

# Travel Training Part 1

## Policy

# Agenda

- Travel Authorizations
- Tax Exemption
- Managed Travel Program
- Travel Agencies
- Airfare
- Lodging
- Ground Transportation
- Meal & Incidental Per Diems

# Presenters

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# Workday is arriving July 1, 2025

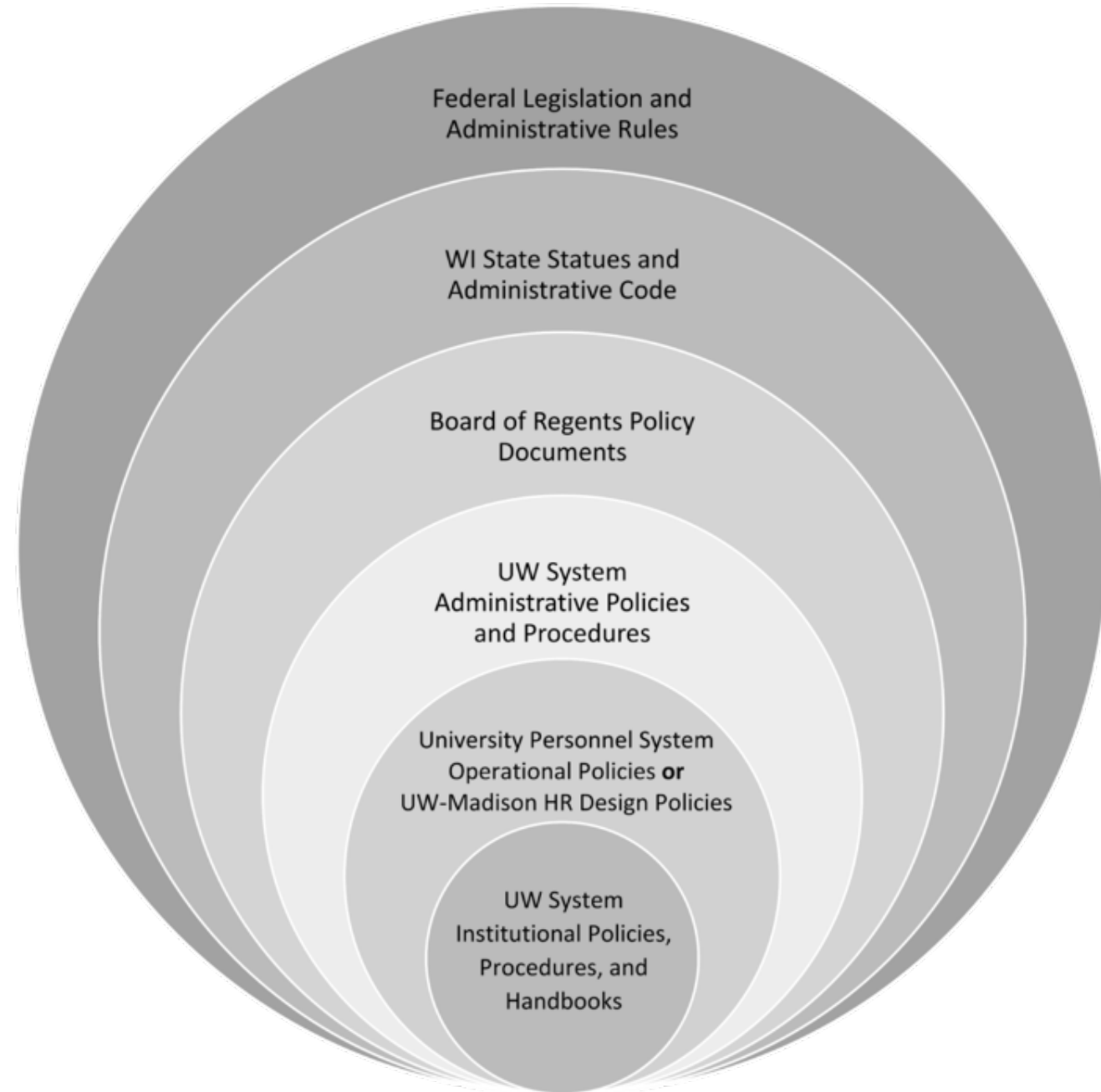
- Content of this presentation is meant to be referenced through June 30, 2025
- Be on the look out for trainings and info sessions as July gets closer



**ADMINISTRATIVE  
TRANSFORMATION  
PROGRAM**

# The more restrictive policy always takes precedence

- Always check with your supervisor/dept for specific travel policies and budgetary restrictions



# Travel Authorizations

- International Travel Pre-Approval Form is required for any faculty, staff or student traveling abroad on UW-Platteville business
  - Also required for international visitors
  - Not for study abroad students or faculty doing STFL programs
  - Found on [UW Platteville Travel site](#)



# Tax Exemption

- Purchases made in WI must be tax exempt (lodging in WI, WI based car rentals, WI hosted meals, etc.)
- Concur/Travel Agencies do NOT handle tax exemption. It is up to the traveler to ensure hotels are tax exempt
- Recommend travelers carry tax exempt wallet card. You can find copies of the wallet card and full tax exempt certificate on TravelWise
- Some other states honor tax exemption. Visit TravelWise for more info



# Managed Travel Program

UW requires travelers use designated travel agencies for all airfare bookings and most hotel/car rental bookings

WHY?

- Provides Duty of Care and Travel Risk Management for students, faculty and staff who travel on University business
- Obtain best prices through consolidated spend
- Travel agency acts as an intermediary with vendors to ensure a smooth travel experience
- Ensures accurate reporting and compliance





# Travel Agency Transition

On July 1, 2024, we transitioned travel agencies from Travel Incorporated to Fox World Travel. All individual travel services previously provided by Travel Inc are now serviced by Fox World Travel.

- Concur is still our online booking tool
- We have a dedicated team of agents available via phone, email, chat
- Fox World Portal is our new website tool to search invoices, complete certain travel forms, and more





# Travel Agencies

University travel should be booked with our designated travel agencies  
Contact info can be found on [TravelWise](#)

## Individual Travel

- Fox World Travel
- Concur (online booking tool)
- Concur profile required to book airfare for self and others



## Group Travel

- 10+ airline tickets or hotel rooms
- Fox World Travel
- Form found in Fox Portal
- Concur profile required



## NCAA Athletics

- Shorts Travel



# Airfare

- **Must ALWAYS be booked with travel agency or in Concur**
- CANNOT be booked on third party website (Expedia, Travelocity, etc.) or direct with airlines
- Travel agency fees are assessed for each airfare ticketed
  - \$6/ticket if booked in Concur
  - \$31.50 domestic/ticket if booked with an agent
  - \$41.50 int'l/ ticket if booked with an agent
- Coach/economy non-refundable tickets only; Premium economy allowed for international flights 8+ hours
- Seat assignment fees are reimbursable but cannot be for cabin upgrades/class changes
- Lowest logical airfare = +\$150 lowest airfare within an hour of desired schedule
- Baggage fees require receipts \$30+
- If combining personal and business travel, a cost comparison may be required. Visit [TravelWise](#) for more information.



# Lodging

- Can book in Concur, with travel agency, or direct with hotel
- Reimbursement is allowed up to maximum nightly rate per person for location
  - Per Diem Calculator shows rates
    - If city is not listed, use county (US locations), use country OTHER (Int'l locations)
    - For events after July 1, 2025, use [NEW Per Diem Calculator](#)
- Exceptions:
  - Designated conference hotels are allowed to be booked using booking link or direct with hotel using group code even if over the nightly max rate
  - If overage is due to taxes and fees (not applicable in WI), traveler is allowed to go over nightly max rate
  - If no hotels available under max rate, traveler is allowed to go over nightly max rate only if Concur screenshots or Travel agency quotes are attached to expense report



# Driver Authorization

- Required for all university officers, employees, and agents who drive on university business
- Must be completed prior to travel
- Required for rental vehicles, personal vehicles, fleet vehicles
- Managed by Business Services
- UW-Platteville Driver Auth page can be found [here](#)
- UW Driver Auth policy can be found [here](#)



# Rental Vehicles

- Use rentals when it is the most cost-effective means of transport
- Best practice is to reserve in Concur or with travel agency to ensure UW contracts are applied
- Must utilize Enterprise/National or Hertz contracts
- Rent Compact/Standard/Intermediate vehicle classes
- Gas receipts are required and reimbursable
- Do NOT take any add-on services (GPS, satellite radio, car seats)
- Toll passes/packages are an allowable expense
- CDW and LDW insurances are included in domestic business rentals
- International rentals require careful review. Visit [TravelWise](#) for more info



# Personal Vehicles

- Travelers who utilize a personal vehicle for business travel are eligible for mileage reimbursement
- Mileage reimbursement covers all costs related to operation of vehicle including service, maintenance, insurance, depreciation, and gas
- MapQuest or Google Maps are used to determine most direct route
- As of July 1, 2025, turndown rates will no longer be utilized

## **Standard rate**

\$0.67/mile

Trips under 100 miles round trip OR;

Driving to the airport

Students & Non-employees always use standard rate

## **Turndown rate**

\$0.43/mile

Trips over 100 miles round trip



# Meal & Incidental Per Diem

- Meal & Incidental per diems are paid when there is an overnight stay
- Per diem rates are paid directly to the individual traveler AFTER travel
- Rates vary based on location and provided meals. Provided meals are deducted from reimbursement
- A \$5 incidental cost is included in the per diem rate for things like tips, travel costs to restaurants, etc.
- Use the [Per Diem Calculator](#) to determine reimbursable amount
- No receipts are required for per diem reimbursement
- Day trip meals are reimbursed if there is no overnight stay - \$15 *taxable*



# Resources

- [UW TravelWise Home Page](#)
- [UW Platteville Travel Page](#) – links to exception form, fleet reservations, upcoming and past trainings, candidate hosted meal form and more
- [Concur Login](#)
- [Fox Travel Portal Login](#)
- [Per Diem Calculator](#)
- [E-Reimbursement Login](#)





Questions?

**Upcoming Trainings:**

Today, Oct 23 2:30p-3:30p

Candidate Travel Training

Wisconsin Room

Tomorrow, Oct 24 11a-12p

Travel Training – Expense

Reimbursement

Mining Room

