

## GENERAL POLICY

The information contained in this document is only a summarization of UWM Travel Policy. Refer to the Travel Section of the UWM Administrative Services Manual for more details concerning travel and for directions on report preparation. Find it and many other resources on the web at <http://www.bfs.uwm.edu/depts/travel.htm>.

**It is required that an institutional liability purchasing card (PCard) be used for all reimbursable airline tickets that are arranged by State employees. Employees have the option of utilizing the state-provided personal liability US Bank Visa Travel Card (TCard) to purchase airline tickets, but reimbursement for these tickets may not be made until after the trip has been completed.**

**Please contact your Unit Business Representative (UBR) for the charge card procedures specific to your School/College/Division.**

Employees in travel status are expected to exercise good judgment when incurring travel costs. Reimbursement should not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or which will be reimbursed from any other source in the future. Any reimbursement, which is received from another source after reimbursement has been received from UWM, shall be deposited back to the same funding source initially charged for the expense. The employee's supervisor must personally approve travel claims of all employees.

**A Travel Expense Report (TER) must be filed with the Travel Office for all travel expenses, regardless of how they were paid or whether a reimbursement is claimed.**

## WISCONSIN TAXES

Anyone on University business is exempt from paying Wisconsin Sales and Use taxes, including local tax and taxes on meals, lodging and car rentals under §77.54 (9a), Wisconsin Statutes, and should avoid such by furnishing the retailer with written documentation stating they are traveling on UWM business. The UWM state tax exemption number is ES40706 and the IRS federal exemption number is 39-73-1021-K. State tax exemption cards are available from the Travel Office. **You should not pay taxes in the State of Wisconsin when on University business!**

## INTERVIEW CANDIDATES & OTHER NON-EMPLOYEES

Applicant interview candidates must conform to travel, meal and lodging maximums and receipt requirements as outlined in UW Travel Regulations. For other non-employees, adequate accounting to UWM is identified as follows:

Lodging: must be single rate with original itemized receipt.

Airfare: must be other than first or business class, with original or photo copy of passenger coupon or e-ticket provided.

Mileage: not to exceed maximum allowed for UW employees.

Car Rental: must be mid-size or smaller with original receipts.

Meals: must conform to state meal maximums.

Miscellaneous: must be UW business related and supported by receipts.

## TAXI AND LIMOUSINE

Reasonable charges for taxi or limousine service are reimbursable. However, shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Unless properly justified, claims for taxi service to and from the airport should be limited to the rate for the shuttle service.

Receipts are required for one-way fares exceeding \$25.00.

## TRAVEL AGENCIES

All on-line air travel arrangements must be made via the state contracted Cliqbook service. Travelers may also use any "brick and mortar" agency (a local travel agency with offices you can visit) of their choice. Refer to <http://www.bfs.uwm.edu/depts/travel.htm> for details and instructions on Cliqbook.

## AIR TRAVEL

Payment or reimbursement for air travel is limited to the lowest logical fare. Airfare must be procured via Cliqbook (on-line) or a brick and mortar agency. Tickets must be purchased with a state issued P-Card or T-Card.

## LODGING

**When arranged by a State employee, all reimbursable hotel room rates must be paid by a state TCard or PCard.**

While not mandatory, when it is accessible and meets the business needs of the traveler, one of the state's contract hotels should be used. A directory of contract hotels can be found at: <http://vendornet.state.wi.us/vendornet/travel/LodgingInfo.asp>.

The maximum amount reimbursable per day for in-state lodging is \$70.00, with the exception of Milwaukee, Racine & Waukesha counties, where the lodging maximum is \$80.00. The maximum amount reimbursable per day for out-of-state lodging is the greater of \$70.00 or the rate for specific high-cost cities/counties listed at: <http://www.uwsa.edu/fadmin/fppp/fppp36d8.htm>

An itemized hotel receipt is required for TER submission. Employees should carry an ID that identifies them as a UW and state government employee. It may be required to obtain discounted government rates. Reimbursement is limited to the single rate.

## MEALS

Meal claims must be reasonable and necessary and **must represent the amount actually spent**. For a claim to be reimbursed in excess of the maximum, an itemized receipt or charge card credit slip and documentation showing that the cost was incurred outside of the employee's control must be provided. This means that the employee had no choice in selection of the restaurant or the menu items therein.

To be allowed breakfast, departure must be before 6:00 AM; lunch, departure must be before 10:30 AM and return after 2:30 PM; dinner, return must be after 7:00 PM.

Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to meal or other costs incurred on another day.

## MEAL MAXIMUMS

**These maximums should in no way be construed as per diems!**

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
In-state	8.00	9.00	17.00
Out-of-state	10.00	10.00	20.00

Separate daily meal maximums apply for travel outside the U.S. See: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) for rates. M&IE rates should be distributed at 20% breakfast, 30% lunch and 50% dinner.

## VEHICLE RENTALS

**When arranged by a State employee, all reimbursable car rental costs must be paid by a state TCard or PCard.**

Rental vehicles should be used only when the efficient conduct of UWM business precludes the use of other means of transportation or the car rental is the most economical mode.

Contract vendor rates include free collision and liability insurance; therefore, such coverage, if offered by the rental agent, should be declined. Surcharge cities, drop charges, city pair special rates, etc. may increase or decrease the net cost depending on the location and the vendor used.

Consult <http://www.uwsa.edu/fadmin/fppp/fppp36c.htm> for more information concerning the contract vendors.

**Personal use of contracted car rental rates is not allowed**

In-State Rental: **ENTERPRISE**

Reservations <http://www.enterprise.com>  
1-800-736-8227

Corporate Acct. Code WI 24005 (ID is required at pick up)

Out-of-State Rental: **NATIONAL**

Reservations <http://www.nationalcar.com>  
1-800-227-7368

Contract ID#: 5766241 (ID is required at pick up)

Use of the above vendors is mandatory. Use of non-contract vendors or rental of other than compact or mid-size vehicles requires documentation for reimbursement to be considered. **A non-contract vendor may only be used when none of the contract vendors have vehicles available.** Documentation must be provided.

Use of a personally owned vehicle **or** rental car on University business requires an approved "Drivers Authorization Form" to be on file with the UWM Risk Management Office. Refer to <http://www.uwm.edu/Dept/EHSRM/RISK/DRIVING/index.html>.

## PERSONAL VEHICLES

When using personal vehicles, reimbursement is limited to business-related travel only. Claims for reimbursement should clearly state the origin and destination for each trip.

## MILEAGE FOR USE OF PERSONAL VEHICLE

Effective for travel on or after July 1, 2008: \$0.485 per mile

## MISCELLANEOUS EXPENSES

Registration fees must show all costs included in the registration fee. A detailed receipt or the portion of the conference brochure showing fee inclusions must be submitted. Fees in excess of \$25 must have a receipt. In addition, the portion of the brochure indicating the conference hotel must be submitted with the TER.

One personal call home is reimbursable up to \$5 for each night in travel status, or for an unscheduled geographical location change, or for an unscheduled change in travel status resulting in more than an hour extension to the employee's originally scheduled return time.

Tips/gratuities skycaps at commercial terminals may not exceed \$1.00 per bag. Tips to hotel staff/bellmen are reimbursable up to \$2.00 per day.

For all other miscellaneous expenses, a complete description of the expense must be included with the TER and a receipt provided if the claim exceeds \$25.00.

### EXPENSES REQUIRING RECEIPTS

The following receipts are required regardless of how the expense was paid.

All Airfare	Air passenger coupon or copy of e-ticket.
Taxi/Limo	If one-way fare exceeds \$25.00.
Vehicle Rentals	Final invoice / billing plus gasoline receipts.
Meals	Any meal exceeding the maximum. Meals purchased for anyone other than the employee. Charge card slips are acceptable.
Lodging	Original <i>itemized</i> receipt (credit card slips are not acceptable).
Registration Fee	If cost exceeds \$25.00.
Laundry/Cleaning	Receipt always required (there is a \$7/calendar week maximum).
Porterage	If cost exceeds allowed amount.
Train/Bus	For intercity travel only.
Telephone/Fax	If claim exceeds \$5.00.
Internet	If claim exceeds \$5.00.
Parking	If claim exceeds \$25.00.
Miscellaneous	If claim exceeds \$25.00.

Receipt requirements are not limited to the above. Refer to the Travel Office for more detailed information.

### **When in doubt, get the receipt !!**

### EXPENSES NOT REIMBURSABLE

- Expenses not related to UW business.
- Alcoholic beverages except as provided in the UWSTR (UW System Travel Regulation).
- Spouse or family members travel costs.
- Non-business related phone calls.
- Lost/stolen cash or personal property.
- Personal items and services (toiletries, luggage, etc).
- Laundry, cleaning, pressing for trips of three days or less.
- Non-business related activities, e.g. sightseeing tours.
- Traffic citations, parking tickets, fines, etc.
- Charges incurred for personal reasons involving vehicle rentals.
- Cost of circuitous or side trips for personal reasons.
- Repairs, towing, service, etc. for personal vehicles.
- Meals included in the cost of air tickets, registrations fees.
- Pay per view movies/entertainment in hotel rooms.
- Costs for additional people in the hotel room.
- Charges for late check-out or uncanceled guaranteed hotel reservations.
- Flight / trip insurance.
- Extra baggage charges for personal items, e.g. golf clubs.
- Excess baggage charges (exceeding 2 bags).
- Airline, hotel corporate card club member dues.
- Childcare, kennel fees, house-sitting fees.
- Late payment penalties and interest on corporate card.

### US BANK VISA TRAVEL CARD

Permanent employees should apply for the US Bank Visa Travel Card. This card can be used to pay for a majority of your travel expenditures. This card can **ONLY** be used for UWM business related travel. Benefits to the cardholder include:

- Non-invasive credit assessment.
- No interest fees or annual fees.
- One payment option for travel related expenses.
- Travel and emergency assistance.
- \$500,000 common carrier insurance (conditions apply).
- \$1,250 lost or stolen luggage insurance (conditions apply).
- Collision damage or theft insurance up to the full value of a rental car (conditions apply).

### CHARGE CARD USAGE

The following travel expenses, when arranged by a State employee, must be paid for as indicated below.

	P Card	T Card	Personal Card or Cash
Airline Tickets	YES	YES	<b>NO</b>
Hotel Rooms	YES	YES	<b>NO</b>
Travel Agency Fees	YES	YES	<b>NO</b>
Car Rentals	YES	YES	<b>NO</b>
Rental Car Fuel	YES	YES	YES
Airport Parking	YES	YES	YES
Hotel Parking	YES	YES	YES
Conference Registrations	YES	YES	<b>NO</b>
Bus and Train Fares	YES	YES	YES
Telephone Calls	<b>NO</b>	YES	YES
Internet Charges	<b>NO</b>	YES	YES
Room Service	<b>NO</b>	YES	YES
Meals	<b>NO</b>	YES	YES
Other Travel incidentals	<b>NO</b>	YES	YES
Air luggage charge (1-2 bags)	YES	YES	YES

### TRAVEL ASSISTANCE

Contact Risk Management before traveling out-of-country for information on major medical and travelers assistance options available to you. Call Linda Wittmann-Kirsch at 414-229-5079.

**Report a lost or stolen US Bank Visa T-Card or P-Card at: 1-800-344-5696**

The U.S. State Department offers current information on the relative safety of specific foreign locations: <http://travel.state.gov/>



# Pocket Travel Guide

TRAVEL OFFICE

Pam Kissinger

Engelmann 266

Phone: (414) 229-6651

<http://www.bfs.uwm.edu/depts/travel.htm>