PROFESSIONAL TRAVEL GRANT
REIMBURSEMENT POLICIES

Important: Amount of reimbursement will not exceed the amount of travel grant award.

PRE-TRAVEL INFORMATION:

- Funding Limitations - All expenses are subject to UW-System travel policies for registration and transportation. Lodging and meal per diem limits are set by SUFAC by-laws, Article III, Section I, subsection A.1. a & b.

I. Transportation
   A. Airfare - must be booked via Fox World Travel. See the UWL travel page or contact department ADA for assistance.
   B. Car rental OR personal vehicle reimbursement pre-travel requirements
         a. Guidelines for Driver Authorization Application
            i. Department the vehicle(s) will be used for -- list graduate department (not graduate program)
            ii. Purpose for Using Vehicle(s) -- "conference attendance"
         b. Supervisor Name/Email/Phone -
         c. If you are a graduate/teaching assistant - have supervisor sign & send form to University Police.
         d. For all others, the Graduate Studies Office can sign.
      2. For an out of state driver's license, a Notarized Statement of Driving Record must also be completed.
         a. Form must be signed in the presence of a Notary Public.
         b. For notary appointment, bring completed (unsigned) form & current photo ID (driver's license, military ID, passport, or UWL student ID).
            i. Notary Public on campus:
               1. Kathryn Oleson (koleson@uwlax.edu)
               2. Alternate, Shelle Gholson (sgholson@uwlax.edu)
         c. Submit Notarized Statement of Driving Record & Driver Authorization Application to the Graduate Studies Office for forwarding to University Police.

II. Lodging Reimbursement - limited to $45 per night, per person
   A. Use Fox World Travel or book with conference hotel
   B. 3rd party sites (Airbnb, Expedia, Orbitz, etc.) are not reimbursable

III. Meals - reimbursement limited to $18 per day, per person
POST-TRAVEL INFORMATION:

• Complete/submit a Professional Travel Grant Reimbursement Form along with supporting documents (i.e. conference agenda, mileage map, & receipts) to the Graduate Studies Office (223 Graff Main Hall) within 15 days of your return. Reimbursements will not be allowed after this deadline.

I. Reimbursement Form Instructions
   A. Name - the name which you are registered as a student at UWL
   B. Mailing address - must be current for the next 30 days
   C. Student ID# - ID # you use to log into WINGS
   D. Residence status - if you are a legal resident of a country other than the US, you will be contacted to provide additional information to comply with US government regulations.
   E. Are you a Graduate or Teaching Assistant? If yes, you will receive an email to verify the expenses.
   F. Hotel - list the amount that you paid for yourself
   G. Transportation - include airfare, car rental + gas OR mileage (on personal car), parking fees, taxi, etc. If you are claiming mileage, car rental & gas, or parking fees, attach a copy of the driver's authorization email you received.

FAQs:

• Do I need a receipt for . . .
  o registration fee, hotel, airfare, car rental/gas - yes
  o baggage fees - yes (may require additional justification)
  o mileage - provide google maps (etc.) document to show miles to/from conference
  o parking fees - if over $25, yes (if less than $25 describe in note)
  o taxi/bus/subway - if over $25 in a day, yes; (if less than $25, describe in note)

• What should I do if I've received an email telling me my expense report has been entered and is ready for my review and submission?
  o If you are a GA or TA, click on the link and verify the expenses. DO NOT make changes to the report. If you see an error, reply to the email and request a correction.
  o If you are not a GA or TA, you should reply to the email and indicate that you are not a university employee. DO NOT make any changes to the report.