Funding:

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

DEPARTMENT OF PHYSICS TRAVEL REIMBURSEMENT REQUEST

Name of Traveler	Date
Home Address (**UW employees/students may omit)** City/State/ZIP/Country	(last 4 digits) Social Security Number (**UW employees/students may omit**)
	Email
	Contact/Phone Number

UW or State Employee ☐ Yes If Yes, are you ☐ Faculty ☐ Staff ☐ Student **If Student, are you** ☐ Undergrad ☐ Grad ☐ RA / TA / PA / Fellow
☐ No

US Citizen or Permanent Resident Alien ?
☐ Yes If Yes, and you are a permanent resident, copy of Resident Alien card required

☐ No If No, list country of residence: _____ Visa Type _____

(Copy of Visa and I-94 required. Additional documentation may be required. See table of requirements on reverse. ***UW Employees/students may omit****.)*

Trip information

Please include agenda, invitation to attend, conference brochure, etc.

	Departure Date
Purpose of Trip	Departure Time
	Return Date
Destination(s)	Return Time

Currency conversion for foreign travel: 1 US Dollar = _____

Travel Expenses

Include all receipts. See your travel coordinator with questions.

Date	Cost	Type of Expense & Additional Information

Meals

Record dates and amounts for all meals you are eligible for (see "Meal Reimbursements" on reverse).

Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner

ꕥ Identification Requirements for Permanent Residents and Foreign Nationals ꕥ

If you are not a U.S. citizen, we will need photocopies of one of the following sets of documents to accompany your reimbursement request.

Group A – U.S. Resident Aliens Only	Group B	Group C	Group D	Group E
Resident Alien Card (form I-551) - OR - "processed for I-551" stamp in passport	H1-B visa Passport I-94 Card Form I-797	J-1 visa Passport I-94 Card Form DS-2019	F-1 Visa Passport I-94 Card Form I-20	B-1/B-2 or WB/WT visa Passport **US Homeland Security Entry Stamp** **ESTA Authorization** Visa stamp (if you have one)

If you are a Canadian citizen and none of the above classifications apply, we need photocopies of your passport and driver's license only.

ꕥ General Reimbursement Requirements ꕥ

http://www.bussvc.wisc.edu/acct/travel/tabtripplanning.html

Meal Reimbursements

You will be reimbursed for meals under the following criteria:

- Breakfast, if you leave home before 6 AM. (up to $8.00 in Wisconsin, $10 out-of-state)
- Lunch, if you leave home before 10:30 AM and return after 2:30 PM. (up to $9.00 in Wisconsin, $10 out-of-state)
- Dinner, if you return home after 7 PM or depart for overnight travel before 6 PM. (up to $17 in Wisconsin, $20 out-of-state)

Receipts are not required for per diem meal reimbursement. Different meal rates are available on foreign travel; ask your travel assistant for details. Tax and tips (limited to 15%) are included in the maximum allowable amount. Complimentary meals (e.g., buffet-style breakfast served at a hotel) cannot be reimbursed.

Lodging Reimbursements

You will be reimbursed for lodging under the following criteria:

- Your lodging costs per night do not exceed the maximum available for your location.
  - Lodging Max out-of-state is $70 (excluding High Cost City locations in the United States.
  - Lodging Max in Wisconsin is $70 (excluding Milwaukee, Racine and Waukesha, where it is $80)
  - High Cost City maximums are available if your lodging location appears in the list of High Cost Cities determined by the UW.
  - Lodging cost may exceed the max if staying at an approved "conference hotel" location; ask your travel assistant for details.
- You supply documentation of cost paid for the stay AND that you have in fact lodged there (a "check in" and "check out" date are given). You must obtain a folio or similar document from the hotel showing both your check in and check out dates.
  - See http://www.bussvc.wisc.edu/howto/acct/e-receipt.html

Airfare Reimbursements

Reimbursement for airfare requires documentation of your itinerary, the total cost of the fare, AND a valid form of payment for the fare, proof of coach/economy fare class (for example, an electronic ticket receipt that shows the last four digits of your credit card number used to purchase the fare). If your e-ticket receipt does not provide all of the above, additional documentation in the form of your credit card statement and/or third-party vendor booking confirmation may be required. Your ticket number is also required for reimbursement, according to UW rules.

Please note that Orbitz.com is an "ineligible vendor" by the state of Wisconsin; UW System policy forbids reimbursement for services purchased through Orbitz.

Fuel charges (or mileage reimbursement)

Reimbursement for fuel charges requires an original receipt that shows both the total cost of fuel and the price per gallon. Credit card statements or receipts not showing the price per gallon are unacceptable. Fuel reimbursement total cannot exceed the amount reimbursed based on mileage. Mileage may be reimbursed in lieu of gasoline receipts at a standard rate of $0.510 per mile for round trips below 300 miles. Trips over 300 miles require that a UW Fleet car, DOA Fleet car or documentation of the non-availability of such cars be obtained in order to receive the $0.510 reimbursement rate; otherwise, the lower rate of $0.352 per mile is reimbursed.

Other fares (taxi, bus, train) and parking reimbursement

An original receipt showing total cost must accompany fares between cities, regardless of cost. Receipts are always required for parking costs. A maximum 15% gratuity may be reimbursed.

Registration Fees

Registration fees are reimbursable with both an original receipt of purchase and accompanying documentation of the associated business purpose (e.g., brochure of conference or workshop) and breakdown of fee costs. Non-business-related activities that are included in the fee (e.g., sightseeing tours, golf outings, etc.) are not reimbursable. Note: Professional membership fees are not reimbursable using federal funds.

Return this form, ID documentation, and receipts to:

UW-Madison Dept. of Physics
ATTN: _____
1150 University Avenue, Chamberlin Hall
Madison, WI 53706-1390