



General Overnight Travel

Last updated 8/24/21

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](#)