

Lodging Cost Comparison Guidelines

Cost comparisons must be performed at the same time your lodging reservations are made.

Please read the full policy regarding airfare for complete details. As always you are responsible for knowing and complying with this information <http://www.bussvc.wisc.edu/acct/policy/travel/lodging.html>

Lodging must *always* be booked through Fox World Travel, the Concur self-booking tool or directly through the hotel. There are NEVER any exceptions to this.

Trip duration: You may arrive up to one day prior to business for domestic travel and two for international travel. When business is concluded at a time that would allow to you to return to your home by 10 PM, you are expected to return that day. Otherwise you must return the following day.

When do I need a cost comparison?

- Conference - When booking a hotel for a conference that has a preferred hotel listed. Check Concur to see if they offer a cheaper rate for the preferred hotel. If the rate listed in Concur is not lower please use the conference rate. *When you submit your reimbursement make sure to include a printout listing from the conference showing that this was the preferred hotel.
- Meeting – Make sure you are aware of the maximum rate for the City you are going to, you will only be reimbursed for this amount. You can check for this amount on the UW travel page using the UWTravelWise Calculator: <https://uw.foxworldtravel.com/rate-calculator/> As always check Concur first to see if they will have the lowest rate for you. If you decide to not book the hotel through Concur, make sure to print out the hotel listings from Concur to include with your reimbursement as justification for the booking you chose. **Always check Concur first**

Please feel free to ask questions or check to see if your comparison is adequate. It is helpful to know the details of your business travel and the details of personal travel for this.