




HOW TO BOOK UW TRAVEL

Review the information below and consult with your supervisor to discuss the most logical method for your business trip. If you'd like further consultation, contact your campus travel manager.

TRAVEL TYPE	ALLOWABLE BOOKING METHOD OPTIONS	PREFERRED VENDORS	NON - REIMBURSABLE
 AIR*	<ul style="list-style-type: none"> • CONCUR • UW TRAVEL AGENCY  	DELTA, SOUTHWEST, UNITED (OTHER AIRLINES ARE ALLOWABLE)	<ul style="list-style-type: none"> • BOOKED DIRECTLY WITH AIRLINE OR THIRD PARTY BOOKING SITES
CAR 	<ul style="list-style-type: none"> • CONCUR • UW TRAVEL AGENCY • RENTAL AGENCY 	ENTERPRISE NATIONAL HERTZ	<ul style="list-style-type: none"> • GPS, TOLL PASS WAIVER • VEHICLES LARGER THAN FULL SIZE (WITHOUT PROPER JUSTIFICATION)
LODGING	<ul style="list-style-type: none"> • CONCUR • UW TRAVEL AGENCY • DIRECTLY WITH PROPERTY 	WI HOTELS LISTED IN HOTEL DIRECTORY	<ul style="list-style-type: none"> • BOOKED WITH 3RD PARTY ONLINE BOOKING SITE (I.E. HOTELS.COM)
RAIL,UBER,LYFT TAXI, SHUTTLE	DIRECTLY WITH VENDOR	NONE	<ul style="list-style-type: none"> • COST INEFFECTIVE USE OF SERVICE



*** AIRFARE MUST BE BOOKED THROUGH CONCUR OR A UW AGENT TO QUALIFY FOR REIMBURSEMENT OR PAYMENT**