

NTP Travel Guidelines

What's Reimbursable?

Meals:

- Meals are reimbursable up to location maximums. If a meal exceeds the maximum, an itemized receipt along with an explanation as to why the maximum was exceeded are required.

In-state travel meal maximums: Breakfast: \$8, Lunch: \$9, Dinner: \$10

Out-of-state travel meal maximums : Breakfast: \$10, Lunch: \$10, Dinner: \$20

Airfare: (Check with NTP about using program purchasing card)

- Airfare reimbursement should be limited to coach fares.
- Taxi or shuttle service to/from airport or during business-related travel is also reimbursable.
- Please submit flight itinerary as well as receipt confirming payment.

Lodging:

- For in-state travel, the maximum amount reimbursable per day is \$70 excluding tax. (For Milwaukee, Racine, and Waukesha counties the amount is \$80/day)
- For out-of-state travel, please see www.bussvc.wisc.edu/acct/policy/travel/lodging.html for a listing of location costs.
- The daily maximum can be exceeded if staying in a conference headquarter hotel.
- If sharing a room, please split the room costs with the hotel at the time of check-in. It makes the reimbursement less complicated following travel. Always submit the detailed hotel invoice with traveler names included.

Vehicle Rentals and Personal Vehicle Mileage:

- Vehicle rentals are reimbursable if reasonable in terms of size, cost, and number of passengers. Claims for reimbursement other than subcompact, compact, or midsize models must be documented.
- The State of Wisconsin and the Big 10 have contracts with Enterprise and National Car Rental companies, and these contracts include free collision and liability insurance on most rentals.
Enterprise Booking Code: "State Rate"
National Booking Code: 5004463
- Use of UW fleet vehicles is encouraged when possible, but personal mileage is reimbursable with documentation.

Miscellaneous:

- Certain miscellaneous expenses are reimbursable. These include parking charges, tolls, business phone, fax, or Internet, and personal calls up to \$5/day.

Receipt Policy

- Receipts are required for all expenses exceeding \$25.

- However, if requesting reimbursement from NTP, please fill out NTP travel reimbursement form with detailed information of all costs.
- Please return receipt packet, NTP travel reimbursement form, and any other documentation to the NTP Office, as soon as possible following travel. Less than a week is the preferred amount of time between travel and submission to the office for reimbursement.

What's Not Reimbursable?

- Anything not UW-business related
- Alcohol
- Spouse or family member's travel costs
- Lost/stolen cash or property
- Personal items and services
- Avoidable expenses (sightseeing tours, etc)
- Traffic citations or fines
- Personal vehicle repairs
- Flight or trip insurance
- Childcare costs
- Kennel fees

NTP Purchasing Card

- In some instances, the NTP purchasing card can be used up front to register for a conference, reserve a hotel, etc. If you are on the training grant and would like to use your travel allowance and purchasing card, please let the NTP Office know. This will eliminate extra paperwork and lag time for reimbursement.

E-Reimbursement

- The UW is transitioning to an electronic reimbursement system. To learn more about this, please visit <http://www.bussvc.wisc.edu/acct/TEWeb/tabereimbursement.html>. It's recommended to take the online training as well.

General Tips for UW Travel

- Prior to traveling, figure out how all elements of the trip will be funded (from PI funds, NTP, fellowships, etc).
- For questions related to travel, contact the NTP Office, or view the UW travel webpage <http://www.bussvc.wisc.edu/acct/TEWeb/index.html> (The trip planning tab is particularly helpful)
- If traveling to a conference, please keep copy of registration as well as conference schedule. These items are necessary for reimbursement.