What to Include on a Travel Expense Report

5 W’s

- Who – Who went to the event?
- What – What was the type of event?
- When – When was the event held?
- Where – Where did the traveler stay? Where was the event held?
- Why – Why did the traveler have to go to the event? (business purpose)

Identify needed information:

In-State vs. Out of State and Foreign Travel

1. If travel is out of state – all expenses are out of state
2. If travel is foreign – all expenses are foreign

Expense Types

1. University Prepaid – Purchased with University Funds via Pcard, Invoice, or Purchase Order (PO).
2. Personal Expense – Expenses that need to be reimbursed directly to the traveler
3. US Bank – Expenses that will be reimbursed directly to US Bank to cover Travel/Corporate Card charges.

Any expenses that were purchased on a Pcard or Purchase Order must be marked as “University Prepaid” and PO or Pcard holder’s name must be identified.

Registration Fees – Must be identified on the TER
If paid by a different source or on another TER the payer must be referenced on the TER for the remaining expenses stating the name or report ID #

Registration fees that often include other types of expenditures must include the following information on the receipt:

1. Dates of conference, convention, seminar, etc.
2. Location and title of event.
3. Amount of fee and a breakdown of specific costs (meals, etc.) covered in the fee.

Lodging

Travelers may not claim travel or related expenses for other travelers. When traveling together, each traveler must pay for their own travel expenses and related reimbursements.

Group vs. Individual Lodging
If lodging was booked for multiple people from one source at one time it should show as Group-Lodging on the TER.

1. Can be booked through Concur/Fox World or directly with the hotel.
2. For overnight trips lodging always needs to be identified.
3. Hotel Folio must be attached.
4. Identify any roommates
5. In cases where travelers share a room, one traveler can pay for the full room with personal funds and request the full reimbursement. The traveler that did not pay needs to identify who paid for the room and does not need to attach a folio.
6. CANNOT USE 3RD PARTY BOOKING AGENTS (Air BnB, Hotels.com, Expedia, etc....)
Transportation Expenses

1. Fleet Vehicle – Always note in supporting details box. Add fleet receipt if possible. Identify driver and all UW passengers.
2. Mileage for personal vehicle – From office unless home is closer to the event or if the traveler is required to leave on a weekend.
3. Parking – Receipts required if over $25
4. Carpool – Identify driver and all UW passengers.
5. Train/Bus/Other Long Distance – Receipt required for reimbursement
6. Taxi/Subway/City Bus - Receipts required if over $25.
7. Airfare – Must be booked through Concur/Fox World – Receipt must be attached for reimbursement.
8. Rental Vehicle/Gasoline – Must use Big 10 contract (WSCA contract if Big 10 is not available) & provide itemized receipts for vehicle and gasoline. Identify driver and all UW passengers.

Meals and incidentals – Overnight Travel Only

1. Must be claimed for ALL days of overnight travel
2. Per Diem deductions are based off of what is shown on the agenda as provided meals.
3. Cannot claim meals were provided if not provided by the event/meeting. If a meal was provided and not identified on the agenda, it can be written on the agenda and will be accepted as documentation.
4. Complimentary hotel breakfast is NOT considered a provided meal.

Day Trip Meal Allowance – Non-overnight travel (not required to claim)

1. Can only claim if no other meals were provided that day and you were traveling over a meal period.

Agenda

1. Always attach an agenda
2. If there is no agenda - Identify “No Agenda” in the supporting details box.

Misc. Purchase/ Supplies

1. Always require an itemized receipt no matter the amount

Combining Business and Personal time

2. In cases where adding additional days to the trip (i.e. staying over a Saturday or flying on a particular day) proves most cost-effective, expenses for lodging and meals for the minimum necessary additional days may be University-paid, if the total costs of the trip, including lost work time, are less than the cost of the business only portion of the trip.
3. Valid Cost Comparisons: Concur or Fox World Travel agents must be used for cost comparisons. Because of pricing and availability fluctuations, accurate cost comparisons must be done immediately, in succession, to be valid.

Driving vs. Flying

1. The approving authority can approve the request if the costs do not exceed the cost of coach/economy airfare, taking into consideration the extra time to drive versus fly. Mileage to and from the destination will be based on the most direct route. See Determining Mode of Transportation for required comparison documentation.

Travel Reduction

1. Can only be used on Optional Travel.
2. Has to be limited by the department in writing prior to the event and attached to the TER
3. Be sure it is a NEGATIVE amount.

Required Travel: Travel that is required to fulfill the duties of a position held, travel required for a grant (including all travel on 133 or 144 funding), or travel that is mandated by a supervisor or department.

Optional Travel: Travel that is initiated at the discretion of the employee depending upon funding availability and supervisor approval.