

Traveling?

Know Before You Go!

Make it easy
and plan your
trip online!

[www.businessservices.wisc.edu/
travel-reimbursement/planning-
a-trip/](https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/)

HAVE QUESTIONS?
CONTACT BUSINESS SERVICES AT
uwtravel@bussvc.wisc.edu
PHONE: 608-890-1864

For lodging, you MUST first determine
what is the maximum lodging allowed for
the business travel dates.



Check rates at:
[https://www.wisconsin.edu/
travel/booking/book-with-an-
agent/travel-incorporated/](https://www.wisconsin.edu/travel/booking/book-with-an-agent/travel-incorporated/)



What about other expenses?

For all things from baggage fees to travel
visas, see the Division of Business Services
travel and reimbursement website!

All information is located at:
<https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/>
Still have questions?
See Julie Breitbach in 272 MSE



Visit:

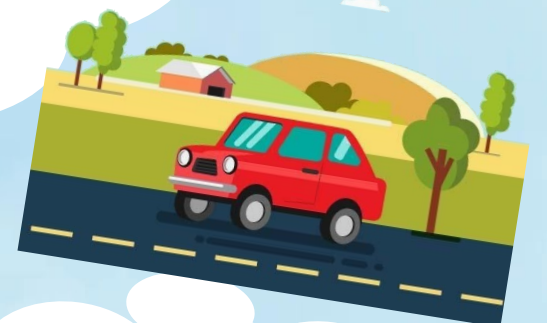
<https://www.concursolutions.com/>
to book your travel

Air travel **MUST** be booked
through **Concur** or **Travel, Inc.!**
Any other means of booking will
NOT be reimbursed

Ways to Pay:
-Purchasing Card
-My Corporate Card
-Personal Funds
-Cash Advance



Consider vehicle transportation carefully!
Please see the Business Services website, under
Using a Vehicle During UW Business Travel
for complete information



Lodging through 3rd party
booking (Expedia, Orbitz, stay-
ing with friends, etc.) will **NOT**
be reimbursed



The system will default to set
amounts for daily meal per diem. Any
provide meal at a conference
must be marked provided and
deducted from your total meal
per diem.

If you're driving, you **MUST** first be
an authorized driver in the driver
authorization database.
[https://businessservices.wisc.edu/
managing-risk/driver-authorization-and-
insurance/driver-authorization/](https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/)

See:

[https://businessservices.wisc.edu/travel-
reimbursement/planning-a-trip/meals-and-
incidentals/](https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/meals-and-incidentals/)
for complete information



**Expense reports MUST be submitted
within 90 days from the last day of
business travel or from the purchase
date of supplies.**