UW System Traveler’s Checklist

The University of Wisconsin System operates a managed travel program with all University travel information and reservation options hosted in the UW TravelWIse Portal. UW System Travel Services has created a checklist to assist you in understanding the requirements for University Sponsored travel. If at any time you have questions, please contact your institution’s travel office for assistance.

Planning Your Travel

- Bookmark UW TravelWIse Portal homepage – all travel information is hosted within
- Become an authorized driver through the Enterprise Fleet Management System
- Register for the Concur Travel Self Booking Tool – New User Registration
- Once your registration is approved, log in and complete your Concur Profile – Travelers must complete prior to traveling!
- Review UW System Travel Policies prior to reserving travel & the summary Travelers Reference Guide.
  o All individual flight reservations must be made with the booking tool or travel management company
  o Use contracted lodging properties at negotiated rates whenever available in location
    ➢ Lodging can be booked directly with the hotel when attending a conference and staying at the conference designated hotel. Rate maximums do not apply when staying at conference hotels.
    ➢ Review the maximum lodging rates prior to making reservations
  o Car rental reservations must be made using our Enterprise/ National Big Ten Contract, or secondary agreement with Hertz if Enterprise/National is not available
- Check with your department if a travel authorization is required prior to booking travel
- Make your travel reservations in Concur or a with a Travel Incorporated Consultant.
  *Note: Individual travel for NCAA Athletics should be booked with Short’s Travel Management.
  o Book airfare first – you can add to an airfare reservation but cannot add air to hotel or car reservations
  o Hotel – contract hotels with negotiated rates will appear first in search and are marked “Most Preferred”.
  o Car Rentals – contracts include discounted rates for foreign and domestic locations and include insurance coverage for domestic rentals.

Know Before You Go

- Review the Meal Per Diem Allowance reimbursements for the location of travel in the UW TravelWIse Calculator
  o First and last days of travel receive 75 percent of the daily per diem rate
  o Meals provided, such as conference meals or hosted meals must be deducted from the daily per diem
- International Travel - When traveling abroad review the international resource page
- Tax Exemption - Obtain a tax exempt wallet card from your travel office – this must be shown to receive tax exemption
- Receipt and Reimbursement Requirements
  o Review the expense reimbursement requirements and expense reimbursement user guides
  o Travel Incorporated invoice/e-confirmation must be included in the travel expense report
- REAL ID - Effective October 1, 2021 TSA will begin requiring either a REAL ID or a passport to board a domestic aircraft for those 18 and older. Those who do not have either a REAL ID or passport will be denied boarding

During Your Trip

- In case of an emergency or change in travel plans, call Travel Incorporated
  o Direct 470-589-2205 / Toll-Free 877-811-9898 / Concur Support 866-738-6444 / UWTravel@travelinc.com
    ➢ Regular Hours Support: 7AM – 8pm CST
    ➢ After Hours Support: 8PM - 7AM CST Mon- Fri and 24/7 Weekend and Holiday coverage