

BUSINESS TRAVEL CHECKLIST

Please refer to Accounting Services Travel Website for in-depth policies & procedures: <http://www.bussvc.wisc.edu/acct/travel/index.html>
UW-Madison is **TAX EXEMPT** – ALL UW business-related purchases made in WI & that are being reimbursed by UW, must be purchased using the UW's tax exempt status
****ORBITZ IS AN INELIGIBLE VENDOR & MAY NOT BE USED****

AIRFARE (contact info for contract vendor is on back page)

- All University-related domestic & international airfare **MUST** be purchased through **Fox World Travel** (FWT, UW's contracted travel agency) or through **Concur**, their online booking portal
- Coach only (ADA exemptions must be pre-approved by OHR)
- Provide airfare itinerary with proof of payment (Concur/FWT will e-mail you the itinerary, which will include the proof of payment)
- Cost comparison from Concur or FWT for airfare REQUIRED when (must be completed at time of airfare purchase)

- Indirect routing/extra stops for personal reasons: Allowable provided no additional costs incurred for UW
- Departing earlier/returning later than business requires: Allowable a day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.
- Departing from and/or returning to an alternate city: Allowable if the fare is more cost effective for the UW, including parking, mileage, meals, etc.

Note: If there is additional cost, Traveler is responsible for paying for additional costs for deviating, up front

- Exchange airfare: Attach copy of current & previous airfare receipt, itineraries, & written business justification for the exchange
- No business justification required for first checked bag. Additional bags require receipt & business justification

MEALS/PER DIEMS

Official Source for calculating Lodging & Meal Per Diem/Incidental rates for the location and date of expense is the UW TravelWise Calculator (Rates subject to change – always check rate calculator before each trip): <https://uw.foxworldtravel.com/rate-calculator/>

- Individual Meal and Incidental (M&IE) Per Diems**
 - 75% of the M&IE Per Diem on first & last day of travel based on location where traveler spends the night (regardless of departure & return times)
 - Day Trip Meal Allowance: Travel without an overnight stay is limited to a tax reportable day trip meal allowance of \$15 per day (no allowance will be paid if any meals are provided)
 - Impact of provided meals on per diems (i.e. if a conference provides breakfast, lunch or dinner): the meal portion of the per diem is prorated by: 20% breakfast, 30% lunch, and 50% dinner. Please use the rate calculator to determine the appropriate amount to deduct. DO NOT self-calculate

Hotel *complimentary* breakfast & airline meals should not be deducted from the per diem

For each location, the M&IE per diem includes an allowance for specific *incidental* expenses

- For *Contiguous US locations*: Rate calculator includes incidentals allowance and includes \$5 per day for: tips for various services; transportation between places of lodging or business to obtain meals (excludes transportation to/from hosted meals); phone calls (business & personal); laundry, dry cleaning, or pressing; mailing & other expenses associated with filing expense reports
- For *foreign locations* (including Alaska, Hawaii, US Territories & Possessions): Rate varies by location: Same as domestic, plus bottled water

FLEET RENTALS, CAR RENTALS & PERSONAL VEHICLE MILEAGE

- All UW employees and students **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 reimbursement (visit the FMO website for instructions)

CAR RENTALS (MANDATORY contracts - Big Ten Contracts are primary)

- Contract Vendors - (**Use Concur when booking online** – Search results listed as “**Most Preferred**” are **Big Ten Contract Vendors**; policies & contracts are pre-loaded; Contracts include collision damage waiver (CDW) & limited liability coverage on domestic business rentals & most international business rentals (for rentals that do not include CDW & limited liability coverage, business travelers must purchase them at vehicle pick-up); **Call FWT if booking by phone**)

- ***Big Ten Enterprise and National Car Contract ID: XZ44067**
- ***WSCA/State Hertz ID: 66253**

* Only use listed contract numbers for last minute bookings at the airport (reserve through Concur or FWT at all other times). Only use WSCA contract if “Big Ten” contracts are not available

Note: Big10 Contract with Enterprise & National allow personal use! Personal rentals do not include CDW or limited liability coverage and must be reserved through this link: <https://partners.rentalcar.com/uws/#/non-business-use>

- Travelers are to re-fuel rental cars to the level they received it at before returning it to the vendor and obtain a receipt for reimbursement. Fuel Service Options (FSO) & vendor re-fueling charges are **NOT** reimbursable

- Optional equipment/services, such as “GPS”, Satellite Radio, Roadside Assistance, additional insurance, & “Toll passes” are **NOT** reimbursable (actual tolls are OK)

Rental agreement & itemized receipt required for reimbursement

Note: UW Business car rentals in WI are always tax exempt.

Contact the FMO to request a tax-exempt wallet card

- Pre-trip approval from the FMO (for vehicle size) & *business justification is required for rentals larger than full-size*, if **NOT** booked thru Concur (Concur requires travelers to enter a business justification for rentals above intermediate size)

PERSONAL VEHICLE MILEAGE

- Mileage claims to & from the airport are to be from UW office unless home is closer to airport or travel is occurring on a non-workday (e.g. a weekend or holiday). Then mileage from personal residence to the airport is reimbursable with mileage map. If traveler is being picked up & dropped off at the airport by another individual in lieu of incurring parking costs, two round trips are permitted

Total trip mileage rates: **Standard Rate (less than 300 total miles, roundtrip) = \$0.545 per mile & Turndown Rate (300 or more total miles, roundtrip) = \$0.352 cents per mile**

- All mileage claims **MUST** be supported by Google Maps/MapQuest map, uploaded to the expense report (including origin & destination addresses – city to city is not valid)

Note: 10% tolerance above “point-to-point” map mileage may be used to cover detours, incidental miles between lodging & event, etc.

LODGING (Rates subject to change-check rate calculator before each trip)

- BOOKING METHODS:** Reservations **MUST** be made via the University's contracted travel agency, FWT (by phone with an agent or through the online booking tool, Concur) or via a conference website.** Observe the following when reserving lodging:

- The **UW has contracts with various hotels in many locations**, providing cost-saving opportunities. Rates are only available when booking thru Concur or by calling FWT. Contract rates are to be utilized when available
- NOTE:** Some out-of-state contracts allow personal use! Check property listings in UW System's Contract Hotel Directory* (see travel reference links) for locations listing: “This contract allows personal use”. Concur & agents at FWT also have access to other cost-saving contracts UW is able to use. Check Concur or contact Fox for rates available
- Lodging may only be reserved through the UW's travel contract vendor. Exceptions may be possible if reserving directly w/hotel properties & conference websites*:

- More cost effective rates are available outside of Concur/Fox World Travel, thru the hotel directly** or thru a conference website only (conference rates are not available in Concur)
- Before completing the reservation, all non-contract reservations must be researched in Concur or by calling Fox World Travel, to check for better rates
- ALL lodging is subject to a location's Maximum Lodging Rate (unless it's the conference rate at a conference hotel)

****If completing an exception booking for non-conference lodging thru hotel directly and rate to be paid exceeds location's Maximum Lodging Rate, alternates/Travelers must provide cost comparisons from Concur/FWT to confirm UW rates are more expensive**

***Use of internet-based lodging brokers or third party sites** (e.g. Expedia, Hotels.com, Kayak, Priceline, Airbnb, Hotwire, Booking.com, etc.) is prohibited and lodging purchased through these sites **is NOT payable/reimbursable**

- Itemized lodging receipt w/\$0.00 balance required
- In-State (tax-exempt):* Actual cost not to exceed 100% of federal GSA rate for location, excludes tax (tax exempt) **
- Out-of-State (pre-tax), excluding Alaska and Hawaii:* Actual cost not to exceed 125% of federal GSA rate for the location
- Foreign locations, U.S. Territories, trans-border (post-tax) and Alaska & Hawaii (pre-tax):* Actual cost not to exceed the maximum federal GSA or established rate for the location

Shared Lodging: If sharing a room with another UW business traveler, expense for a standard, double occupancy room is OK if rate is the same as a single occupancy room, or is at or less than 2x single occupancy rate

Travelers attending non-UW conferences may exceed the lodging rate for the location if they are staying at a conference hotel. Claims/payments **MUST** be supported by documentation (e.g. conference brochure) that verifies the location(s)

- Travelers staying at non-conference hotels are limited to UW's maximum lodging rates for the location
- For UW-sponsored conference, meeting or event, lodging will be reserved at no more than the max rate for the location

MISC

Taxi/Shuttle tips are limited to a maximum of 20% of the fare

Conference Registration Fees – Itemized receipts (optional events without business justification & guest registrations are not reimbursable) and a business purpose for attending the conference is required

Business justification & receipt required for payment/reimbursement of Internet Connectivity Fees (while in travel status), regardless of amount or payment method

Reimbursement for ALL non-travel expenses (e.g. books, supplies, etc.), for any amount, ALWAYS require a business purpose and a receipt

Hosted Meal/Events: Rates for hosted meals/events are SEPARATE from the individual meal per diem rates (regardless of amount or funding source), must always have an attendee list (with affiliations) to address **who** was there; a stated business purpose/agenda (simply stating “business lunch”, is not sufficient), to address **what** the hosted meal is for & include itemized receipts with proof of payment; include the time and date of the hosted meal to address **when** it occurred; it is important to answer **why** the expense was incurred & why it had to occur over a mealtime, and **how** it benefited the University

- Payers of hosted meals on the state-side may choose to provide the above information separately, or use the “Event-Meal Payment Form” (or other applicable “Event Payment Form”, for receptions or refreshments/breaks), to provide all of the information in one, easy to reference place, if expense is being reimbursed and is being reimbursed in full, on the state-side

- All events must be separated by Catering, Audio-Visual, and/or Room Fees. Use the FMO's “Event Invoice Breakdown” for help separating event expenses

Hosted Meals Rate Table

Hosted Meal Limits: Maximum Rates based on actual expenses incurred & included tax & tips/gratuities, up to 20%. See below for specific meal rates:		
	In Wisconsin	Out-of-State/Foreign
Breakfast	\$12.00	\$15.00
Lunch	\$18.00	\$23.00
Dinner	\$30.00	\$37.00
Refreshment/Break	\$10.00	\$10.00

NOTE: If paying by purchasing card or through WFAA (or a combination), the “Event-Meal Payment Form” (or other applicable Event Form) is required. Complete the form for each hosted meal

GENERAL EXPENSE REPORT & WFAA FUNDING REMINDERS – For Paperless Receipting

ALL PRE-PAID EXPENSES (e.g. Airfare, Reg. Fee, etc.) associated with a business trip **MUST** be accounted for/entered in the expense report

ALWAYS upload the agenda for conferences/meetings/symposiums, etc. – Approvers/Auditors are **NOT** able to upload/remove any attachments

File sizes limited to 4 MB per attachment! Attach receipts separately, unless they will fit on one sheet of paper when scanned (without overlap)

Complete business purposes are always required (Who, What, When, Where, and Why)

*It is especially important to include “**why**” an expense was incurred and **how** it benefited the UW (i.e. a sufficient business purpose for attending a conference needs to include the conference name and the reason for attending)

For *State-Side or WFAA*, confirm funds are available & expenses are allowable **BEFORE** incurring them (ask if unsure)*

**Reports/expenses may be approved by WSB, but if questionable expenses are not pre-approved by WFAA & are denied during post-review, individual reimbursed will be required to reimburse the UW. Contact FMO for pre-approval*

Expenses payable on the state-side **MUST** be claimed on the state-side, in full, before any allowable remaining expenses are claimed through WFAA

UW Foundation reimbursements **ALWAYS** require an itemized receipt, regardless of amount or expense type

If a receipt is required, it must be an **itemized** receipt & have a \$0.00 balance (to show that payment was made)

Verify entire funding string in “ACCOUNTING DEFAULT”/ “ACCOUNTING DETAIL” is correct (*expense report routing is determined by the DEPT. ID NUMBER*), before submitting report

Expense/travel justification & supporting DETAILS section **MUST** include: ***WHO, WHAT, WHEN, WHERE, & WHY**

(e.g. Destination, purpose of trip, dates of business travel-if dates while on UW business differ from travel dates entered in departure & return boxes)

“EXPENSE DATE”: Date expense was incurred/charged (e.g. airfare-use date ticket purchased) – May not be date of travel

Do **NOT** use the “Receipt Split” function or enter separate expense lines for an expense because it’s being reimbursed partially through WFAA

Expenses being reimbursed by **UW FOUNDATION** (WFAA) **MUST** include the following information in the “description”, under the “DETAILS” tab: *WFAA account name & number, amounts to be paid on the State-Side & WFAA, purpose of expense, list of attendees* (if expense isn’t only for you), & *date of expense* (250 character limit) **Who, What, When, Where, & Why*

Uploaded receipts **MUST** be legible & clear. Incomplete or illegible receipts or documentation will require the report be sent back for correction & may result in a delay in report approvals, as it restarts the workflow

30/90 Day Travel Reimbursement Submission Requirement (aka Accountable Plan)

To be eligible for reimbursement, expense reports **MUST** be submitted and substantiated within **90 days** from the end of a trip/incurrence of expense. **Expense reimbursements MUST be submitted for processing within 90 days of the last date of travel or date of expense for non-travel reimbursements**

• For travel reimbursements and payments to be considered nontaxable income, the University’s travel policies and operational standards **MUST** comply with the IRS Accountable Plan Rules. To be considered an “Accountable Plan”, an employer’s business expense reimbursement arrangement **MUST** meet the following conditions:

• Business Connection: Reimbursements and advances provided to travelers under the plan **MUST** be for business related expenses only. Any advance payments **MUST** be related to the business expenses that a traveler is expected to incur

• All travel related expenses **MUST** be substantiated in writing and with any required itemized receipt within **90 days** after the trip completion date

• For cash advances, travelers **MUST** substantiate expense and return any excess advanced amount within **30 days** after the trip completion date (in WSB, cash advances are usually only issued when needed, to trip leaders on group trips)

Fox World Travel

Business Travel Center Central

Hours: 7:00am-7:30pm

Phone: 920-230-6467

Toll-Free: 866-230-8787

Fax: 920-236-8045

Online Support: UWOnline@gofox.com

Agent Support: UWAgents@gofox.com

For additional questions, please contact the Financial Management Office at:

fmosupport@wsb.wisc.edu

Thank you

TRAVEL REFERENCES

Save time when you return by entering your expenses in the Guided Expense Tool (GET) during your business trip!
*Sign-In required

Accounting Services Expense Reimbursement Web Page:
<http://www.bussvc.wisc.edu/acct/e-Re/index.html>

Accounting Services Policies & Procedures Web Page:
www.bussvc.wisc.edu/acct/policy/ppindex.html

Accounting Forms Web Page:
www.bussvc.wisc.edu/acct/forms.html

*Concur Login Web Page:
<https://uw.foxworldtravel.com/concur/>

Driver Authorization Instructions on the FMO Website:
<https://wiki.bus.wisc.edu/display/FMO/Driver+Authorization+Instructions>

Driver Authorization Webpage on State of Wisconsin Website: <https://fleetportal.wi.gov/>

*Financial Management Office Service Desk (with access to FMO Website):
<https://jira.bus.wisc.edu/servicedesk/customer/portal/1>

*Guided Expense Tool (GET) Web Page:
<https://get.wisc.edu>

U.S. State Department (International Travel):
www.state.gov/travel/

*University of Wisconsin – Madison Tax Exemption:
www.bussvc.wisc.edu/howto/purch/taxexemptstatushowto.html

University of Wisconsin – Madison Travel Center:
www.bussvc.wisc.edu/acct/travel/index.html

*UW – Out-of-State Tax Exemptions:
<https://uw.foxworldtravel.com/sales-tax-exemption-from-other-states/>

UW TravelWise Lodging Maximums & M&IE Per Diem Allowance Calculator:
<https://uw.foxworldtravel.com/rate-calculator/>

*UW TravelWise Website:
<http://www.foxworldtravel.com/UW/>

**UW System – (Contract) Hotel Directory:
<https://www.sabrehotelrfp.com/directories/View/7326/a7cfd-f820c37b64325c7f1a808f6f867>



TOGETHER
FORWARD™

Business Travel Checklist On-The-Go



For easy reference on your next business trip

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