

UW/GRANT FUNDED TRAVEL REGULATIONS

EACH INDIVIDUAL must complete the required travel forms. These forms include: Request for Travel or Employee Development Authorization and Travel/Expense Report.

TRAVEL/EXPENSE REPORTS are used for payrolled UW–employees to submit expense records for reimbursement. A web-based travel and expense reimbursement system is used for this process (e-Reimbursement). To access e-Reimbursement, users must have a NetID and Password and be setup in HRS. Travel/expense reports are accessed through your personal MyUW campus portal. The processes/forms are located under MyUW/Services/Employee Financial Resources. With this system, travel and expense reports are submitted, approved and paid electronically. **A printed copy of the expense report and all applicable attachments are to be submitted to the DFM Purchasing Agent for approval.** Additional information regarding e-Reimbursement is available at: <http://www.bussvc.wisc.edu/acct/e-re/index.html>.

REGISTRATION: Register as far ahead as possible. The registration receipt must be submitted showing a -0- balance with the Travel Expense Report. The traveler must also submit a copy of the conference announcement or program reflecting the training/conference dates and location. If available, the registration fee may be paid using a UW issued Purchasing Card (P-card).*

TRANSPORTATION: Coordinate your own transportation and lodging arrangements. Mileage rate for personal vehicle use is .51 cents per mile for round trip mileage less than 300 miles and .352 cents per mile for round trip mileage over 300 miles. For air travel, an airline invoice showing payment and travel itinerary are required for reimbursement. Airline travel may also be paid using a UW P-card.*

LODGING: An itemized lodging receipt reflecting a -0- balance is required for reimbursement. Reimbursement maximums for lodging are \$70 for in-state (\$80 for Milwaukee, Waukesha and Racine counties). Out-of-state maximums can be viewed at <http://www.uwsa.edu/fadmin/travel/2013lodgingmax.pdf>. If requesting reimbursement beyond the maximum allowed, justification must be provided in the detail section of the expense report.

MEALS: meals are reimbursed on a per diem basis. In-state meals: \$8 breakfast, \$9 lunch, and \$17 dinner. Out-of-state meals: \$10 breakfast, \$10 for lunch, \$20 for dinner. Receipts are not required for meal reimbursement.

To be reimbursed for breakfast, you must depart prior to 6:00 A.M.

To be reimbursed for lunch, you must depart prior to 10:30 A.M. and return after 2:30 P.M.

To be reimbursed for dinner, you must depart prior to 6:00 P.M. and return after 7:00 P.M.

RECEIPTS: receipts are required for all expenses exceeding \$25. All receipts submitted with an expense report must be in the traveler's name.

TIME OF DEPARTURE AND RETURN: Must be reported on your Travel and Expense Report in Central Standard Time.

*UW P-card is a Visa card issued by US Bank, assigned to a specific UW employee and tied to University funding. When submitting a travel expense report, any pre-paid expense should be included on the expense report to reflect the total cost of the travel. Check with your program supervisor regarding this option.