Day Trip Travel

Day Trip Travel for University Business

Day Trip Travel is defined as travel that does not include an overnight stay. The traveler is entitled to claiming expense related to travel, and may be eligible for a Day Trip Meal Allowance (UW System Policy 420).

1. 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

2. Day Trip Meal Allowance Guidelines
   a. Tax Reportable $15 allowance per day.
   b. Traveler’s University Business must require the traveler to be away from campus during a meal time.