

Travel Update Meeting – Follow-up Questions

1. After 90 days, can we still get reimbursed as taxable income?
 - a. In most cases, no. Beginning in January 2016 (for expenses/trips ending after October 5, 2015), a link will be posted on the FMO website titled, “WSB Accountable Plan Exception Request Instructions”. Any requests for exceptions must be submitted (with a valid reason for missing the deadline), as outlined in the instructions that will be provided, prior to an expense report being written/submitted. If an exception is approved by Jim Walker, you can still get your expense report approved, but exceptions will be rare and must have a legitimate reason.
 - b. No further exceptions will be given for expenses/trips that occurred before October 5, 2015, as the current exception period covers that time frame. Additionally, in January, UW system will be removing the old “Meals-Individual” and other related expense types. Accordingly, it is IMPERITIVE that ANY expense reports for expenses pre-dating October 5, 2015 that still need to be submitted, be submitted as soon as possible. **The new deadline to ensure timely processing in the FMO, for expenses/trips that occurred before October 5, 2015, is December 15, 2015.** Please make sure to submit your expense report(s) on or before that date, and submit your receipt packet to the FMO.
 - c. As far as whether or not we may ask campus to make reimbursements “taxable income” as a term of the exceptions, we will take it under advisement and discuss it further internally with the division, and will get back to the departments and centers.
2. Do all the new rules apply to non-UW travelers? Can they use 3rd party booking tools for airfare?
 - a. Yes, all new rules apply to all employees, non-UW employees, students, guests, etc. However, per central campus, (this is not new, and has been the same since the policy for Fox/Concur rolled out) **IF** non-UW employees (does not include job applicant interviewees or students, who would still be required to follow the same rules as UW employees), **INSIST** on booking themselves, they may do so, **HOWEVER**, as a department/center, you **MUST** document (including any e-mails) the traveler’s insistence that they self-book. Also, if they do “self-book” their airfare, **ORBITZ** is still **NOT ALLOWED** and **NOT REIMBURSABLE**.
3. What are the risks with these 3rd party booking tools?
 - a. Per campus, this is the new policy.
4. For meal reimbursements without an overnight stay, can we use Foundation funds for meals over the \$15 limit?
 - a. If you have foundation funds, have permission from your department to use foundation funds, stay within foundation’s limits (and rules), and keep your itemized receipts.
5. What do you mean by tax reportable?
 - a. I assume this question was asked in the context of the non-overnight travel meal being tax-reportable. Tax-reportable means that it will be reported on your W-2 as taxable income.

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6. If actual expense are LESS than the per diem, can we claim the lesser amount?
 - a. No, in order for the UW to maintain an Accountable Plan, we must apply it uniformly. We cannot pick and choose which rules we will follow and which we will not. As such, we have been advised that for meal and incidental per diems, divisions and departments MAY NOT (at this time), set their own, lower, rates.
 - b. As a department or division (or PI, if your individual fund has a limited travel budget), IF you have an actual budget limitation, you may reduce the overall expense report reimbursement totals, HOWEVER, you may NOT reduce per diems. IF there is a budget limitation and it is necessary to reduce an expense report reimbursement, it must be reduced across the board (i.e. in each line item, except the per diems) and you MUST note the original amount of the expense line in the “details”, as well as noting that the reduction is due to a budget limitation.
 - i. UW System is working on a long-term solution (a “one line” solution) to put into e-reimbursement, to account for budget limitations.
7. Is transportation to business meals included in M&IE or can we claim them separately?
 - a. You may claim this separately. Just as a business meal would be claimed separately and would not be claimed as part of the M&IE, you would claim the transportation to and from the business meal separately too. Please make sure you keep the receipt if it's over \$25.00 and remember that the tip is limited to 20% of the total fare.
 - i. If you are a guest at the business meal, provide the business purpose for the meeting and who you were meeting with, in the “details” section of the taxi reimbursement, to ensure you have proper justification.
8. What do you mean by turndown rate?
 - a. If the total round-trip miles for your trip is over 300 miles and you are not able to provide the fleet non-availability certification form from UW-Madison Fleet, your reimbursement rate is limited to \$0.375 per mile. This excludes non-employees and job applicant interviewees, since fleet cars aren't available to them.
9. Are all travelers really supposed to be fleet authorized?
 - a. ALL UW employees and students traveling on UW Business must be authorized to drive by UW-Madison Risk Management, PRIOR to operating personal vehicles, rental cars, or fleet vehicles. **Effective IMMEDIATELY, for UW employees and students, you MUST be authorized to drive by UW-Madison's Risk Management, in order to be eligible to receive reimbursement of mileage and/or rental car reimbursements.** Any expense report reimbursement requests for mileage or car rental reimbursements or p-card transactions for car rentals, for UW employees or students, for travel on or after October 5, 2015, will be verified against the approved driver database. Drivers not in the database will not be eligible for reimbursement and/or will be required to reimburse the UW, if payment was made via p-card. We HIGHLY recommend ALL WSB employees and all WSB students (and student employees) who may possibly drive on any UW business, register with Risk Management as soon as possible, if you are not already in

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the Approved Driver Database. If you have applied before but are not sure if you are in the database, you may check here:

<http://riskinfo.bussvc.wisc.edu/DrAuth/DriverAuth.aspx?%20>. Here is a link to the Driver Authorization webpage on the Risk Management website:

http://www.bussvc.wisc.edu/risk_mgt/drivetable.html. Driver Authorization Policy: http://www.bussvc.wisc.edu/risk_mgt/draugdln.html#policy

- i. For faculty/staff who hold Wisconsin Driver's licenses and have had at least 2 years minimum experience driving in Wisconsin and have never been licensed anywhere else OR have been licensed at least 3 years in Wisconsin (if licensed previously elsewhere), you can apply online by navigating to the Driver Authorization webpage listed above, and click on the "Wisconsin Only Vehicle Use Agreement" link, towards the bottom of the webpage.
 - ii. For faculty/staff where the above does not apply, complete the form linked under "Vehicle Use Agreement", immediately under the box. If you have an out-of-state license, or a Wisconsin License for less than 3 years (due to being licensed out-of-state), you MUST complete a notarized statement, which is linked under, "Notarized Statement", and complete a notarized statement of your driving record, and sign it in the presence of a Public Notary (as well as provide your current driver's license to the notary, for copying).
 - iii. For Students, LTEs, and volunteers, they must complete the form labeled, "Student, LTE, & Volunteer Driver Authorization Form".
 1. If a driver holds an out-of-state license, or has had a Wisconsin License for less than 3 years (due to being licensed out-of-state), they MUST complete a notarized statement of their driving record, linked under "Notarized Statement", and sign it in the presence of a Public Notary (as well as provide their current driver's license to the notary, for copying).
 2. In addition, all students should watch the following 4 YouTube videos: <http://www.youtube.com/watch?v=MD6eijw1paA>, which applies specifically to UW-Madison. There is also a two-page test of knowledge that students are required to pass (this should be attached to their application): http://www.bussvc.wisc.edu/risk_mgt/Fleet%20Driver%20Test.docx.
- b. For those drivers who are required to complete a Notarized Statement of driving record, the WSB has 2 employees who are also Public Notaries. If there are employees or students who need their driving record notarized, they should complete all of their paperwork, including their driving record (DO NOT SIGN until meeting with the notary), and then call or e-mail one of the following two public notaries to set up an appointment time. Please ask that staff and students do not drop in, as both employees have a number of other duties and may not be available.
- i. Jenny Yuan (Financial Management Office), e-mail: jenny.yuan@wisc.edu; phone: 608-265-4833
 - ii. Linda Karr (Dean's Office), e-mail: linda.karr@wisc.edu; phone: 608-265-5034

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10. Can we use Uber or Lyft? If so, then why not Airbnb?
 - a. Yes. UW system looked at peer institutions and virtually every one of them allows the use and reimbursement of Uber and Lyft, but not Airbnb. However, the UW-System's Travel Management & Operations Committee (TMOC) will take it under advisory and look into it further. I will let you know if I heard anything further about Uber, Lyft, or Airbnb.

11. Can we tell non-employees (especially students) we will only pay for airfare and/or lodging and not per diems? For example, we limit some students to only \$200.00 reimbursement. If we can't deny per diems, how are we supposed to limit the reimbursement (b)?
 - a. No. This is partly because we have a requirement that all travel-related expenses (including all pre-paid expenses and any related personally paid expenses, even if we are not reimbursing the cost, but they are related to the business travel), be accounted for on an expense report. Therefore, ALL expenses, must be listed on the expense report.
 - b. HOWEVER, IF you have a pre-disclosed limit on reimbursements to students/non-employees, you may reduce expense lines to meet your budgeted reimbursement amount. Please keep in mind that just like in #6, you MUST note the original amount of the expense line in the "details", as well as noting that the reduction is due to an overall limit in the reimbursement budget.
 - i. Again, UW System is working on bringing a long-term solution online, so we don't have to enter these line-by-line reductions

12. What if the state rate is not available on the state side? In the past, if we could document that we attempted to get the state rate but it was not available (and we gave our best effort by calling a few places), then we could book at a hotel that didn't give us the state rate and still pay/be reimbursed for the rate that was available.
 - a. The policy remains the same if the state rate is not available. Please also see the update on the "State Rate" for "In-State" lodging.

13. For sponsored events, can you have a reception and a dinner?
 - a. Yes, you can. As long as you provide a justification for having both.