

Travel Guidelines Department of Integrative Biology

Conference Registrations Fees – Registration fees can be paid either out of pocket and then reimbursed or paid via the Integrative Biology Department p-card. If you would like to use the Department p-card to pay for these fees, email James Vandenberg (jvandenberg3@wisc.edu) to set up a time to meet. You will need to provide funding, justification, and the confirmation to ensure proper p-card compliance. If paid out of pocket, you can file for reimbursement immediately following the charge's posting

Flights – All flights must be booked via the official UW travel booking vendor Fox World Travel in their [online booking tool Concur](#). These flights can be booked with the Integrative Biology Department card with permission from James Vandenberg (jvandenberg3@wisc.edu), using personal funds or a corporate card. If you use your own funds, the flight is eligible for reimbursement immediately following the charge. **ONLY FLIGHTS BOOKED IN CONCUR ARE ELIGIBLE FOR REIMBURSEMENT.** Please ask James Vandenberg for additional guides for setting up a Concur account if needed.

Lodging – Lodging must be booked either:

- Via the official UW travel booking vendor Travel Inc. in their [online booking tool Concur](#)
- Directly through the Hotel
- Through AirBnb

The exception is if the conference provides lodging at a certain hotel or housing establishment near the conference. If this is the case, please document this upon booking. It is strongly advised that travelers use their own funds to cover lodging costs. This allows all costs to be submitted on one payment and is reimbursable. Additionally, Airbnb is an allowable form of lodging but must be booked directly with Airbnb and within the lodging per diem for your location and dates including all Airbnb taxes and extra fees. Per Diem calculator can be [found here](#). AirBnb expenses are able to be paid by iBio Department card. Please email James Vandenberg with these details if you wish to use the Department p-card.

Concur Training videos

- [Concur Training Hub](#) – contains several videos on how to book each portion of your trip
- [Concur New User Webinar](#) – highly recommended for new and infrequent users
- [Introduction to UW-Madison's Managed Travel Program and Concur Training](#) – Sign up for a virtual training for information on how to book your trip on Concur. Highly recommended for new employees

Mileage – If driving is necessary to conduct UW business (travel to field work or a conference), you need to be an [authorized driver](#) of the University. Mileage is reimbursable at \$0.655 per mile for all trips. If your trip is more than 1,000 miles round trip, you will need a flight cost comparison for the trip. The following information is needed to claim reimbursement:

- Map detailing origin and including total distance between origin and destination (e.g. Google Maps or MapQuest)
- Total miles actually traveled.
- An explanation if actual mileage claims exceed direct as shown on map by more than 10%

Only mileage incurred while on official UW Business is reimbursable. Any mileage incurred going to

and from non-conference events while traveling will not be reimbursable.

Other Travel costs - These include taxi and Uber rides, and public transportation (subway, bus, etc.) that you might use to get to and from the airport or conference location. These costs are reimbursable and are expected to be paid out of pocket or on a corporate card. Please save all receipts related to these costs as they may be needed to properly document a reimbursement request.

Any transportation costs (Uber, taxi, public transportation) to and from meals not part of conference are considered meal expenses. These should be reimbursed through your “meal per diem” and cannot be reimbursed as a separate line item.

Meals – Any food not provided by the conference is expected to be paid for out of pocket. These will be reimbursed in the form of a “per diem” which depends on the location of the event and time of year. During your travels, keep track of what meals were provided by the conference and what was paid for out of pocket. It is also helpful to save a copy of the conference schedule or itinerary as this often includes what meals were provided. Receipts are not necessary for reimbursement, but it is a good idea to save these as it will serve as a reminder for what/when you spent your own funds. To get an idea of how much the per diem for you specific trip is, use the [per diem calculator](#). **Note – if you have a corporate card, please do not use it to pay for meals. This makes Expense Reporting more difficult.**

Tax – Sales taxes are not reimbursable in most situations. When traveling on UW business, carry a UW tax exempt wallet card and show the vendor this when paying for goods. If you need a card, please contact James Vandenberg and set up a time to pick up a card from Noland Hall.

International Travel – CISI Insurance is needed for all travel outside of the U.S. Please [enroll in this insurance](#) at least two days prior to your trip. This is also a reimbursable expense. Save your receipt and include this in your expense report.

Payment of own expenses - If you are traveling in a group, please have each person pay for their own expenses (meal, lodging, transportation) for ease of reimbursement. It is next to impossible to be reimbursed for paying for a full group of meals or lodging while traveling.

If you are sharing a hotel room with another University employee(s), attempt to split the bill between each party. If that is not possible, the party that paid for the entire bill must note this on their expense report, including the names of the individuals they stayed with. Those that didn't pay for lodging must note that their co-worker paid for their portion of their lodging on their expense report.

Trips not from Madison, Milwaukee or Chicago – Notify James Vandenberg prior to booking any flight that originates or returns to an airport not in the area (Madison, Milwaukee, Chicago). **Please do not use the department p-card for such a trip without permission by iBio Admin Staff.** These situations fall into two categories:

- **Traveling from one business trip to a separate business trip** (ex: flight already booked from Madison to St. Louis for a conference but you need to go from St. Louis to San Diego for field research). A UW Business justification will be needed and this trip will likely be allowable
- **Traveling to or from UW Business to personal vacation.** If this is the case, please reach out to James for guidance. [A cost comparison for a flight to or from Madison](#) will be needed and you may be liable to pay the difference in price if your trip is more expensive.

Expense Reimbursement - When you return from your trip and are ready to submit your Expense report, please use the links below as guides. **Reimbursements must be submitted within 90 days of returning from travel. Reimbursements for expenses on Corporate Cards have a shorter timeline.**

- [Reimbursement portal](#)
- [TER Help Sheets](#)
- [Expense Reimbursement general info](#)
- [Additional Traveler Documents](#)
- [OHR Expense Reimbursement Training Sign up](#) – select “Traveler/Alternate Training” option

Common Funding strings for E-Reimbursement

JJD award

Fund – 161 Department – 489700 Program – 4 Project – 1610601

131 Discretionary

Fund – 131 Department – 489706 Program – 4 Project - *empty*

233 Discretionary

Fund – 233 Department – 489700 Project – 4 Project – 233R809

For questions on other funding strings, please contact James Vandenberg or Michelle Kirch.

Contact information

James Vandenberg – primary travel coordinator

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