How to request UW travel arrangements

1. Create Concur profile prior to making travel arrangements:

2. Setup to become an authorized UW driver:

3. Designate an assistant/arranger(s) in Concur:
   – To have Geriatrics Business Services assist with travel arrangements, you must assign the following personnel as travel arrangers:
     • Alfredo Luciano Pastor
     • Yvonne Ochieng

4. Send travel details to geri_travel@medicine.wisc.edu
   – Include:
     • Arrival and departure flight numbers, carrier, and days/times
     • Hotel, room information, and per night quote or website price
     • Rental car company, car type, days, and per day quote or website price
     • Funding string
       – Confirm with your post award accountant to ensure appropriate fund is used
A traveler conducting official University business is responsible for the following:

- Understanding and complying with University travel procurement and payment policies.
- Understanding and complying with the travel rate maximum(s) for the location(s) and date(s) of travel.
- Securing pre-trip approval or authorization prior to incurring travel expenses.
- Utilizing contracted suppliers when required.
- Providing required travel information, including emergency contacts, prior to entering travel status.
- Exercising the same care when incurring expenses that a prudent person would exercise for a personal trip.
- Not incurring excessive or avoidable costs.
- Personally paying any excess costs or additional expenses incurred for personal preference, convenience or additional expenses outside of University policies.
- Obtaining receipts or other supporting documentation for expenses.