

Funds for Academically-related Travel

As a grad student in the Department of Life Sciences Communication you are expected to travel-- to collect data, to attend a professional conference, to present a paper, or perhaps even to receive an award.

The vast majority of travel by graduate students in the department is supported by federal grants to LSC faculty. Consult with your advisor or research supervisor about these opportunities, especially if you are presenting work related to a specific grant or project at a professional conference.

In addition, institutes and centers on campus provide annual stipends for specific projects, including:

- The Center for European Studies (<http://uw-madison-ces.org/?q=node/25>).
- The Holz Center for Science and Technology Studies ([http://www.sts.wisc.edu/education/conferences awards.html](http://www.sts.wisc.edu/education/conferences_awards.html)).
- The Nave Fund ([www.lacis.wisc.edu/Tinker Nave guidelines.pdf](http://www.lacis.wisc.edu/Tinker_Nave_guidelines.pdf)).

The UW Graduate School has also set aside funds travel for students at the dissertator level (<http://info.gradsch.wisc.edu/education/gsc/vilas/vilasinfo.html>). See your academic advisor or the department's Director of Graduate Studies, Dietram Scheufele, for more information.

If you are offered an opportunity to travel, advance planning is advised. Start by meeting with the department's financial specialist, Karenne Giguere (kmgiguere@wisc.edu, 262.8056), who can help you with your travel arrangements, pay for some expenses directly, and process the paperwork necessary to reimburse you for other expenses.

The department's financial specialist is trained by the college to process travel-related expenses. Because this is a task that is burdened with many rules, it is best to rely on this individual to guide you with your travel plans. However, below are some general guidelines related to airfare, motor vehicle travel, hotels and meals to use as a reference. Additional information can be found at: <http://www.bussvc.wisc.edu/acct/Travel/welcome.html>.

Airfare

You must purchase the lowest cost airfare for a flight departing from Madison or a fare which is more cost effective departing from another airport (including factors such as parking, mileage or additional overnight stays). It is considered reasonable that a lower cost fare may require one plane transfer both departing and returning.

Only coach fare is allowed, no first class or business class. The traveler must pay for any personal flights.

Reimbursement of airfare requires a receipt and proof of payment. An airline receipt is the original "Passenger Receipt" (no photocopies or faxes), plus any applicable original travel agency invoice/itinerary (must include traveler's name, destination, departure/return dates, amount of fare, routing, class of travel) evidencing service fee amounts. Credit card charge slips and/or statements alone are not acceptable as documentation because these lack sufficient detail. The business purpose of the trip must be clearly stated on the transaction.

Travelers may be able to pay for airfare using the department's travel card, avoiding the need to tie up personal cash and the wait for a check of reimbursement. Contact the department's financial specialist.

Travelport (www.Travelport.com) is the contract vendor for online booking of airfare. When online purchases are unsuitable travelers may use the travel agency of their choice. UW-Madison encourages the use of the Wisconsin Certified Minority Enterprise travel agents, a list of which is found at <http://www.bussvc.wisc.edu/purch/mbetravelllist.html>.

Orbitz should not be used for booking travel when payment or reimbursement will be made from University administered funds, because they are not in compliance with State of Wisconsin sales tax collection requirements. Ask the financial specialist about other companies that may be listed in The Certification for Collection of Sales and Use Tax Ineligible Vendor Directory.

Airfare for foreign travel must comply with the Fly America Act of 1974 (consult with the department financial specialist or CALS Research & Sponsored Programs for more information about this law).

Motor Vehicle Travel

If you will be driving your personal vehicle for a UW-related trip you may request reimbursement for mileage. If the round trip mileage is **300 miles or less** the traveler may receive **\$0.485 per mile**. If the round trip is over **300 miles**, the reimbursement is only **\$0.365 per mile**.

The department has access to three fleets of rental cars. However, to be eligible to use a fleet vehicle, you must be authorized to drive by the UW's Office of Risk Management. Driver authorization takes at least 10 days and you must be listed on the website in order to even reserve a vehicle. The department's financial specialist can help you apply for authorization.

If a fleet vehicle is not available you may be reimbursed **\$0.485 per mile** for round trips over **300 miles**. You must attach "non-availability" slips from the fleet service units.

Provide the financial specialist with a list of daily starting points, destinations and mileage totals. An explanation must be provided for mileage in excess of normal map mileage.

If you don't have a car and there are no fleet cars available, you can rent a car. Reimbursement is limited to subcompact, compact, or midsize cars. To rent a vehicle in the state of Wisconsin, use Enterprise. For out-of-state rentals, use National. You may be able to use the department's travel card to pay for a rental vehicle.

Parking charges, tolls, etc., incurred outside of Madison are reimbursable; receipts are required for claims in excess of **\$25.00**.

Hotel

All lodging claims must be supported by an original, itemized receipt (no photocopies or faxes).

Reimbursement is limited to the single rate for a standard room.

Travelers may be able to pay for lodging using the department's travel card. Consult the department's financial specialist.

If you are traveling within Wisconsin, you should use one of the hotels that have contracted with the state (see the financial specialist for a list of hotels), or the official event site, if you are traveling in connection with a conference, convention, etc. Contracted hotels honor a maximum rate of **\$70 per night**. However, each hotel is given the opportunity at the beginning of the contract year to block out some dates. Always ask for the state rate of **\$70**. And, you should not pay state tax for your in-state accommodations. The financial specialist can provide you with a **tax-exempt certificate** to give to the hotel.

If you are staying at the official site of a conference-type event where the group has negotiated a special room rate, that rate will be acceptable as well.

If you are traveling outside of Wisconsin, reimbursement cannot exceed the destination's maximum allowable room rate, established by the UW.

Meals

All requests for reimbursement of meal expenses must be supported by an original, itemized receipt (no photocopies or faxes).

Provide the financial specialist with the following information: time and date of departure and return (determines whether you are eligible for reimbursement), and which meals you are requesting reimbursement for.

The UW has established maximum allowable meal rates, based on destinations. The in-state maximums are **\$8 for breakfast, \$9 for lunch and \$17 for dinner**. Consult the department's financial specialist for the maximums for out-of-state travel destinations.