

Funding:

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 (UW employees/students may omit)
	Phone Number: (UW employees/students may omit)
UW or State Employee ■ Yes If Yes, are you ■ Faculty ■ Staff ■ Student In No	f Student, are you 🔳 Undergrad 📕 Grad 📕 RA / TA / PA / Fellow
US Citizen or Permanent Resident Alien ? Yes If Yes, and you are a permanent resident, copy of Resident Alien card required	1
No If No, list country of residence:	Visa Type
Trip information Please include agenda, invite	ation to attend, conference brochure, etc.
Purpose of Trip (please be detailed):	Departure Date:
Destination(s) (please be detailed):	Return Date:

Travel Expenses					In	clude all 1	receipts						
Date	(Cost		Туре	e of Expens	e & Addit	ional Inform	nation					
Meals					Char	le datas au	d and assets	fo a all an ao	1	ali aib la	far		
	Ð	1.6	-				nd amounts :					1	5.
Date	Bre	eakfast	Lur	nch	Dinner	Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner
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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	PassportI-94 Card	PassportI-94 Card	 Passport ESTA authorization Homeland security stamp 	PassportI-94 CardI-20	PassportI-94 CardDS-2019

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.

Lodging

Please use the calculator to find your maximum allowance <u>https://uw.foxworldtravel.com/rate-calculator/</u> 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.)

Airfare

Your ticket must be booked through Concur.

When travelling abroad only use an **American carrier** or ask your travel coordinator for exceptions. <u>http://www.gsa.gov/portal/content/103191</u>

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

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).

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