

How To Get A Hotel Room

In Wisconsin:

Check the Lodging Locator <http://vendornet.state.wi.us/vendornet/travel/LodgingInfo.asp> to see if there is a state contract hotel where you will be traveling. You should use one of the listed hotels if it will meet your business needs, that is, be close enough to the business site so as to not cost more or require unusual time or effort to move between them. If none are listed or none meet your business needs, you may use a non-contract hotel that does not exceed the state's maximum daily room rate for that area. Be sure to tell the hotels when checking on rates that you are a state employee traveling on state business.

The state's maximum daily room rate may never be exceeded unless you would incur additional costs by trying to adhere to the maximum rates or you are staying at a conference site hotel. This must be documented on your TER in order to be reimbursed a higher amount than the maximum daily room rate.

Maximum Daily Room Rates:

State of Wisconsin \$70

Milwaukee, Racine, & Waukesha Counties \$80

Contact the lodging site directly to make your reservation. Do not use a state contract travel agency.

You are exempt from paying Wisconsin state sales tax, and you should ask the hotel when making your reservation what proof they will want of your tax exempt status. You are not exempt from paying what is commonly termed a "room tax," and you will be reimbursed for paying it. You will not be reimbursed for paying Wisconsin state sales tax, however.

You must provide a complete, itemized receipt demonstrating payment of the room charge in order to be reimbursed. Be sure to obtain this when checking out of the hotel.

Outside Wisconsin:

The maximum daily room rate outside of Wisconsin is \$70 unless:

You are staying at a conference site hotel.

You are in a high cost city listed at <http://www.uwsa.edu/fadmin/travel/2008lodgingmax.pdf>.

You would incur additional costs by trying to adhere to the maximum rates.

This must be documented on the TER in order to be reimbursed a higher amount than the maximum daily room rate.

You may be exempt from paying sales tax in some states. To see if this could apply to your travel, go to <http://www.uwsa.edu/fadmin/fppp/fppp36i.htm>.

You must provide a complete, itemized receipt demonstrating payment of the room charge in order to be reimbursed. Be sure to obtain this when checking out of the hotel.