Traveling?  
Know Before You Go!

- **Air travel MUST be booked** through Concur or Travel, Inc! Any other means of booking will NOT be reimbursed.
- **Lodging through 3rd party booking** (Expedia, Orbitz, staying with friends, etc.) will NOT be reimbursed.
- **Expense reports MUST be submitted** within 90 days from the last day of business travel or from the purchase date of supplies.
- **Ways to Pay:** -Purchasing Card -My Corporate Card -Personal Funds -Cash Advance
- **Visit:** https://www.concursolutions.com/ to book your travel
- **Have Questions?** Contact Business Services at uwtravel@bussvc.wisc.edu  
PHONE: 608-890-1864
- **For lodging,** you MUST first determine what is the maximum lodging allowed for the business travel dates.
- **Consider vehicle transportation carefully!** Please see the Business Services website, under Using a Vehicle During UW Business Travel for complete information.
- **Ways to Pay:** -Purchasing Card -My Corporate Card -Personal Funds -Cash Advance
- **Lodging through 3rd party booking** (Expedia, Orbitz, staying with friends, etc.) will NOT be reimbursed.
- **What about other expenses?** For all things from baggage fees to travel visas, see the Division of Business Services travel and reimbursement website!
- **All information is located at:** https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/
- **Still have questions?** See Julie Gibes in 272 MSE
- **The system will default to set amounts for daily meal per diem. Any provide meal at a conference must be marked provided and deducted from your total meal per diem.
- **See:** https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/meals-and-incidents/ for complete information.