

UW-EXTENSION
BUSINESS SERVICES POLICY AND PROCEDURE DOCUMENT (BSPPD) # 7G

EMPLOYEE TRAVEL

I. INTRODUCTION

Rules and regulations governing employee business travel are contained in the UW-System Travel Regulation Manual (<http://www.uwsa.edu/fadmin/fppp/fppp36.htm>). All travel paid or reimbursed to employees from university-administered funds must comply with the UW travel regulations, regardless of the funding source.

Revisions to UW System Travel Regulations are communicated periodically through a UW-Extension employee list server. Access to UW System travel regulations is available through the UW-Extension Business Services Web site (<http://www.uwex.edu/business-services/travel/system-info.html>). UW-System also publishes biennially a Pocket Travel Guide.

The Controller's Office of each UW institution has been delegated the responsibility of insuring that all employee travel reimbursements are in compliance with UW System Travel regulations.

The following information is intended to highlight items of importance, to assist employees in following the myriad of travel regulations and to assist employees in the preparation of Travel Expense Reports.

II. POLICIES AND PROCEDURES

- A. Travel Status - When an employee is required by his/her supervisor to leave his/her headquarters site to perform official university business. The headquarters site is the place (office, etc.) where an employee generally performs his/her regularly scheduled duties. The site extends to a radius of 15 miles based on odometer mileage from the office location.
- B. Air Travel – Departments are encouraged to use a Purchasing Card to pay for airfare related to employee business travel. Employees may also pay for their airfare directly and obtain reimbursement by submitting a Travel Expense Report (TER).
- C. Fleet Vehicles/Privatey Owned Vehicles - Madison based employees must use the fleet services of either UW-Madison or the Wisconsin Department of Administration for trips that exceed 300 miles, or use his/her personal vehicle and be reimbursed at the lower rate prescribed in the UW System Travel Regulations. If fleet service vehicles are not available, a non-availability slip will be mailed, if requested, to the employee and the higher reimbursement rate will be reimbursed. For trips of 300 miles or less, employees have the option of using fleet service or driving his/her personal vehicle and being reimbursed at the higher rate.
- D. Vehicle Rentals - A rental vehicle may be used in situations where it is the most cost-efficient means of transportation or when the efficient conduct of university business precludes the use of other means of transportation. The State of Wisconsin has entered into primary contracts with various vehicle rental agencies. All contracts do include collision insurance as part of the rates. If vehicles are not available from the contract vendors, a non-contract vendor may be used. Leasing from a non-contract vendor requires purchasing of collision insurance LDW/CDW. See Appendix C of the UW System Travel Regulations for detailed information.

- E. Meals - Claims for meals shall represent actual, reasonable and necessary expenses. Maximum amounts permitted, including tax and tip are identified in the UW System Travel Regulations. Meal claims should be structured on a "per meal" basis for the actual amount spent. Meal claims in excess of the maximums may be reimbursed if supported by a receipt and a written explanation of the reasonableness of the expense under the particular circumstances. Generally, if an employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums.

When an employee is entitled to two or more consecutive meals in a day, and exceeds the maximum on one or more meals, the claims may be divided between the allowable meals as desired, as long as the total allowable for the consecutive meals per day is not exceeded. Each day is considered separately for application of this policy.

The cost of an employee meal, which is not preceded or followed by an overnight stay, is taxable to the employee unless it is clearly demonstrated that UW business was transacted during the meal.

- F. Lodging - Reimbursement is limited to the published single rate maximum for in-state lodging and for cities that are not listed in Appendix D "Domestic Lodging and Meal Maximums" of the UW System Travel Regulations. Maximums may be exceeded when an employee is staying at a conference site or situations where there are extenuating circumstances and a justification is provided.

Employees traveling in-state are exempt from payment of state and local taxes on meals and lodging. This tax may be avoided by instructing the hotel/motel clerk to indicate UW-Extension and the employee's name on the lodging bill. The hotel/motel clerk needs to be provided with written documentation that states he/she is traveling on university business. Either the UW exemption card provided to each employee or a letter such as contained in Appendix H of the UW System Travel Regulations should be provided to the hotel/motel clerk.

- G. Registration fees - Reimbursement for registration fees requires evidence of payment, along with the applicable page from the brochure, application or registration form when the claim exceeds \$25. The documentation should include (1) actual dates, location and title of conference etc., (2) the amount of the fee and a breakdown of specific costs (meals, etc.) included in the fee. Expenses for non-business related activities, such as sightseeing tours, included as a specific charge in the registration fees are not reimbursable.

In situations requiring payment of a large registration fee for an event occurring several months or more in the future, employees should pay the fee directly from departmental funds. A Purchasing Card or a Low Dollar Order (LDO) form can be used for this purpose.

- H. Miscellaneous expenses - The following miscellaneous expenses are reimbursable:

- Laundry
- Telephone
- Porterage/Tips
- Travelers Checks/ATM Charges
- Passports/Visas
- Other (business related)

I. Receipt requirements - Expenses requiring receipts:

Air fare	Highest form of receipt or air passenger coupon whether paid directly by the University or paid and claimed by employee
Taxi-Limo	If one-way fare exceeds \$25
Vehicle Rentals	Final invoice plus gasoline receipts
Meals	If claims exceed maximum or for meals purchased for other than the employee
Lodging	Original itemized receipt
Registration Fee	If cost exceeds \$25
Laundry/Cleaning	From \$0 on up
Porterage/Tips	If cost exceeds \$3 at terminals or \$4 at hotel
Train/Bus	For intercity travel only
Telephone	If claim exceeds \$5
Parking	If claim exceeds \$25
Miscellaneous	Any claims in excess of \$25

J. Travel advances - See BSPPD #7F
<http://www.uwex.edu/business-services/policy/doc/Policy7f.pdf>

K. Moving (Relocation) Expenses
 See UW System Financial Policy & Procedure Paper #19
<http://www.uwsa.edu/fadmin/fppp/fppp19.htm>

L. Preparation of the Travel Expense Report Form (TER)

Employees are responsible for the accuracy of travel claims and conformity of the claims with the University System travel regulations. To help assure accuracy, conformity and completeness it is recommended that the TERs be prepared at least once a month. For travel near the end of the fiscal year, TERs should be submitted in a timely manner so expenditures can be charged to the fiscal year in which the travel occurred. An automated TER form is available in the travel section of the UW-Extension's Business Services website: <http://www.uwex.edu/business-services/travel/>. Use of this web site is the recommended method of preparing the TER, although as an alternative the form can be manually prepared. Additional steps in completion of the TER include:

1. All applicable blocks/spaces should be completed.
2. Claims must be individually itemized and listed in chronological order.
3. Required receipts should be numbered and securely attached to the TER with the corresponding receipt number referenced next to the claim.
4. The purpose of the trip should be specifically stated.

5. Mathematical computations should be double-checked.
6. Travel advances must be deducted from the amount due the traveler.
7. The claimant shall personally sign the claimant's statement.
8. The claimant's supervisor must sign the TER.
9. The mode of travel should be indicated even if there is no claim for transportation expense.
10. Expenses, which are paid directly by the UW, should be itemized in the direct-billed column.
11. The appropriate travel account codes should be used in completing the TER. See the SFS Account Code to Legacy Conversion Chart on the UW-Extension Business Services WEB Site (<http://www.uwsa.edu/fadmin/sfs/acctcd2.htm>). Travel account codes begin with number 2100.

Employees should direct travel-related questions to his/her Divisional Business Office or to the Institutional Business Office (262-0180).

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