



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

Visa type	H-1B	B-1 / B- 2	Visa waiver countries	F-1	J-1
Copy of documents required	<ul style="list-style-type: none"> <li>• Passport</li> <li>• I-94 Card</li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• I-94 Card</li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• ESTA authorization</li> <li>• Homeland security stamp</li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• I-94 Card</li> <li>• I-20</li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• I-94 Card</li> <li>• DS-2019</li> </ul>

For **Canadians** only: Use a second form of picture ID in lieu of the I-94 when the visitor does not obtain an I-94

### General Reimbursement Requirements

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

#### Meals

You may be reimbursed for meals not included in the cost of your airfare, registration fee, etc. The first and last day of travel qualifies for 75% of the M&IE per diem based on the location where the traveler spends the night, regardless of departure and return times. The maximum M&IE per diem allowance will be at a rate established by the Federal Government for the location and dates of travel. The UW TravelWise Rate Calculator is the official source for obtaining lodging and M&IE Per Diem rates prior to travel.

#### Day Trip Meal Allowance

Travel that does not include an overnight stay will be limited to a tax reportable day trip meal allowance of \$15 per day when the approving authority expects the traveler to incur meal expenses. No day trip meal allowance will be paid if the traveler receives any provided meals.

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#### Lodging

Please use the calculator to find your maximum allowance <https://uw.foxworldtravel.com/rate-calculator/>  
Lodging cost may exceed the maximum if staying at the “conference event hotel”

You must book the hotel **through Concur or directly with the hotel**, no third party will be reimbursed (ex: airbnb or booking.com, etc.)

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#### Airfare

Your ticket **must be booked through Concur**.

When travelling abroad only use an **American carrier** or ask your travel coordinator for exceptions.

<http://www.gsa.gov/portal/content/103191>

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#### Mileage reimbursement

Individuals driving a privately owned vehicle on UW business will be reimbursed at the Standard Rate if the **accumulated round trip mileage is less than 300 miles or if a fleet non-availability** certification form from UW-Madison Fleet is provided with the reimbursement claim.

Standard rate (per mile): \$0.54

Turndown rate (per mile): \$0.352

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#### Other fares (taxi, bus, train)

Receipts are required for the transportation expenses outlined in this policy that exceed \$25 (with the exception of travel by train, which requires a receipt regardless of the cost).

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#### Registration Fees

Receipts are required for all registration fees. Documentation must include the name of the event, business purpose, event dates, location, amount of the registration fee and a breakdown of the specific costs included in the fee (e.g. meals, materials). Note: Professional membership fees are not reimbursable using federal funds.

Return this form, ID documentation, and receipts to:  
 UW-Madison Dept. of Physics  
 1150 University Av.  
 Madison, WI 53706