental company. Purchase of refueling packages is not reimbursable and should be declined.

MEALS

Meal claims must be actual, reasonable, and necessary and represent the amount actually spent. For a claim to be reimbursed in excess of the maximum, a receipt must be provided, and there must be documentation showing that the cost was incurred outside of the employee's control. This generally means that the employee had no choice in selection of the restaurant or the menu items. The maximums, which include tax and tip, are based on actual expense, not per diem. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m., and return after 2:30 p.m.; dinner, employee must return after 7:00 p.m., or depart headquarters for overnight travel before 6:00 p.m.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
In-State	\$8.00	\$10.00	\$20.00	\$38.00
Out-of-State	\$10.00	\$15.00	\$25.00	\$50.00

When an employee is entitled to, and personally incurs the cost for, two or more consecutive meals in a day, they may exceed the allowed maximum on one or more of those meal claims as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day, nor toward other travel maximums such as lodging. Meals already included in the cost of conference registrations or lodging are not separately reimbursable and are not to be included in this calculation.

LODGING

With the exception of Milwaukee, Racine, and Waukesha counties where the lodging maximum is **\$80**, the maximum amount paid/reimbursable per day for in-state lodging shall be **\$70**, excluding tax. Domestic and international rate maximums are based on the location and date of stay. Lodging discounts are available in the self-booking tool and location rate look-up is available on the UW TravelWise portal.

Reimbursement is limited to the single rate, unless employees are sharing a room. Tips and gratuities to hotel employees may not exceed \$2.00 per day of arrival, \$2 per day of departure, plus \$2 per night of stay.