UW System Traveler’s Checklist

The University of Wisconsin System operates a managed travel program with all University travel information and reservation options hosted in the UW TravelWIse Portal. As a new employee of the UW System, the UW Travel Office has created a short checklist to assist you in understanding the requirements for University Sponsored travel. If at any time you have questions, please contact your institution’s travel office for assistance.

Planning Your Travel

- Bookmark UW TravelWIse Portal homepage – all travel information is hosted within
- Become an authorized driver through the Enterprise Fleet Management System
- Register for the Concur Travel Self Booking Tool – New User Registration
- Once your registration is approved, log in and complete your Concur Profile – Travelers must complete prior to traveling!
- Apply for a UW card product – Consult your Travel Office for the card product that best meets your needs.
- Review UW System Travel Policies prior to reserving travel & the summary Travelers Reference Guide.
  - All individual hotel/car/flight reservations must be made with the booking tool or travel management company*
  - Airfare is limited to coach/economy for all travel with a $150 tolerance over most economical flight
  - Use contracted lodging properties at negotiated rates whenever available in location
  - Review the maximum lodging rates prior to making reservations
  - Car rental reservations must be made using our Enterprise/ National Big Ten Contract, or secondary agreement with Hertz if Enterprise/National is not available
  - *Hotels recommended by an externally sponsored conference, or hotels with a group booking code can be booked directly with the hotel
- Check with your department if a travel authorization is required prior to booking travel
- Make your travel reservations in Concur or a with a Fox World Travel Agent
  - Book airfare first – you can add to an airfare reservation but cannot add air to hotel or car reservations
  - Hotel – contract hotels with negotiated rates will appear first in search and are marked “Most Preferred”.
  - Car Rentals – contracts include discounted rates for foreign and domestic locations and include insurance coverage for domestic rentals.

Know Before You Go

- Review the Meal Per Diem Allowance reimbursements for the location of travel in the UW TravelWIse Calculator
  - First and last days of travel receive 75 percent of the daily per diem rate
  - Meals provided, such as conference meals or hosted meals must be deducted from the daily per diem
- Tax Exemption
  - Obtain a tax exempt wallet card from your travel office – this must be shown to receive tax exemption
- Receipt and Reimbursement Requirements
  - Review the expense reimbursement requirements and expense reimbursement user guides
  - Fox World Travel e-invoice/e-confirmation must be included in the travel expense report

During Your Trip

- In case of an emergency or change in travel plans, call Fox World Travel
  - Regular Hours Support: 7:00AM – 7:30pm Central Time
    - Local 920-230-6467 / Toll-Free 866-230-8787/ UWAgents@gofox.com
  - After Hours Support: 7:30PM - 7:00AM Central Time
    - 800-388-9085 code A2D09