

**UW-Extension
Travel Expense Information**

Expense	Guidelines	Flowchart
General overview	http://www.uwsa.edu/fadmin/travel.htm	General
Airfare	http://www.uwsa.edu/fadmin/fppp/fppp363.htm	Airfare Claims
Vehicle Rental	http://www.uwsa.edu/fadmin/fppp/fppp369.htm	Rental Car Claims
Train	http://www.uwsa.edu/fadmin/fppp/fppp364.htm	General
Bus	http://www.uwsa.edu/fadmin/fppp/fppp365.htm	General
Taxi	http://www.uwsa.edu/fadmin/fppp/fppp366.htm	General
Lodging	http://www.uwsa.edu/fadmin/fppp/fppp3611.htm	Hotel Claims
Meals	http://www.uwsa.edu/fadmin/fppp/fppp3610.htm	General
Mileage	http://www.uwsa.edu/fadmin/fppp/fppp368.htm	Mileage Claims
Registration Fees	http://www.uwsa.edu/fadmin/fppp/fppp3612.htm	General
Miscellaneous expenses	http://www.uwsa.edu/fadmin/fppp/fppp3613.htm	

How To Document Airfare, Lodging or Registration Fee Payments Made Over the Web

To obtain a valid receipt when using web-based tools, web pages that contain the needed documentation for airfare, lodging, and registration payments should be printed out during booking and attached to the reimbursement request, payment mechanism, or purchasing card log.

The following information, by type of expenditure, is required:

Airfare:	**Lodging:	Registration Fees:
<ul style="list-style-type: none">• Dates of flight• Flight itinerary• Class of travel (classes other than coach must have prior approval before booking)• Price of flight• Price of any additional charges (exit/aisle seat, extra baggage, or change fees)• Confirmation of payment	<ul style="list-style-type: none">• Dates of stay• Number of guests and UW affiliation• Total daily room rate cost and taxes if any• Confirmation of payment including total charged	<ul style="list-style-type: none">• Title of event• Attendee(s)• Dates• Location• Cost• What cost includes (meals, books, supplies)• Confirmation of payment

** Hotels/Motels continue to provide a detailed invoice/folio upon checkout. You should continue to obtain the detailed invoice and submit it for reimbursement. If you are unable to obtain the original detailed invoice/folio you must indicate on your TER form why you are providing only the e-receipt or faxed receipt for lodging.

If any of the information is unobtainable, you must explain why the required information is not available before submitting your documentation for payment or reimbursement.