



# General Overnight Travel

Last updated 4/4/23

## Conference and Overnight Travel

There are several things to take into consideration when submitting an expense report which contains overnight/conference travel. To get your report started, below are a few general questions to consider.

### 1. What was the Business Purpose of your trip?

- a. Provide a brief description of how the trip was related to your position on campus. All expenditures must have a business purpose.
- b. Attach proof of event to your TER. This is oftentimes an event flyer, brochure, or agenda. The proof of event must corroborate dates and locations in your expense report.

### 2. How did you get to your destination?

- a. Drove a car
  - i. Rental Vehicle
    1. [Become an approved driver before traveling](#)
    2. Attach a receipt of your vehicle rental
    3. Attach any receipts related to refueling the rental car
  - ii. Personal Vehicle
    1. [Become an approved driver before traveling](#)
    2. Attach a map, highlighting the route and number of miles driven (Must be [MapQuest](#) or [Google Maps](#))
    3. [Determine whether you're eligible for the Turndown or Standard Rate](#)
    4. Claim mileage through e-Reimbursement (no receipts needed)
  - iii. Fleet Vehicle
    1. Make a note that you traveled via Fleet in the supporting details of your report
    2. (Optional) Enter expense from Fleet receipt on your e-Reimbursement
      - a. Select 'Vehicle Rental' expense type
      - b. Select 'University Prepaid' as your payment type
      - c. Select 'Fleet Vehicle' as the preferred merchant
  - iv. Rode with another Employee
    1. Make a note of this in the supporting details, include the name of who you rode with
- b. Flying to a Conference
  - i. All flights must be booked through the appropriate travel provider (self-service through [Concur](#), otherwise [contact an agent](#))
  - ii. [Attach a copy of your flight receipt](#)
  - iii. Follow instructions under 'Drove a car' for any subsequent car travel (rental in conference city, travel to airport, etc.)

### 3. Where did you stay the night?

- a. Hotel
  - i. All hotel reservations must be booked through the appropriate travel provider (self-service through Concur, otherwise contact an agent). Exceptions are available for Conference site/Conference sponsored hotels.
  - ii. Lodging expense must be within per diem amounts found via the [Per Diem Calculator Tile in e-Reimbursement](#).
  - iii. If the room is booked in your name
    1. If you're the only individual staying in that room, list your lodging expense as 'Lodging – Individual'
    2. If others are staying with you, list the people staying with you, and place your expense under 'Lodging – Group'
  - iv. If the room is booked in another person's name (they paid)
    1. List this detail in the supporting details box
  - v. Attach a folio/receipt showing the total amount paid (show a zero balance)
  - vi. Attach documentation confirming the hotel was booked within the appropriate UW System travel provider,
- b. With a Friend/Family Member
  - i. Make a note of this in the Supporting Details Box

### 4. Meals and Incidentals (M&IE) for Personally Incurred Meal Expenses

- a. Deductions ([How to Select Per Diem Deductions](#))
  - i. First/Last Day of Travel
    1. The first and last day of the Meals and Incidentals expense must be marked for the first/last day of travel via the expense line detail.
  - ii. Meals Provided
    1. Any meals provided to you during your trip must be deducted from your Meals and Incidentals.
- b. Reimbursing less than the full Meals and Incidentals amount
  - i. If your department does not wish to reimburse the full Meals and Incidentals amount as a result of budget restrictions, [use the Travel Reduction](#) line to reduce your reimbursement amount.
- c. Please note that when claiming Meals and Incidentals, no meal receipts should be included (except in cases of hosted meals).

### 5. Did you pay a Registration Fee?

- a. Attach a copy of the Receipt showing that the amount was paid.
- b. If a Registration Fee was paid by a University Check, make note that it was in the supporting details.
  - i. (Optional) Add an expense line for 'Registration Fee' and select the billing type 'University Prepaid'.

**6. Expenses Charged to a University ProTravel Card (From above or other expenses, including Parking, Luggage, Tolls, etc.)**

- i. Attach a copy of the Statement showing the expense.
- ii. Attach a receipt showing the amount paid (a receipt is required regardless of the total).
- iii. Make sure to mark the expense as 'University Prepaid'.

**UW System Travel Providers:**

Individual Travel: [Travel Incorporated](#)

Athletics Travel: [Shorts Travel](#)

Group Travel: [Fox World Travel](#)