

*last updated Dec 2019	Department of Medicine Travel Booking Requirements Comparison Chart	
	UW-Madison	UW Health
Complete Travel Policy	https://businessservices.wisc.edu/policies-and-procedures/	https://uconnect.wisc.edu/policies/administrative/uw-health-administrative/administration/114.policy
Pre-Approval	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.	
Travel Partner Contact	Fox World Travel - Phone: 866-230-8787 Email: UWAgents@foxworldtravel.com	CorpTrav - Phone: 630-656-6545 Email: onlinesolutions@corptrav.com
Online Booking	https://www.concursolutions.com/default2.asp	Via Oracle Cloud > Expenses Tile > Actions: Book Travel
Combining Personal with Business Travel	A comparison airfare must be obtained from a Fox World Travel Agent <i>at the time of booking</i> ; the university will pay the lesser amount of traveling on the actual days for the conference/meeting or traveling for the additional days.	A comparison airfare must be saved <i>at the time of booking</i> ; Airfare is reimbursed up to the cost of what the business ticket would have been without the personal portion. Personal travel must be approved by supervisor.
Airfare	Must be booked with UW-Madison Concur profile	Must be booked with UW Health CorpTrav profile
	Travel by air shall be limited to the lowest, logical, non-refundable, coach/economy class fare available.	Tickets should be purchased at least 14 days in advance. Flights are expected to be booked in Coach class. Employees are expected to purchase the least expensive logical airfare available at the time of booking.
Registration Fees	Conferences, conventions, meetings, trainings, or seminars showing a sufficient business purpose are allowed.	
Lodging	Can NOT be booked through 3rd party sites (Expedia, Orbitz, AirBnB, Hotels.com, etc)	
	Can be booked with Concur, or directly with conference hotel	Can be booked with CorpTrav, or directly with conference hotel
	Lodging maximum varies by city - check maximums for your destination with the UW Rate Calculator. Conference hotels can exceed the maximum.	Lodging maximum is \$300/night (conference hotels are the only exception).
Vehicle related expenses	Driver authorization is required for reimbursements of mileage, parking, tolls, rental fees, and gas.	Driver authorization and pre-approval is required for Rental Car use/reimbursement.
	Car rental must be booked with UW-Madison Concur profile	Car rental must be booked with UW Health CorpTrav profile
	When it is determined that a rental vehicle is the most cost-effective means of transportation, use of contract rental vehicle suppliers (booked through Concur) is required. Vehicle rentals are limited to compact/standard/intermediate vehicle classes.	Car rentals should only be used for business purposes and only when more economical than a taxi or shuttle or driving a personal vehicle. Car rental booked through any method other than CorpTrav will not be reimbursed.
Bus, Train, Taxi	Taxis, buses, subways, trains, etc. are all allowable forms of transportation. Uber and Lyft are allowed. Train travel is limited to coach class unless traveling overnight, when accommodations are limited to a roomette.	The most inexpensive mode of ground transportation should be used - preferably public transportation, i.e., shuttle service or taxis. Ride sharing services such as Uber and Lyft are also acceptable.
Poster Printing	According to state law, any printing over \$49.99 must be ordered through the UW Madison Digital Printing & Publishing Services.	No restrictions, itemized receipt required.
Meals & Incidentals	Meals/incidentals are based the dates of travel and location of travel. Rates can be found by using the TravelWise Rate Calculator http://uw.foxworldtravel.com/rate-calculator/	With itemized receipts, travelers are limited to a maximum of \$70/day. Without itemized receipts, reimbursement is not permitted.
	All meals provided by the conference/event/meeting should be deducted from the daily meal per diem allowance.	Meals included in the cost of lodging or registration fees are not reimbursable.
Room Service	Meal reimbursements are covered by the per diem. Any room service charges included on a hotel invoice will be deducted from the hotel reimbursement total.	Room services expenses listed on the hotel invoice can be submitted as a meal expense for reimbursement.
International Travel	Receipts in foreign currencies must be converted to US Dollar: http://www.oanda.com/currency/converter/ Receipts in foreign languages may need to include translations	
		International travel must be booked directly with a travel counselor at 630-656-6545
Receipts	Itemized receipts are required for any expenses incurred during the trip.	All expense types require receipts to be included. Receipts must be itemized, show payment method, and show a zero balance.
	Receipts for traveler's own meals are not required, this is covered under the M&IE daily totals.	Receipts for meals are ALWAYS required.
	For the following expense types, receipts are only required if over \$25: Taxis, parking, tolls, bus/subway fares. All other expense types ALWAYS require receipts.	Regardless of dollar amount, receipts are always required.
Payment options	Pre-paid expenses (flight, registration, hotel deposit): UW P-card or Personal Card Expenses incurred during travel: Personal Card	Flights booked with CorpTrav: Divisional UW Health Corporate Card or Personal Card All other expenses: Personal Card
Reimbursement Submission Deadline	Within 90 days of expense date, or last travel date. Pre-paid expenses (airfare, registration fees) can be submitted for reimbursement before travel occurs.	
Submit expenses online through:	https://portal.sfs.wisconsin.edu/	Via Oracle Cloud > Expenses Tile > Actions: Create Expense Report
Further information	http://www.medicine.wisc.edu/accounting/travel-planning-and-policies	