



Department of Industrial
and Systems Engineering
UNIVERSITY OF WISCONSIN-MADISON

Lodging Maximums

When travelers book a hotel, please be aware of the following situations to make sure you get your actual* expense reimbursed:

1. If a lodging rate is within the stated maximum rate for the location, the actual lodging costs will be reimbursed.
2. If a hotel is a conference hotel or conference recommended hotel, the actual lodging costs will be reimbursed. Travelers need to provide evidence to show the hotel is a conference hotel or conference recommended hotel.
3. If conference or conference recommended hotel is not available (documentation must be provided), and a lodging rate is not available within the University's maximum, when booking a hotel, travelers should check both Concur/Fox World Travel and hotel website to compare which lodging rate is favorable.
 - ❖ If a lodging rate on Concur/Fox World Travel is more favorable, travelers should book a hotel through Concur/Fox World Travel. The actual lodging costs will be reimbursed.
 - ❖ If a lodging rate on a hotel website is more favorable, travelers should book a room with the hotel directly.
 - A cost comparison from Concur/Fox World Travel must be attached to the expense report, the actual lodging costs will be reimbursed.
 - Otherwise, (no cost comparison from Concur/Fox World Travel attached), the lodging costs can only be reimbursed up to the maximum rate for that location.

Note that taxes and fees are **not included in the maximum amount established for domestic travel; however, for international travel, taxes and fees **are** included in the maximum amount established.*

For the full information on this policy, please visit:

<http://www.bussvc.wisc.edu/acct/policy/travel/lodging.html>