

## L&S Travel Quick Guide

**This Travel Quick Guide lists key points for making the most common travel arrangements and is not all inclusive.**

**Never** use a 3<sup>rd</sup> party booking site, such as Expedia, Priceline, Kayak, Hotels, etc. VRBO is not allowable. These costs are **not** reimbursable.

### Airfare

- Airfare **must** be booked with [Concur or by calling Fox World Travel](#).
- Select coach/economy class. Fees for coach/economy aisle, window or exit row seats are allowable. For international flights with over 8 hours of flight time, premium economy class is allowable.
- Personal credits, vouchers or miles will not be reimbursed.
- [Cost comparison](#) done at the time of booking is required if personal days are included or if not from the headquarters city location (for Madison, that would be MSN, MKE or ORD).
- [Booking a Flight](#) from Business Services has other information.

### Lodging

- Lodging **must** be booked through Concur, Fox World Travel, or directly with hotel or Airbnb.
- Lodging maximums can be found on the [Per Diem Calculator](#).
- If it is a documented conference location, the lodging maximums may be exceeded.
- Domestic lodging can exceed the maximum rates by taxes and fees. The listed rates for international are all inclusive of base rates, taxes, and fees.
- [Reserving Lodging](#) from Business Services has other information.

### International Considerations

- [CISI International Health Insurance](#) is required.
- Some remote international flights must be purchased in-country. Origin and destination must be international. In-country ticket can be booked directly with the international airline.

### Meals and Incidentals Expenses (M&IE)

- E-Reimbursement will calculate your allowable reimbursement. Use the [calculator](#) to view the M&IE reimbursement rates.
- Incidentals include fees and tips, transportation for meals, phone calls and laundry.
- [Meals & Incidentals](#) from Business Services has other information.
- Receipts are not required for individual meals.

### Driving Costs (mileage and vehicle rental)

- To claim mileage or rental car costs, a UW employee, UW student or UW volunteer must be an [authorized driver](#).
- Rental cars must use a UW or State Contract using [Concur](#) or directly through the [UW System](#) website.
- [Using a Vehicle](#) from Business Services has other information.
- Airfare [cost comparison](#) done at the time of trip planning is required for roundtrip mileage at or over 1,000 miles.

### Other Transportation

- Train and bus travel are allowable. Airfare [cost comparison](#) done at the time of trip planning is required for roundtrips at or over 1,000 miles. Tickets can be purchased directly from servicer.
- Local subway, taxi, Uber or Lyft transportation is allowable. Receipts required over \$25.

### Other resources

- UW-Madison Business Services [Travel Planning and Booking](#)
- UW-Madison Business Services [Traveling to a Foreign Country](#)
- [Tax exemption within Wisconsin](#)
- [Tax exemption from some other states](#) (direct paid or on p-card)
- Fox World Travel 24/7 emergency support at 844-630-3853 or 608-710-4172