

EXPENSES NOT REIMBURSABLE

- * Expenses which are not UW-business related
- * Alcoholic beverages
- * Spouse or family member's travel costs
- * Extra costs for additional person(s) in the room
- * Lost/stolen cash or personal property
- * Personal items and services, e.g., toiletries, luggage, clothes, haircuts, shoeshines, etc.
- * Laundry, cleaning, pressing costs for trips of three days or less
- * Avoidable expenses for nonbusiness-related activities, e.g., sightseeing tours, etc.
- * Traffic citations, parking tickets and other fines
- * Additional charges incurred for personal reasons involving vehicle rentals
- * Locksmith charges on either fleet, rental or personal vehicle, except when fleet or rental vehicles experience mechanical problems
- * Excess cost of circuitous or side trips for personal reasons
- * Parking costs at the assigned workplace
- * Repairs, towing service, lubrication, etc., for personal vehicles
- * Meals included in the cost of airfare, registration fees, lodging, etc.
- * Pay for view movies in hotel/motel room
- * Personal entertainment
- * Nonbusiness related telephone calls
- * Charges for late checkout or uncanceled guaranteed reservations(unless justified)
- * Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW
- * Lodging within 50 miles of the headquarters city (unless properly justified and approved)
- * Flight insurance
- * Trip Insurance (exceptions may occasionally be granted for foreign travel when cleared in advance through the Institution Controller) See also reimbursable medical insurance coverage for foreign travel in Section XVII, (UWSTR).
- * Extra baggage charges for personal items, such as golf clubs, skis, etc.
- * Airline, car, hotel, corporate card club membership dues
- * Childcare costs
- * Kennel fees
- * Late payment penalties and interest on corporate card

CLAIMS REQUIRING RECEIPTS

Airfare	Domestic - Air passenger coupon Foreign - Passenger coupon and invoice or copy of cancelled check showing amount paid
Taxi/Limo	If one-way exceeds \$15 or round-trip fare exceeds \$25
Vehicle Rentals	Final invoice/billing plus gasoline receipts
Meals	Meals purchased for other than the employee must have itemized receipts.
Lodging	Original itemized receipt
Registration Fee	If cost exceeds \$25
Laundry/Cleaning	Original itemized receipt
Porterage/Tips	If cost exceeds allowed amount
Train/Bus	For intercity travel
Telephone/Fax	If claim exceeds \$5
Parking	If claim exceeds \$25
Miscellaneous	Any claims in excess of \$25
ATM Charges	Original itemized receipt

TER CHECKLIST

- Computerized TER used
- Fund, Department & Program numbers listed
- Type of employment specified
- Purpose of trip clearly stated
- All acronyms are completely spelled out
- Social Security Number or Person ID listed
- Contact person with telephone number included
- Headquarter City stated
- Individually itemized claims listed & in chronological order
- Original receipts are attached
- Mode of transportation indicated
- Direct billed expenses are listed & original receipts are attached
- Registration fee documentation is provided
- All miscellaneous expenses are clearly identified
- Exchange rate documentation is attached for international travel
- Conference site documentation is attached for lodging expenses exceeding the maximum
- TER signed by claimant
- Dept. Chair or Director & Dean/Division Head (if out of state) signatures obtained



UW-La Crosse Traveler's Reference Guide

www.uwlax.edu/travel

Effective: 7/1/2008

INTRODUCTION

This brochure is intended to provide a quick reference guide for UW-L faculty and staff who travel on University-related business. It addresses many of the common concerns of those in travel status as they relate to reimbursable and non-reimbursable expenses. For more detail of travel regulations, you may access the UW-L travel Information webpage at www.uwlax.edu/travel. Please note that this brochure follows the outline of the Travel Expense Report form (TER), which along with required documentation and receipts, is the main document required to report and receive reimbursement for expenses incurred while in travel status. This form may also be accessed at www.uwlax.edu/travel. Please remember, the lowest logical travel fare is what should be claimed.

PERSONAL VEHICLE MILEAGE

For travel from December 1, 2007 until June 30, 2008, the standard mileage reimbursement rate is \$0.465. From July 1, 2008 on the reimbursement rate is \$0.485.

AIRFARE

Airfare documentation must show:

- Traveler's name
- Destination
- Departure/return dates
- Amount of fare
- Routing/Class of travel

Ticket stubs/boarding passes, itinerary, and if booking online and not using Fox World Travel for the online booking, a quote from Fox World Travel should be attached to the TER. This procedure should be followed even if the trip was direct billed.

RENTAL VEHICLES

For in-state origin car rentals the contract vendors are Enterprise (the primary contract vendor) and National (to be used in-state if Enterprise has no vehicles available or is a higher cost).

For out-of-state origin or foreign rentals National is the State contract vendor. While other rental companies may seem to have a lower rate, our contract vendors include the required

collision and liability insurance coverages and generally offer unlimited mileage. In total, the contract vendors are usually less expensive than other vendors. The Contract Booking Codes listed below must be used to receive the contract rate AND the included insurance coverage. (if the booking code is not used, insurance is NOT included with the rental). If vehicles are not available from any of these vendors, the employee must use his/her best judgment in renting an appropriate vehicle from a different vendor. If the LDW/CDW is not provided by the non-contract vendor at no cost, the employee must purchase LDW/CDW insurance. The UW will reimburse the employee for this coverage when the vehicle is rented for UW business purposes.

Enterprise Booking Code: WI24003
National Booking Code for State Contract: 5004463
National Booking Code for Big 10 Contract: 5766241

*The Big 10 Contract should be used for business trips that include more than incidental personal mileage and/or where there is an accompanying non-employee who is not traveling on UW business.

TAXI AND LIMOUSINE

Receipts must be provided if one-way fare exceeds \$15, or round-trip fare exceeds \$25.

REGISTRATION FEES

Evidence of payment must be attached to the TER when the claim exceeds \$25. The documentation should include actual dates, location and title of the conference, convention or seminar, the fee and a breakdown of specific costs (meals, etc.) included in the fee. The Registration Fee Request form may be found on the UW-L Travel webpage.

MISCELLANEOUS EXPENSES

Parking charges, tolls, etc., incurred while on authorized official business are reimbursable. Receipts are required for claims in excess of \$25.

One personal telephone call is reimbursable up to \$5 for each of the following conditions:

- * for each night in travel status, or

- * as a result of each unscheduled geographical location change, or
- * as a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time

Employees should provide an explanation of official business for long distance phone and fax charges and a receipt if the claim is in excess of \$5.00.

Tips for porters (skycaps) are reimbursable at \$1 per piece of luggage.

A complete description of the expense must be included on the TER. Receipts are required if the claim exceeds \$25.

LODGING

With the exception of Milwaukee, Racine and Waukesha counties where the lodging maximum is \$80, the maximum amount reimbursable per day for in-state lodging is \$70, excluding tax. State sales tax for lodging within WI is not reimbursable due to the tax exempt status. The maximum amount reimbursable per day for out-of-state lodging shall be the greater of \$70 or the rate for specific high cost localities referenced in the UW-L Travel webpage under "Per Diem Rates."

MEALS

Reimbursement for meals will be allowed only on the following conditions:

- * Breakfast - Departure must be before 6:00 a.m.
- * Lunch - Departure must be before 10:30 a.m., and return after 2:30 p.m.
- * Dinner - Must return from travel status after 7:00 p.m., or depart his/her headquarters for overnight travel before 6:00 p.m.

Maximum amounts permitted, including tax and tip, are as follows:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
In-State	\$ 8.00	\$ 9.00	\$17.00	\$34.00
Out-of-State	\$10.00	\$10.00	\$20.00	\$40.00