



Document and Reimbursement Requirements

U.S. Citizens who are not physically present at UW-Madison will need to provide their unexpired passport or state/federal government issued driver's license or identification card to your host before leaving your UW business location.

Non U.S. Citizen, before leaving your UW business location, provide your unexpired documents listed below under your current immigration status to your host for copying. You receive a new electronic I-94 with each entry in to the United States. Your I-94 and U.S. Homeland Security Entry Stamp that you provide needs to correspond to this visit and the entry dates should match. To retrieve your electronic I-94 visit https://i94.cbp.dhs.gov/i94/request.html click get most recent I-94

ESTA https://esta.cbp.dhs.gov/esta/ click check existing application, print the approved application (receipt is not sufficient).

Reimbursements/payments cannot be processed without legible copies of these documents.

Table with 5 columns: Permanent Resident Alien/Refugee/Asylee, E-3, H1-B, or O-1, J-1, F-1 & OPT, B-1/B-2 or WB/WT. Each column lists required documents like Visa Stamp, Passport, and I-94.

Canadian Citizen if none of the above classifications apply to you, we will need photocopies of your passport, I-94 (New Requirement), US Homeland Security Entry Stamp and driver's license. To retrieve your electronic I-94 visit https://i94.cbp.dhs.gov/i94/request.html click get most recent I-94.

General Reimbursement Requirements

This document is a summary of the UW travel policies and is intended to assist you in making your travel arrangements.

Full Travel Policies: https://uw.foxworldtravel.com/policies-and-procedures/ & http://www.bussvc.wisc.edu/acct/policy/ppindex.html

Air Transportation

University travel policy requires that you make your own arrangements through our contract travel management vendor Fox World Travel and will either be prepaid or reimbursed to you post trip. We will provide you with the contact information and code to use when contacting Fox World Travel. Your air arrangements will either be made or reimbursed to you in accordance with the following policy requirements:

- Coach/economy class
Non-refundable
Up to 1 checked bag
For UW business dates of trip
For flight departing from and returning to the closest reasonable airport to your home or business location

Exceptions: additional days or multi-segment travel will require a price comparison from Fox World Travel at the time your ticket is issued showing roundtrip airfare from your home or business location to your UW-Madison business destination for the UW business dates to determine the reimbursable amount. Federal sponsored travel typically requires use of a US Air Carrier/Code Share.

Please contact kinet@math.wisc.edu regarding an alternate payment option or regarding exceptions to this policy.

Lodging

In most cases, lodging accommodations for your visit will be handled by the hosting department or event planner. Your lodging arrangements will be made and prepaid or reimbursed to you post trip in accordance with the following:

- Single, standard room, up to the federal maximum for the location based on dates of stay
Look up the lodging rate for your location(s) using the calculator at https://uw.foxworldtravel.com/rate-calculator/
Other related charges must be personally paid for prior to check-out e.g. meals, phone calls, internet, additional guests, etc.

When traveling outside of Madison reservations should be made through your UW sponsoring host or UW sponsoring event planner or the lodging property directly (conferences may have some special provisions).

Use of internet based lodging "brokers" or third party sites (Expedia, Hotels.com, Kayak, Priceline, Airbnb, Hotwire, etc.) are prohibited.

Ground Transportation

When airfare is the most practical means of transport, but your preference is to drive, costs associated with driving versus flying will be compared and whichever is less will be reimbursed.

Rentals

Due to the public transportation options in Madison, rental vehicles require justification and pre-approval by our business office.

- All rentals for drivers 21 and over must be made with the UW contract ID & vendors FWT/Concur or directly with Enterprise or National

- ❖ All rentals for drivers 18-20 must be made with the UW contract ID & vendors FWT/Concur or directly with Enterprise or National or Hertz
- ❖ The UW big ten contracts include collision and liability insurances – additional insurance is not reimbursable
- ❖ **You must refuel the vehicle prior to return, we cannot reimburse prepay fuel or refueling package**
- ❖ **Other items, such as GPS, satellite, or roadside service, upgrade, etc. are personal expenses and are not reimbursable**
- ❖ Rental reimbursement/ authorizations are limited to compact/standard/intermediate vehicle classes.

Note: The rental car agency requires the credit card to be present at time of payment, you will need to pay for the rental and request reimbursement post trip. **The UW Big Ten contact id must be used if you will request reimbursement, details provided once requests are approved.**

Mileage

The standard mileage rate for use of your personal vehicle is \$0.54/per mile (motorcycle rate \$0.51/per mile) and is inclusive of gas and other related items. When driving your personal vehicle is the most practical means of transport to the University, mileage will be calculated and reimbursed from your home address (or work location) to the UW business location(s) round trip. When driving your personal vehicle to the airport, mileage from your home to the airport (and parking) can be reimbursed.

Cab/Shuttle/Bus/Car Service (Uber, Lyft, etc.)

Any required cab, shuttle, bus or car service will be reimbursed post trip. Retain original receipts for each fare over \$25.

Per Diem - Meal & Incidental Expense (M&IE)

Per diems are not typically budgeted for conferences/workshops

Your host may take you to organized meals during your visit. When approved by the hub and included in the approved budget, out-of-pocket meals or incidental costs (hotel, valet, skycap tips etc.) for overnight travel will be reimbursed to you as a per diem allowance for each overnight in accordance with the per diem rules and rates for your location(s) of travel. Maximum rate includes tax and tip (max 20%). Look up the daily per diem rate for your destination(s) using the calculator at: <https://uw.foxworldtravel.com/rate-calculator/>.

One Day Travel (no overnight stay)

If your travel is not overnight and you have out-of-pocket meal costs, with no meals provided, you will be reimbursed a tax reportable day trip allowance of \$15.

Receipt Requirements (Shortened) for a complete list visit here: <http://www.bussvc.wisc.edu/acct/policy/travel/receipt.html>

Visitors are responsible for providing original itemized receipts that include proof of payment to the hosting department as follows:

Any Expense Regardless of Amount	Expenses Over \$25
<ul style="list-style-type: none"> ❖ Airline, Train Tickets (requires itinerary, fare class, proof of payment and ticket number) ❖ Airline change/cancel fees (justification required, with UW business reason for change fee) ❖ Vehicle Rental Agreement/Receipts (original rental agreement and itemized receipt showing a zero-dollar balance due) ❖ Lodging Receipts/Folios (itemized receipt/folio, with dates of stay, daily rate, room type, # people, taxes and other fees, proof of payment with zero \$ balance) ❖ Rental car gas receipts – original (itemized receipt showing proof of payment, regardless of the amount) 	<ul style="list-style-type: none"> ❖ Airline baggage fees ❖ Parking ❖ Taxis, Shuttles, Car Services ❖ Bus/Subway ❖ Business Internet fees ❖ Tolls

Receipts need to be in your name (spouse, officially declared domestic partner, or parent may also be accepted).

If original itemized receipts are paper receipts, you will need to mail them to the address at the bottom of this form.

DO NOT PAY EXPENSES FOR SOMEONE ELSE, WE CAN ONLY REIMBURSE THE TRAVELER! (Exception: hosted meals)

Cancelled or Rescheduled Visits

Sometimes planned visits are postponed and must be rescheduled or are cancelled. In the event of postponement, work with the UW's hosting department to reschedule your arrangements and to pay or authorize the additional costs for necessary changes. If you elect to cancel your visit to the University, please notify the hotel/travel agent/hosting department as soon as possible. If the University prepaid your air arrangements, the ticket is non-transferrable and non-refundable, therefore the ticket value remains with you. **Unfortunately, travelers are personally responsible for the cost of their airline ticket any booking or agency fees incurred as well as any unnecessary charges that result from failure to notify the hotel of cancellations or early departure and from failure to observe posted hotel checkout hours, etc.**

Payments to Foreign Nationals

If receiving non-travel related payments from UW-Madison and you do not have a SSN (social security number) or ITIN (individual taxpayer identification number) it may be to your benefit to apply for an ITIN number while physically present at UW Madison. Please contact your travel assistant for information. **Additional tax forms will be required.** Please visit this link for more detail on allowable payments for your visa type: <http://www.bussvc.wisc.edu/acct/tax/foreign/acimntax.html>.

Questions

Email kinet@math.wisc.edu or call Veneta Boyanova, Financial Specialist at 608-263-6859.

Return this form, ID documentation, and the original itemized receipts to:
UW-Madison Math Dept.
ATTN: KI-NET
480 Lincoln Drive,
Madison, WI 53706-1325
If all documentation and itemized receipts are electronic originally, please send
all paperwork in one zip or pdf file to: kinet@math.wisc.edu