



## Administrative (Non-Clinical) Policy

This administrative policy applies to the operations and staff of the University of Wisconsin Hospitals and Clinics Authority (UWHCA) as integrated effective July 1, 2015, including the legacy operations and staff of University of Wisconsin Hospital and Clinics (UWHC) and University of Wisconsin Medical Foundation (UWMF).

**Policy Title: UW Health Travel & Reimbursement Policy**

**Policy Number: 1.14**

**Effective Date: July 1, 2017**

**Chapter: Administration**

**Version: Revision**

### I. PURPOSE

This document provides guidelines and procedures for employees incurring business travel and other expenses on behalf of UW Health and sets the following objectives:

- A. Ensure employees have a clear and consistent understanding of policies and procedures related to business travel.
- B. Ensure compliance with government regulations.
- C. UW Health reimburses employees for expenses they incur that relate to their employment with UW Health. Reimbursable expenses must adhere to IRS rules on allowable business expense deductions. UW Health operates an Accountable Plan for the reimbursement of these expenses. The following three conditions must be satisfied to be eligible for reimbursement:
  1. There must be a business connection for the expenses;
  2. The employee must either substantiate or be deemed to have substantiated the expenses and;
  3. The employee must return to the employer amounts in excess of the substantiated expenses.
- D. Employees should seek approval from their department and/or manager to determine whether expenses will be reimbursed before they are incurred.
- E. This policy does not cover University of Wisconsin expenses that should be reimbursed through the UW Madison e-Reimbursement system and charged to a UW Madison fund/project. Please reference the UW Madison Travel policies for these types of expenses.
- F. Employees of the School of Medicine and Public Health or other UW Madison entities who have travel or reimbursement funded through UWHCA or UWMF are expected to comply with these guidelines for that travel and/or reimbursement, as long as it does not require them to violate any relevant UW Madison policies.
- G. This policy has been authorized by Executive Management and applies to all UW Health employees, the Board of Directors and Board Committee Members, candidates, speakers, and contracted employees.

### II. POLICY ELEMENTS

- A. Responsibility and Enforcement
  1. Control of expenses is the responsibility of each Department Head or Vice President.
  2. Employees incurring a business expense on behalf of UW Health, and those responsible for the approval of these expenses, are expected to use these measures to maintain control over expenses. There is no substitute for individual integrity.

3. Should a policy exception occur, the approver is to acknowledge such exception specifically on the expense reimbursement form and approval of a UW Health Vice President, Senior Vice President or President, UWMF will be necessary.

## B. Travel Guidelines

### 1. Travel/Trip Pre-Authorization

All business trips shall be discussed with and pre-approved by the employee's supervisor to ensure the benefits of the trip are justified in relation to the time and expense required prior to the travel/trip. Employees should consider whether alternate meeting options could satisfy the objectives in lieu of travel (teleconference, webinar, etc.). It is up to each department to determine how formal or informal such pre-approval shall be for that department.

### 2. Key Personnel Awareness

The hazards of travel warrant concern regarding joint travel by key personnel on airplanes or when using ground transportation. To ensure UW Health operating effectiveness, consideration should be given to the number of personnel traveling on the same commercial aircraft or ground service.

### 3. Reimbursement Process

- a. To receive reimbursement travelers should submit an Expense Report through Concur that is electronically signed by the employee and their immediate supervisor or their designee. (Designee must be consistent with requirements in Section B.5.d.) Reimbursement requests should be submitted within 90 days of when the purchase was made (or the end date of the conference if applicable) or when the expense was incurred and in the current fiscal year, or the request may be denied. Every effort should be made to capture the expense in the fiscal year in which it was incurred. It is recommended that reimbursements be limited to two per month. Multiple trip expenses may be included on an expenses report.
- b. Reimbursements to employees for Legacy UWHC are done through payroll. Reimbursements to employees for Legacy UWMF will be direct deposited into the employee's designated bank account. If the employee does not have a direct deposit, a check will be issued. It is the employee's responsibility to verify banking information.
- c. UW Health will only reimburse expenses incurred by the employee requesting the reimbursement. An employee may not be reimbursed for expenses of another employee for such things as parking spaces, airfare for conference attendance, etc. However, when several UW Health travelers dine together, one employee may obtain a receipt for the group or each may obtain a receipt for the portion of the meal that corresponds to his or her expense. If one employee pays for a meal, he or she should list on the receipt the names of those present. See Section III.d.1 for information on sharing hotel rooms.

### 4. Documentation Requirements

- a. Employees must substantiate the expense by providing documentation; proof of payment; attesting that the expense has not been reimbursed from another source and that the expenses are legitimate business expenses.
- b. Itemized receipts are required. The credit card signature slip is not adequate documentation as it does not indicate what has been actually purchased (i.e., food, etc.) A copy of a canceled check can also be used as proof of payment.
- c. Receipts must be attached to the completed expense report. The expense report should itemize all expenses incurred on a daily basis.
- d. If employee went to a conference, the employee must provide pages from the brochure that shows the name of the conference, where it was held, the date(s) of the conference and the conference agenda.

- e. Claims for reimbursement should clearly state the purpose; and when applicable, the dates, location and attendees.
  - f. Reimbursement for rental cars should include a copy of the rental contract.
  - g. Back up documentation must be included with all check requests. Check Requests must also contain complete address information as well as the proper coding and approval.
  - h. For non-employee vendors, a completed W-9 and verification of the OIG Exclusion Check must accompany the reimbursement request. If you are retaining an entity or entering into a new contract you are required to perform the OIG exclusion check for the entity prior to contracting for any services. An entity cannot be set up as a new vendor until this check process has been completed. For more information, please refer to the OIG Exclusion Checks policy or the OIG website at <http://exclusions.oig.hhs.gov>.
5. Approvals
- a. All reimbursements must be submitted by the employee and have supervisor approval for the expense report.
  - b. The approver is responsible for verifying that the expenses are for legitimate business purposes in compliance with these policies and for monitoring and approving travel and business expenditures against funds availability.
  - c. Exceptions to this policy must be submitted with written/electronic documentation and approved by the department head or vice president.
  - d. UW Health executive expenses must be approved by their supervisor or other executive at or above the level of their supervisor, or in the case of the CEO, by the Chief Administrative Officer. UW Health Department Chairs must have their expenses approved by the President of UWMF or his/her designee as long as that designee is an executive level employee.
6. Methods of Payment
- a. Company Issued Corporate Travel Card  
See Administrative Policy 11.30, Use and Oversight of Departmental Purchasing Cards.
  - b. Use of Personal Funds – Cash and Credit
    - i. It is generally preferable to use an individual corporate credit card, the corporate credit card on file with the UW Health contracted travel agency or other Company payment type when available. Personal credit cards may be used however, reimbursement for expenses charged to a personal credit card will not be reimbursed until the travel has occurred.
    - ii. The payment type for transactions made with a personal credit card should be recorded as CASH on the expense report.

### III. PROCEDURE

#### A. Travel Reservations

##### 1. Reservation Booking Policy

For the purpose of securing airline, hotel and car rental reservations, employees are expected to take the least costly fare offered that realistically meets business scheduling needs through Concur. Employees have the option of booking directly on-line through Concur or with a travel agent at the contracted travel agency for UW Health. For domestic reservations within 72 hours of departure or when traveling to international destinations (excluding Canada/Mexico), the UW Health contracted travel agency should be used. Commercial internet sites (e.g. Travelocity, Expedia) are not to be used and airfare, hotel and car rental booked through any method other than Concur or the UW Health contracted travel agency will not be reimbursed, with the exception of conference hotels.

- a. Concur can be accessed through Single Sign On (SSO) via the Quick Links page or by searching Travel & Reimbursement within U-Connect.

## B. Airline Travel

A designated Corporate Credit Card will be on file with the UW Health contracted travel agency which can be used for all employees airfare. Employees can also use a personal credit card and request reimbursement however, reimbursement will not be made for airfare booked on personal credit cards until the travel has occurred.

### 1. Airline Booking and Reimbursement Guidelines

- a. Tickets should be purchased at least 14 days in advance.
- b. Flights are expected to be booked in Coach class.  
Booking flights other than Coach class require pre-approval by a Vice President or Senior Vice President for staff, or the President of UWMF or his designee for faculty.
- c. Employees are expected to purchase the least expensive logical airfare available at the time of booking including non-direct flights and alternate airports. Explanation during the booking process will be necessary when the airfare purchased is \$100 or more than the least expensive available airfare.
- d. For reimbursement for international (excluding Canada and Mexico) travel, employees are allowed two days prior and two days subsequent to the business event as "business travel". For domestic travel, one day of "business travel" is allowed before and after the business event.
- e. Use of personal private aircraft for company business is not permitted and will not be reimbursed.
- f. Employees are expected to use discretion when selecting parking options at airports. Generally, the traveler should use the most economical parking option unless there are mitigating circumstances (e.g. weather, safety, etc.).

### 2. Non-reimbursable Commercial Airline Fees

Non reimbursable items include, but may not be limited to:

- a. Fees for a specific type of seat (i.e., bulk-head, window, exit row, aisle) unless due to documented medical necessity.
- b. Early boarding or pre-boarding fees.
- c. Fees associated with upgrades for purchase.
- d. Fees associated with airport security clearance programs (i.e., TSA Pre-check/Global Entry).
- e. Fees associated with travel club or Red Carpet dues.
- f. Fees associated with airline affinity program upgrades.
- g. Expense associated with alcoholic drinks or on-board movies or other on-board amenities. (On board internet can be reimbursed if there is a documented business need.)
- h. Tickets, fees or other expenses associated with personal travel.
- i. Fees to change a ticket for personal reasons.
- j. Fees for cancellation insurance.

### 3. Unused and Changed Tickets

Unused airline tickets purchased within company guidelines (Concur or UW Health Travel Agency) will be reimbursed if there was a business reason the ticket was not used or changed, i.e. provider needed to cover in clinic or a documented family emergency (such as a death in immediate family, sudden illness of employee or member of the immediate family.)

Unused tickets purchased elsewhere will not be reimbursed until the ticket has actually been used.

- a. Non-refundable ticket - When a non-refundable ticket is reusable, the Concur profile of the original passenger will store the unused ticket information for reuse

until 2 months prior to the expiration date determined by the carrier. It will then be placed into a ticket pool to be used at the discretion of the Company to mitigate loss. (See Exchanged Ticket below.)

- b. Refundable ticket - The value of the ticket is credited back to the original form of payment by the airline. This process could take up to 60 days. Employees should request reimbursement for the original purchase and then add the subsequent credit received on a future expense report.
  - c. Unused ticket credits are stored in the Concur Travel Profile of the original passenger. Concur electronically monitors when to apply a credit to a new reservation. When this takes place, the electronic invoice (eInvoice) will include information about the additional charge, if any, that was incurred to reuse the credit.
4. Luggage Fees  
Airline imposed checked luggage fees are reimbursable for the first piece of luggage. Additional luggage fees may be reimbursed if there is a documented business or medical need for the additional luggage.
5. Frequent Flyer/Personal Airline Credits
- a. Frequent flyer miles/points or companion tickets are not to be used for business travel.
  - b. Unused personal tickets are not to be used for business travel. If they are used, they carry no value and therefore, no reimbursement is allowed.
6. Combining Business Travel and Personal Travel  
Occasionally, an employee may combine personal travel with a business trip. When this occurs the following applies:
- a. The primary purpose of a trip is determined by looking at the facts and circumstances of each case. An important factor is the amount of time you spent on personal activities during the trip as compared to the amount of time spent on activities directly relating to business. If your trip was primarily for business and, while at your business destination, you extended your stay for a vacation, made a personal side trip, or had other personal activities, you may submit only your business-related travel expenses for reimbursement. These expenses include the travel costs of getting to and from your business destination and any business-related expenses at your business destination.
  - b. If your trip was primarily for personal reasons, such as a vacation, the entire cost of the trip is not an allowable business expense. However, you may be able to be reimbursed for expenses you have while at your destination that are directly business related.
  - c. A trip to a resort may be a vacation even if the promoter advertises that it is primarily for business. The scheduling of incidental business activities during a trip does not create a business trip. To qualify for a business purpose, over 50% of the agenda must be for business. Conferences on cruise ships are not reimbursable.
  - d. The rules for foreign travel are particularly complex. The amount of allowable travel expenses for foreign travel is linked to how much of the trip is business related. Generally, an employee can be reimbursed for all of his or her travel expenses of getting to and from the business destination if the trip is entirely for business.
  - e. In certain cases, foreign travel is considered entirely for business even if the employee did not spend his or her entire time on business activities. For example, a foreign business trip is considered entirely for business if the employee was outside the U.S. for more than one week and he or she spent less than 25 percent of the total time outside the U.S. on non-business activities. Other exceptions exist for business travel outside the U.S. for less than one week and in cases where the employee did not have substantial control in planning the trip.
  - f. For further details on allowable expenses, please reference IRS. Publ. 463.

- g. Calculation should be done comparing the airfare without personal travel plans against the airfare with personal travel plans. Airfare is reimbursed up to the cost of what the business ticket would have been without the personal portion. The cost savings and calculation must be documented on a Business/Personal Travel Cost Worksheet that must be included with the expense report. See Travel & Reimbursement in U-Connect to obtain the form and other related information. The employee's supervisor must approve any such trip combination in advance. In addition, the department may require other approvals for vacation, or other leave. Travel costs for spouse or other travel companions are not reimbursable unless medically documented as a necessity.
7. Charter Aircraft
- a. Chartering or renting other aircraft on behalf of UW Health is not permitted without written approval of a Senior Officer. The chartering company must provide the pilot and proof of insurance.

### C. Car Rental

1. Car Rental Booking Guidelines
- a. Car rentals should only be used for business purposes and only when more economical than a taxi or shuttle or driving a personal vehicle.
  - b. Car rental reservations must be made on Concur or through the UW Health Travel Agency to receive contract benefits with car rental vendors. Rentals not made on Concur or through the UW Health Travel Agency will not be reimbursed.
  - c. A mid-size vehicle is recommended for individual travel. A larger vehicle is acceptable when three or more UW Health employees are present.
  - d. For loss prevention and data protection, it is recommended a vehicle with a trunk is rented so items can be locked and out of sight.
  - e. Insurance coverage should be declined for all domestic and international rentals. If purchased, it will not be reimbursed. Refer to UW Health Administrative Policy 1.17, Motor Vehicle Policy.
  - f. Refueling prepaid options should be declined and will not be reimbursed.
  - g. Employees are expected to refuel prior to returning the rental car. This expense is reimbursable. If refueling is not possible, an explanation in the comment section of Concur should be included on the expense report.
  - h. GPS rental is acceptable when there is a business need.
  - i. Toll fees are reimbursable without a receipt since traveler may obtain a fee schedule online as verification. Toll pass fees are a personal expense, but invoices may be used as verification of business trip charges.
2. Rental Car Accidents/Tickets
- a. Driver/passengers should ensure their safety and well-being above all else.
  - b. Driver should contact local authorities and the rental car company immediately to complete the appropriate paperwork.
  - c. Rental car agency will request employment verification once claim has been initiated.
  - d. Employee should also contact UW Health Risk Management office per UW Health Administrative Policy 1.17, Motor Vehicle Policy.
  - e. Employees are responsible for any tickets including parking tickets that may be issued by local police while operating a rental vehicle.
3. UW Health Owned Vehicles
- a. Refer to the UW Health Administrative Policy 1.17, Motor Vehicle Policy.
4. Government Mobile Device Policy Awareness
- Due to various state laws regarding the use of a mobile device while operating a vehicle, employees are expected to know and understand the laws for each municipality.

#### D. Overnight Accommodations / Hotel

##### 1. Hotel Booking Guidelines

Employees will be reimbursed for moderately priced rooms at reasonable and convenient facilities.

- a. Hotel expenses will be allowed up to the single standard rate at the conference site hotel when attending seminars, classes, association meetings, conventions, etc. If the conference hotel is full, lodging at an alternate hotel recommended by the conference will be reimbursed up to the single standard rate at the conference hotel.
- b. Employees are expected to reserve the least expensive logical 3-star rating or higher hotel available at the time of booking. Hotel rates generally should be less than \$300 per night per room.
- c. Employees who share a room may allow one individual to pay the bill for that room and receive reimbursement. However, the name of all employees staying in the room should be noted in the reimbursement request. The total cost of the room should still stay within the \$300 per night per room guideline regardless of number of individuals staying in the room.
- d. Hotel expenses will not be reimbursed if the conference or other business meeting is within 50 miles of the employee's home unless the travel is for a multiday event.
- e. A complete, itemized hotel folio in the name of the employee showing a \$0.00 balance is required for reimbursement. A credit card receipt is not acceptable documentation.
- f. Room service in lieu of restaurant meal is allowed up to meal allowance (with appropriate back up documentation).
- g. Employees are responsible for understanding the cancellation policy of each hotel at the time the reservation is made and must cancel the reservation by the hotel policy deadline to avoid hotel imposed cancellation fees.
- h. Employees will not be reimbursed for hotel no-show charges in the event a hotel reservation is not cancelled by policy deadline unless there is a legitimate business need for the cancellation, i.e. provider needed to cover in clinic or a documented family emergency (such as a death in immediate family, sudden illness of employee or member of the immediate family.)
- i. Hotel reservation deposit is reimbursable at the time the expense is incurred subject to pre-approvals. Use the Hotel Deposit expense type when completing the expense report.

##### 2. Long Term Temporary Housing

- a. Long-term housing is defined as a stay of at least 30 days, but less than 12 months.
- b. UW Health may have contracted with a vendor who specializes in long term housing at a reduced rate.
- c. If a department chooses to rent an apartment instead of utilizing the preferred vendor, the contract for the apartment rental must be sent to the Corporate Accounting department and a copy must be attached to the expense report.

#### E. Meal Guidelines

##### 1. Business Meetings and Overnight Travel

- a. Business Meeting Meal Expense: Employees will be reimbursed for reasonable actual cost of meals (breakfast, lunch, and dinner) for business meetings. Request for reimbursement must include:
  - i. A list of those attending the meeting
  - ii. The purpose of the meeting (agenda)
  - iii. Itemized receipts (a credit card receipt alone is not sufficient).

Alcohol included with business meeting meals is not reimbursable except for recruiting dinners or at other events where approval has been requested in advance as outlined in the UW Health Alcoholic Beverage Policy or the appropriate UW Madison policy. (Departments may want to check specific requirements for meals funded through grants. Most grants prohibit reimbursement for alcohol.)

- b. Travel Meal Expense: Meal expense (breakfast, lunch, dinner) is reimbursable. Alcohol may be included with business travel meals however, the total cost of the meal cannot exceed the rates listed in III.e.1.c. (Departments may want to check specific requirements for meals funded through grants. Most grants prohibit reimbursement for alcohol.)
  - c. For business travel, UW Health will only reimburse for the actual cost of the meal with appropriate detailed receipts. Total reimbursement will not exceed \$70.00 per travel day for both domestic and international travel. Meals included in the cost of lodging or registration fees are not reimbursable.
  - d. Meals for non-business associates (i.e., spouse, life partner or children) will not be reimbursed except for a unique event such as a recruitment dinner or other occasional function approved by senior leadership of the department.
  - e. Tips for meals should not exceed 20%.
  - f. When several travelers dine together, one employee may obtain a receipt for the group or each may obtain a receipt for the portion of the meal that corresponds to his or her expense. If one employee pays for a meal, he or she should list on the receipt the names of those present.
2. Meals without Overnight Travel
- a. Business lunches: A business lunch may be reimbursed if the employee is at a business meeting with a business associate, customer or client. The reimbursement request must include the purpose of the meeting, a list of those in attendance, and an itemized receipt.
  - b. Working Lunch: In-house working meals provided for the convenience of and to benefit UW Health may be provided when authorized by the chair of the meeting. Providing the working meal allows staff to be more efficient. The purpose of the working meeting and a list of those in attendance are required for reimbursement.
  - c. Meals while traveling are not reimbursable unless there is an overnight stay. IRS regulations state an overnight stay is recognized when it is necessary for you to stop for substantial sleep or rest to properly perform your duties while traveling away from home on business.
  - d. Meals for an employee away from his/her primary work site but in the area attending a conference, job fair, benefits fair, or at another UW Health location are not reimbursable.
  - e. There are two exceptions for OPO and Transplant.
    - i. For OPO, claims for meals shall be reimbursed at actual cost not to exceed \$15 per day when traveling outside the Madison area, Monday through Sunday, leaving before 7:00AM and/or returning after 7:00PM. Meals need to be purchased during the actual time of travel to be reimbursed. Employees must submit itemized receipts, travel purpose and time of departure/arrival back to Madison.
    - ii. For Transplant, the same rules apply above when traveling, Monday through Friday, for outreach clinic patient care. Meals will be reimbursed under same guidelines above, for extenuating circumstances of continuous, on-site (not at the UWHC OPO office or OPO Staff home) call shifts that exceed 12 hours.
    - iii. Amounts reimbursed for these two exceptions are taxable income to the employees.



## F. Mileage Reimbursement

1. UW Health will reimburse employees for the use of their personal automobile based on IRS guidelines at a per mile rate times the actual miles driven for business purposes. The mileage rate is preloaded into Concur. UW Health Employees who drive their personal vehicles between worksites, for conferences, meetings, and other work related business will be reimbursed for parking, tolls and mileage in excess of normal commuting costs to and from their assigned office location. Mileage will be reimbursed at the current Federal Business Mileage Rate.
2. Employees choosing to drive to a location in lieu of the cost of flying (and associated costs of car rental, taxi, airport parking) will be reimbursed up to the associated costs of flying if that is less expensive.
3. All mileage driven in excess of what would normally be traveled to and from one's official office/location is reimbursable. An official office/location is defined as a company defined building for non-remote employees or a home/mobile office for remote employees. Employees using personal cars on UW Health business (such as travel to other UW Health locations or business locations other than the individual's assigned work location where there is no overnight stay) are reimbursed for costs (mileage, parking, and tolls) in excess of normal commuting costs to and from their assigned office location. Normal daily commuting expenses--including taxi, train, or bus fare; tolls; parking; and mileage to and from the employees' assigned work location--are not reimbursable. If an employee's work location varies, this still applies. If an employee travels to a meeting at the beginning of the work day, or the end of the work day without stopping at his/her assigned work location, the employee would deduct his/her normal commuting trip to determine the allowable mileage. If an employee is required to attend a meeting on a non-scheduled work day, the day of the meeting becomes a scheduled work day and no mileage reimbursement is allowed. The employee would be paid for the actual hours worked.
4. For employees with frequent mileage claims, a monthly log (including date, destination, business purpose, and miles driven) may be used and filed as an attachment to the expense report.
5. Employees driving their own personal vehicle to conduct UW Health business are covered by the corporate liability insurance policy but only in excess above the liability coverage on the private vehicle itself. Refer to the UW Health Motor Vehicle Policy 1.17.
6. Employees are responsible for any tickets (parking or other tickets issued by police or University Department of Transportation) while driving for business purposes. Damage to personal vehicles while on UW Health business is not reimbursable.
7. Occasionally employees travel for non-routine events such as funerals, retirement parties, etc. for current or former employees or their families. Employee should obtain advance approval at the Vice President/Senior Vice President/Department Chair level to be reimbursed for travel expenses to/from such event.

## G. Miscellaneous Travel Expenses

1. Conference Registration Fees
  - a. Registration fees associated with conferences/seminars/meetings are reimbursable at the time the expense is incurred.
  - b. Employees are responsible for late registration fees.
  - c. Conferences must be for business purposes. Conference costs determined to be primarily for pleasure or other personal benefit will not be reimbursed.
  - d. Employees are expected to take advantage of early pay discounts.
2. General Ground Transportation

The most inexpensive mode of ground transportation should be used -- preferably public transportation, i.e., shuttle service or taxis. Receipts are needed for cab fares.

3. Gratuities  
Reasonable tipping is reimbursed, but limited to 20%. Hotel tipping is limited to \$2 per day and \$10 in total per stay. Airport porter tipping is limited to \$2 per day per bag (if extra luggage is business approved.)
4. Hotel/Airline Internet Fees  
Hotel and airline internet access fees are an allowable expense when used for business purposes.
5. Laundry  
Laundry expenses for the business portion of a trip longer than five (5) business days are reimbursable.
6. Travel Expenses Reimbursed by Others
  - a. It is not permissible for any travel expense, other than entertainment expense as allowed by the Code of Conduct, to be paid by a vendor or prospective vendor without the approval of the employees designated Senior Officer. This includes site visits or other travel to inspect a vendor's product.
  - b. A professional association or other group may pay travel expenses incurred by an employee when the employee is performing a service for that group (e.g., teaching, speaking, etc.). If in doubt, please refer to UW Health Code of Ethics policies.

H. **Expenses that are NOT reimbursed include**, but are not limited to the following:

1. Any expense not allowable as a tax deduction under the Internal Revenue Code (www.irs.gov Publication 535 – Business Expenses).
2. Expenses reimbursed from another source (receipts must include reimbursement request).
3. Expenses paid for another employee.
4. Expenses without an itemized receipt.
5. Personal daily meals during the workday or on-call shift unless traveling overnight on business.
6. Normal daily commuting expenses--including taxi, train, or bus fare; tolls; parking; and mileage to and from the assigned office/clinic location and home--are not reimbursable. Individuals using personal cars on UW Health business are reimbursed for costs (mileage, parking, and tolls) in excess of normal commuting costs to and from their assigned office/clinic location. Personal expenses are not reimbursable. Examples include: child care, movie rentals, newspapers, books and magazines.
7. Travel advances.
8. First class airfare on any flight; and Business class airfare on domestic and flights to/from Canada and Mexico.
9. Cruises.
10. Airfare or hotel purchases using “points”.
11. Expenses for spouse, life partner, or family travel expenses.
12. **Gifts of cash and cash equivalents, i.e. gift cards no matter what the dollar amount are not allowed** as the gift would be considered taxable income to the gift recipient.
13. Expenses for traffic tickets, parking and moving violations, penalties, fees or fines.
14. Country club dues.
15. Personal expenses.

I. Visitors

1. Candidate Interview Expenses  
Prospective faculty and staff members may be reimbursed for travel expenses incurred in connection with an employment interview with UW Health. Reimbursement should be requested on a Travel Reimbursement Memo. The purpose of the visit and the relationship to the UW Health must be explained on the form. The applicant’s home address and social

security number are required for reimbursement. Applicant interview candidates must conform to travel, meal and lodging maximums and receipt requirements.

2. Visiting Lecturers

Divisions/departments may authorize reimbursement to visiting lecturers for expenses incurred in connection with their travel to the UW Health. Travel expenses for a visiting lecturer should be processed using the Travel Reimbursement Memo. A department Assistant can process the reimbursement memo on behalf of the visiting lecturer. The purpose of the visit and the relationship to the UW Health must be explained on the form. For payment of an honoraria or lecture fee, a completed W-9 and verification of the OIG Exclusion Check must accompany the reimbursement request. An honorarium or lecture fee cannot be donated to a charitable organization. The fee must be issued to the speaker and or the speaker's employer. The fee is considered taxable income for the speaker and reportable on an IRS Form 1099.

3. Other Official Visitors

Divisions/departments may authorize reimbursement to other official visitors for expenses incurred in connection with their travel to the UW Health. Expenses for official visitors should be processed using a Travel Reimbursement Memo. The purpose of the visit and the relationship to the UW Health must be explained on the travel form. The visitor's home address and social security number are required for reimbursement of travel expenses. If the official visitor is receiving a reimbursement for services, a W-9 and verification of the OIG Exclusion Check must accompany the reimbursement request.

4. External Consultants and Independent Contractors

Consultants and independent contractors, by definition, are separate business entities and the costs of travel performed under the terms of their engagement must be negotiated and included as part of the total consultant contract fees. Consultants are responsible for maintaining their own records of expenditures incurred related to those fees earned. For payment of fees, a completed W-9 and verification of the OIG Exclusion Check must accompany the reimbursement request. For additional information please review the UW Health Consultants & Contractors policy 1.32. Consultants and independent contractors are expected to follow all UW Health travel policies for hotel, airfare, meals, etc.

## **IV. FORMS**

See Travel & Reimbursement in U-Connect to obtain all related forms.

## **V. REFERENCES**

A. Alcoholic Beverages

See UW Health Administrative Policy 1.23, Alcoholic Beverage Possession & Consumption at UW Health.

## **VI. COORDINATION**

Sr. Management Sponsor: Chief Administrative Officer

Author: Corporate Travel Coordinator

Reviewer: Chief Human Resource Officer, VP Finance

Approval Committee: UW Health Administrative Policy and Procedure Committee

**SIGNED BY**

Elizabeth Bolt  
UW Health Chief Administrative Officer

Revision Detail

Previous revision: 01/01/2015

Next revision: 07/01/2020



# Department of Family Medicine and Community Health

UNIVERSITY OF WISCONSIN  
SCHOOL OF MEDICINE AND PUBLIC HEALTH

## AUTHORIZATION FOR TRAVEL OR EMPLOYEE PROFESSIONAL DEVELOPMENT

\*NOTE: This form is for use by faculty, APPs, or staff

Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_

No. of working days: \_\_\_\_\_

Purpose of Activity (conference title, group, etc.): \_\_\_\_\_

Location of activity: \_\_\_\_\_ \*\*international approval - start with HR

### Request for Time Away:

- Regular work time
  - Leave with pay (vacation, etc)
  - Leave without pay
- The Department/Clinic calendar has been checked and conflicts resolved?  
 Yes  No

### FUNDING:

#### UWMF

Contact: Angie Stojanovich-Doyle

- CME/Professional Development
- Dept. Program Funds  
Coding: \_\_\_\_\_  
Name: \_\_\_\_\_
- Chair Discretionary Funds

#### UW

Contact: Julia Smith

[UW Policy Cheat Sheet](#)

- UW Grant Travel Funds  
Project: \_\_\_\_\_  
Name: \_\_\_\_\_
- Dept. Program Funds  
Coding: \_\_\_\_\_  
Name: \_\_\_\_\_

<i>Total Estimated Expenses</i>	
Registration Fee	\$
Lodging	\$
Meals	\$
Airfare or Mileage	\$
Other	\$
<b>Total</b>	<b>\$</b>

*\*Submit this form to your Supervisor or Project Manager who will route it to the Pool Manager (if staff CME) then to Finance\**

### APPROVAL SIGNATURES:

#### 1) SUPERVISOR APPROVAL:

- Approved as requested
- Approved as modified: \_\_\_\_\_
- Denied

Reason for denial: \_\_\_\_\_

Printed Name of Supervisor or PI/delegate \_\_\_\_\_

Signature of Supervisor or PI/delegate \_\_\_\_\_ Date \_\_\_\_\_

#### 2) POOL MANAGER'S APPROVAL (staff CME only) (Skip this step if you are a Physician or APP)

- Request granted
- Request rejected

Comment: \_\_\_\_\_

Printed Name of Pool Manager \_\_\_\_\_

Signature of Pool Manager \_\_\_\_\_ Date \_\_\_\_\_

#### 3) REVIEWED BY FINANCE

Printed Name of Financial Specialist (Angie or Julia) \_\_\_\_\_

Signature of Financial Specialist \_\_\_\_\_ Date \_\_\_\_\_

Disclaimer: Based on all info available to Finance.

NOTE: Must submit this form with related reimbursement request(s).