

# Travel and Business Expense Checklist



For on-the-go reference and  
expense report creation

October 2019

## TRAVEL REFERENCES

Accounting Services Expense Reimbursement Website  
<https://businessservices.wisc.edu/travel-reimbursement/>

Accounting Services Policies & Procedures Website  
<https://businessservices.wisc.edu/policies-and-procedures/>

Accounting Forms Website  
<https://businessservices.wisc.edu/forms/>

Concur Login Website  
<https://uw.foxworldtravel.com/concur/>

Driver Authorization Instructions  
<https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/#become>

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

### Fox World Travel Contact Information

Business Travel Center Central  
Hours: 7:00am CT - 7:30pm CT Monday - Friday and excluding holidays  
Local Phone: 920-230-6467  
Toll-Free: 866-230-8787 (Press 1 for Domestic, 2 for International, 3 for Concur Online Support, 4 for Group Travel)  
Agent Team Email: [UWAgents@foxworldtravel.com](mailto:UWAgents@foxworldtravel.com)

**Concur Travel Online Support**  
Navigational & Technical Assistance  
Phone: 866-230-8787 (option 3)  
Email: [UWOnline@foxworldtravel.com](mailto:UWOnline@foxworldtravel.com)

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

[fmosupport@wsb.wisc.edu](mailto:fmosupport@wsb.wisc.edu)

or submit a help ticket to our service desk at

<https://jira.bus.wisc.edu/servicedesk/customer/portal/1>

Thank you!

## GENERAL EXPENSE REPORT & WFAA FUNDING GUIDELINES

- For UW funds or WFAA, confirm funds are available and expenses are allowable BEFORE incurring them
- Expenses payable on the UW funds side MUST be claimed, in full, before any allowable remaining expenses are claimed through WFAA
- DO NOT use the Receipt Split function to enter or separate state side funding from WFAA funding, only indicate amounts and account in the report details
- Expenses to be reimbursed through WFAA **MUST** include the following information in the detail section of the report:
  - WFAA account name and number
  - Amounts to be paid on UW Funds and WFAA
  - Purpose of expense
  - List of attendees
  - Date of expense
- Always verify entire funding string is correct before submitting the report
- Required receipts should be itemized showing a \$0.00 balance to be reimbursed, regardless of amount or expense type
- Complete business purposes are always required when submitting an expense (regardless of funding type.) Complete business purposes include the **who, what, when, where, and why\*\*** (it is especially important to include why an expense was incurred and how it benefitted the UW)

### 90 DAY EXPENSE REIMBURSEMENT SUBMISSION REQUIREMENT

- To be eligible for reimbursement, expense reports **MUST** be submitted *within 90 days* from the end of a trip or occurrence of expense
- For extenuating circumstances, Deans, Divisional Dean's Office Directors, or Divisional Business Office Leadership have the authority to grant exceptions for employees to allow for expense reimbursement, under the Accountable Plan, when the above requirements are not met. All exceptions to the Accountable Plan granted for employees must meet the following requirements:
  - **Completion of an Accountable Plan Exception Request Form**
  - The completed form must be electronically attached to the expense report at the time the report is submitted.
- Expense reimbursements not in compliance with above accountable plan will be reported as taxable for the traveler

## HOSTED MEALS / EVENTS

- Business Meals are payable/reimbursable when it is necessary to conduct UW business during a meal. Common examples of payable/reimbursable Business Meals include:
  - Dinner with faculty members and a distinguished speaker after speaker's event
  - Lunch with an interview candidate and the interview committee
  - Lunch with a research team on-site when individual meals would be impractical or if research activities would be significantly disrupted if a meal were not provided.
- **IMPORTANT:** for events that are *primarily social* in nature (e.g. networking, recruitment) an Official Functions Pre-Approval Form **MUST** be signed **BEFORE** the occurrence of the event.
- Payment / reimbursement of business meals using UW funding is limited, per person (*including tip*), to the following amounts:

TYPE OF MEAL	INSIDE WISCONSIN	OUTSIDE WISCONSIN
BREAKFAST	\$12	\$15
LUNCH	\$18	\$23
DINNER	\$30	\$37

- Use of Wisconsin Foundation (WFAA) Funds. Amounts in excess of the allowable per person limits or expenses for alcohol may be charged to Wisconsin Foundation and Alumni Association (WFAA) funds, if available.
- The overall payment/reimbursement made with both UW and WFAA funds **may not exceed** \$100/person, including tip. Reimbursement for wine using WFAA funds may not exceed \$50/bottle.
- **IMPORTANT:** Sales tax is NOT reimbursable when purchases are made in the state of Wisconsin
- **Documentation requirements:** to be reimbursed for hosted meals, traveler **MUST** include the following:
  - Itemized receipt showing both what was purchased and gratuity amounts
  - Event meal payment form and Official Functions form (if applicable)
  - List of attendees
  - Schedule, program, agenda, or any relevant correspondence verifying the occurrence of the event
  - Detailed business purpose

## AIRFARE

- All airfare **MUST** be booked using the **Concur** online booking tool or directly with an agent at **Fox World Travel**. Use of a third party online travel booking site (e.g. Travelocity) or booking directly with an airline is prohibited.
- Travel by air is limited to the lowest, logical, non-refundable, *coach/economy* class fare available
- Cost comparisons **MUST** be obtained by **calling** a Fox World Travel agent **at the time of booking** in the following circumstances:
  - **Indirect routing/extra stops/extra days for personal reasons:** Departing from and/or returning to a city other than Madison, Milwaukee or Chicago is reimbursable provided the fare is more cost effective for the UW, including parking, mileage, meals, additional overnight stays, etc.
  - **Departing earlier/returning later than business requires:** allowable to depart a day early and/or return a day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.
- **Associated fees:** If there is an additional cost, the traveler is responsible for paying them, with the below exceptions:
  - **Baggage:** The first piece of baggage within the airlines weight and size limits is payable/reimbursable. Costs for additional baggage beyond the first piece and overweight or oversized baggage may be payable/reimbursable with a business justification.
  - **Aisle, Window or Exit Row Fees:** Additional fees associated with booking a coach/economy aisle, window or exit row seat at check-in or at the gate are payable/reimbursable. This is not to be confused with fare class upgrades to economy plus/economy comfort, which are not allowed.
  - **Change/Cancellation Fees:** Fees charged for changing a non-refundable ticket are payable/reimbursable if justified by circumstances outside of the traveler's control (i.e. meeting dates changed).
  - **Booking Fees:** Travel agency and online booking fees are payable/reimbursable.
- Airfare purchases and reimbursement requests must be supported by an e-Receipt from Fox World Travel

## MEALS/PER DIEMS

- Per diem calculator: M&IE per diem allowance for a specific location during specific dates of travel, access the UW TravelWise Lodging & Per Diem calculator: <https://uw.foxworldtravel.com/rate-calculator/> (cont. >>)

- Individual Meal Per Diems
  - Travelers will be reimbursed 75% of the per diem allowance on their first and last days of travel.
  - The University will **not** reimburse travelers for meals *provided by another source* (e.g. lunch included in a conference registration fee). The traveler's per diem allowance is reduced 20% for a provided breakfast, 30% for a provided lunch and 50% for a provided dinner.
  - Travel that does not include an overnight stay will be limited to a tax reportable **day trip meal allowance** of \$15 per day. No day trip meal allowance will be paid if the traveler receives any provided meals
  - **\*\* Hotel complimentary breakfasts or meals provided as part of an airline ticket do not require a deduction**
- For each location, the M&IE per diem **includes** an allowance for specific *incidental* expenses (for *contiguous US locations, \$5/day; for foreign locations, rates vary by place*)
  - Tips give to restaurant staff, baggage handlers, housekeeping or other service staff
  - Transportation between places of lodging or business to obtain meals
  - Phone calls (business or personal)
  - Internet fees (personal)
  - Laundry, dry cleaning or pressing of clothing
  - Bottled water
- Receipts are NOT required for M&IE per diem allowance

## CAR RENTALS & PERSONAL VEHICLE MILEAGE

- **All** University employees who drive while in travel status - whether utilizing a personal vehicle, fleet vehicle, or rental vehicle - **MUST** be authorized to drive by UW-Madison Risk Management (*link found on back*)
- **Personal Vehicle Mileage:** travelers may be reimbursed for mileage in certain situations **ONLY IF** they provide Google Maps/MapQuest map of the trip. The map **must** include origin AND destination addresses (only specifying city to city is not acceptable documentation)
  - Specific situations where personal mileage is reimbursable can be found by going to: <https://businessservices.wisc.edu/documents/314-vehicle-use-rental-policy/>
  - Mileage will be reimbursed with the following rates: trips <300 miles roundtrip will use the standard rate (\$0.58/mi); trips >300 miles roundtrip will use the turndown rate (\$0.375/mi)
- **Car rentals:** Travelers **MUST** use the Big Ten Alliance Contract with Enterprise and National Car rental when renting a vehicle for business use (cont. >>)

- If **NEITHER** Enterprise or National is available in the location, the State of Wisconsin Contract with Hertz **must** be used
- A non-contract vendor may be used as a last resort if none of the other options are available
- Travelers **MUST** book rental vehicles through **Concur** when using the Big Ten Alliance or State of Wisconsin contracts. If Enterprise, National or Hertz do not serve a particular location and another vendor must be used, travelers are encouraged, but not required, to use Concur
- Personal use of the Big Ten Alliance contract is permitted, but reservations must be made through the personal use portal
- Travelers are responsible for refueling the rental vehicle prior to returning it. The cost of vendor refueling of rental vehicles or prepay fuel packages will **not** be reimbursed. Receipts are required for all gasoline reimbursements.
- Other equipment and services (e.g. GPS, satellite radio, roadside assistance protection) will **not** be reimbursed by the University
- If using Big Ten or State of Wisconsin contracts, collision and liability insurance are included. Any additional insurance coverage purchased by the traveler will NOT be reimbursed (\*\*international rentals vary by location)
- If using non-contract vendors, CDW and LDW insurances **MUST** be purchased
- **IMPORTANT:** Rental agreement showing the contract that was used and an itemized receipt *must* be submitted in order to ensure reimbursement

## 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
- Lodging at unlicensed facilities such as Airbnb and VRBO is **non-payable/reimbursable**. Use of internet based lodging brokers or third party sites (e.g. Expedia, Hotels.com, Kayak, Priceline, Hotwire) is **prohibited**
- UW has contracts with various hotels in many locations, providing cost-saving opportunities. Rates are only available when booking through Concur or calling FWT
- If more cost effective rates are available outside of Concur/Fox World Travel, travelers and travel arrangers may reserve lodging directly with a lodging property or, for external conference reservations, with a conference service/site (cont. >>)

- Actual lodging expenses are payable/reimbursable up to the **maximum nightly rate** for that date and location. If lodging cannot be found within an allowable maximum, traveler may select a lodging option which meets the business need and exceeds the allowable maximum, provided a cost comparison from Concur is included. Lodging calculator can be found here: <https://uw.foxworldtravel.com/rate-calculator/>
- Attending non-UW conferences may exceed the lodging rate for the location IF they are staying at a conference hotel. This option must be supported by documentation that verifies the location (e.g. conference brochure)
- In order to be reimbursed for lodging, an **itemized receipt** showing a \$0.00 balance is required.
- **Shared lodging:** if sharing a room with another UW business traveler, expense for a standard, double occupancy room is OK if the rate is the same as a single occupancy room or is the same or less than 2x a single occupancy room. **Each traveler must obtain a separate itemized receipt showing payment for half of the accommodations and a \$0.00 balance.**

## MISCELLANEOUS

- All tips to service workers (waiters/waitresses, taxi/shuttle drivers, etc.) are reimbursable **UP TO 20%**
- Conference registration fees: itemized receipts and business justification for attendance is required for reimbursement (optional events w/o business reason and guest registrations are not reimbursable)
- All expenses not directly related to the reason for travel (e.g. travel connectivity fees, books, supplies, etc.) require itemized receipts AND a business purpose
- Uploaded receipts **MUST** be legible and clear. Incomplete or illegible receipts or documentation will require the report be sent back for correction and cause a delay in report approvals
- Receipts or documentation written in a foreign language must be translated to English, or an explanation of what was purchased must be included in English to accompany the document.
- **ALWAYS** upload a schedule, agenda, or program for attendance at any event. If a detailed program is not available, include any invitation or correspondence verifying the occurrence of the event.