

*last updated Nov 2018	Department of Medicine Travel Booking Requirements Comparison Chart	
	UW-Madison	UW Health
<b>Complete Travel Policy</b>	<a href="http://www.bussvc.wisc.edu/acct/policy/ppindex.html">http://www.bussvc.wisc.edu/acct/policy/ppindex.html</a>	<a href="https://uconnect.wisc.edu/policies/administrative/uw-health-administrative/administration/114.policy">https://uconnect.wisc.edu/policies/administrative/uw-health-administrative/administration/114.policy</a>
<b>Pre-Approval</b>	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.	
<b>Fox World Travel Contact</b>	Phone: 866-230-8787 Email: UWAgents@foxworldtravel.com	Phone: 844-319-2895 Email: uwhealth@foxworldtravel.com
<b>Combining Personal with Business Travel</b>	A comparison airfare must be saved <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. The calculation must be documented on a Business/Personal Travel Cost Worksheet included with the expense report.
<b>Airfare</b>	Must be booked with <b>UW-Madison</b> Concur profile Travel by air shall be limited to the lowest, logical, non-refundable, coach/economy class fare available.	Must be booked with <b>UW Health</b> Concur profile 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.
<b>Registration Fees</b>	Conferences, conventions, meetings, trainings, or seminars showing a sufficient business purpose are allowed.	
<b>Lodging</b>	Always check Concur for cost savings - Concur has often shown rates at the conference hotel cheaper than even than the special pricing offered through the conference website. Can be booked with: Concur, or directly with conference hotel Can NOT be booked through 3rd party sites (Expedia, Orbitz, AirBnB, Hotels.com, etc)	
	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).
<b>Vehicle related expenses</b>	Driver authorization is required for reimbursements of mileage, parking, tolls, rental fees, and gas. Car rental must be booked with <b>UW-Madison</b> Concur profile	Driver authorization and pre-approval is required for Rental Car use/reimbursement. Car rental must be booked with <b>UW Health</b> Concur 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 Concur or Fox World Travel will not be reimbursed.
<b>Bus, Train, Taxi</b>	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.
<b>Poster Printing</b>	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.
<b>Meals &amp; Incidentals</b>	Meals/incidentals are based the dates of travel and location of travel. Rates can be found by using the TravelWise Rate Calculator <a href="http://uw.foxworldtravel.com/rate-calculator/">http://uw.foxworldtravel.com/rate-calculator/</a> All meals provided by the conference/event/meeting should be deducted from the daily meal per diem allowance.	With itemized receipts, travelers are limited to a maximum of \$70/day. Without itemized receipts, reimbursement is not permitted. Meals included in the cost of lodging or registration fees are not reimbursable.
<b>International Travel</b>	Receipts in foreign currencies must be converted to US Dollar: <a href="http://www.oanda.com/currency/converter/">http://www.oanda.com/currency/converter/</a> Receipts in foreign languages may need to include translations	
<b>Receipts</b>	All prepaid receipts (flights, registrations, etc.) are to be included, along with receipts for any expenses incurred during the trip. Receipts for traveler's own meals are not required, this is covered under the M&IE daily totals. 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.	All expense types require receipts to be included. Receipts must be itemized, show payment method, and show a zero balance. Receipts for meals are ALWAYS required. Regardless of dollar amount, receipts are always required.
<b>Payment options</b>	Pre-paid expenses (flight, registration, hotel deposit): UW P-card or Personal Card Expenses incurred during travel: Personal Card	Flights booked with Concur: Ghost Card or personal card All other expenses: Personal Card
<b>Reimbursement Submission Deadline</b>	Within 90 days of expense date, or last travel date. Pre-paid expenses (airfare, registration fees) can be submitted for reimbursement before travel occurs.	
<b>Submit expenses through:</b>	<a href="http://www.bussvc.wisc.edu/acct/e-Re/index.html">http://www.bussvc.wisc.edu/acct/e-Re/index.html</a>	Submit using Concur (UW Health/UWMF Employees only), or via paper (for professional funds) to Amanda Koehn at 310 Midvale Blvd. Suite 304., MC 9499
<b>Further information</b>	<a href="http://www.medicine.wisc.edu/accounting/travel-planning-and-policies">http://www.medicine.wisc.edu/accounting/travel-planning-and-policies</a>	