TRAVEL EXPENSES & REIMBURSEMENTS
Department of Chemical & Biological Engineering

DEADLINES FOR REIMBURSEMENTS

Expense reports must be submitted within 90 days of

- The end of the trip (for travel-related expenses)
- The date of purchase (for non-travel-related expenses)
- The end date of the course (for tuition or job training expenses)

For travelers: airfare, registration fees, lodging, and vehicle rental registration may be reimbursed prior to the trip being complete

EXPENSE ESSENTIALS: BEFORE YOU TRAVEL

Booking Your Trip, **Lodging**

- Know your local hotel and meal maximums *before you book*. Info found here.
  - If the rate exceeds the local maximum, you must include justification (i.e. conference hotel)
- <u>DO NOT</u> use third party booking websites for hotel (Expedia, Orbitz, etc) | you must book via Concur, Airbnb, or the hotel directly
- **For Wisconsin bookings,** always ask for state rate & tax exemptions
- Upon checking out you must receive a folio (itemized receipt)

Booking Your Trip, **The Flight**

- Airfare must be booked through Concur - Travel Inc..
- Airfare is reimbursable up to the **lowest, most logical, coach/economy** ticket.
  - Flights will be flagged in Concur if they exceed lowest fare by $150.
- One checked bag is always reimbursable; additional bags are reimbursable with proper business-related justification.
- Personal travel before/after your trip requires flight comparison **at the time as booking,** you cannot do a cost comparison after the fact.
- **Failure to abide by UW Policy will result in the flight not being reimbursed.**

Booking Your Trip, **Driving & Rental Car Usage**

- If you are driving and plan to claim reimbursement on mileage or a rental vehicle you must become an authorized driver ahead of the trip. Link: How to Become and Authorized Driver

Pre-Paid Expense Reimbursements

- It is not necessary to submit a singular expense report after the trip. You may submit an expense reimbursement for pre-paid items and another report *after* the trip for all remaining expenses.
- Airline tickets and related charges, conference and meeting registrations, and lodging may be reimbursable prior to traveling.
- Airline vouchers, certificates, or frequent flyer miles are <u>not</u> reimbursable

EXPENSE ESSENTIALS: DURING YOUR TRIP

Using Transportation, **Uber/Taxi/Subway/Bus**

- Note where you were picked up and dropped off
- Transportation for getting food is non-reimbursable
- Tips are only reimbursable up to 20% of the fare.

Using Transportation, **Rental Cars**

- To claim reimbursement, you must be an authorized driver prior to your travel.
- Book via Enterprise, National, or Hertz as they are UW contract partners. Only if they are *unavailable* can you book via another vendor.
- Do **not** purchase extra insurance or use the pre-fueling/refueling option.
- Gas receipt must be included to show that you refueled the vehicle.

Using Transportation, **Personal Vehicle**

- To claim reimbursement, you must be an authorized driver prior to your travel.
- Include a map where you departed and to your destination. A 10% tolerance is acceptable to account for any detours or incidental milage.
- Personal mileage rates as of 1/1/24 are $0.67 per mile | tolls are reimbursable
- Travel over 1,000 miles requires flight cost comparison obtained during travel planning process. If the driving cost exceeds flight cost, reimbursement will be in the amount of the flight.

Meal and Incidental

- Meals are reimbursed as a Per Diem; therefore, meal receipts are not required. The Per Diem is calculated based on location, adjusted for provided meals and first/last day of travel.
- For day trips (i.e. not overnight), $15 is reimbursable.
- If hosting a meal/snacks and refreshments, include the names of who attended in an agenda. Submit this alongside your itemized receipt.

EXPENSE ESSENTIALS: POST TRAVEL

Submitting Receipts

- You must submit an agenda and/or other program documentation from the conference/event you traveled.

RECEIPT ESSENTIALS: WHEN AND WHAT YOU NEED

When in doubt, keep your receipt if you are unsure.

- Make sure you get a detailed receipt that is **itemized** i.e. every purchased item is listed on the receipt, not just the final amount.

No Receipt Required	Receipts Required for <u>any expense</u>
- Meal Per Diem/Incidentals - Day Trip Meals **Receipts Required for Expenses > $25** - Bus fare - Parking - Shuttles - Subway - Taxi - Tolls **Receipts Required for Expenses > $30** - Airline baggage & seat fees	- Airfare/train tickets - Lodging (folio if hotel) - Vehicle rentals - Gasoline (rental vehicles only) - Travel consultant fees - Registration fees - Hosted meals/events - Foreign transaction fees - Miscellaneous supplies

RECEIPT ESSENTIALS: FOREIGN TRAVEL

- All receipts must be translated.
- Reimbursement amounts must be converted to USD using OANDA for the conversion <u>on the date of the purchase</u> to ensure proper rate.
- International travel fees can be reimbursable, see <u>international travel policy</u> for details.

SUPPLEMENTARY INFO FOR REIMBURSEMENTS

- Ask your PI for funding & document in your justification *how* the trip benefited your research and/or sponsor to include in your <u>expense report</u>
- The business purpose must adequately describe the expense as a necessary, reasonable, and appropriate business expense. **Must abide by departmental and grant protocols as this is an auditable item.**

IN-PROGRESS REPORTS: CHECKING THE STATUS

Expenses > My Expense Reports > see left panel to select status type

- **Returned** expense reimbursements have been reviewed but returned to the traveler. Delete/modify accordingly and resubmit considering the approver/auditor's feedback
- **Not Submitted** are in-progress but are yet to be submitted to approver/auditor
- **Awaiting Approval** reimbursements have been submitted and are awaiting approver/auditor review to move on to next step
- **Pending Payment** expense reimbursements are fully approved and will be paid in the <u>next</u> payment cycle.

HELPFUL LINKS FOR EXPENSES & REIMBURSEMENTS

- Optional Training: https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/#TrainingReimbursement