

What is Supporting Documentation?

Expense	Documentation requirements
Airfare	Itinerary showing proof and method of payment, cost, and flight details. Receipt and itinerary must include traveler's name, destination, departure/return dates and times, fare amount paid, method of payment. Save boarding passes in case flight times change.
Car Rental You MUST use the State/UW contracted vendors.	Enterprise: In-state travel (Booking Code: WI24004) National: Out-of-State & foreign travel (State Contract: 5004463, Big 10 Contract: 5766241) You MUST provide the UW contract number when making the reservation to receive the discount and be eligible for cost reimbursement. Additional options that are NOT reimbursable: <ul style="list-style-type: none"> ▪ Fuel Service Option (FSO) ▪ Global Position Service (GPS) ▪ Additional Drivers Receipt that shows proof and method of payment, the travelers name, rental date(s), and vendor name. If a vendor does not have a vehicle available for the dates/times needed, documentation from the vendor verifying this must be included. Justification for claims of other than subcompact, compact or midsize models must be documented and included with the expense report. You MUST fill the tank with gasoline before returning a rental car to the vendor.
Event	<u>Attending:</u> Documentation showing title of event, location (city), dates of event, and confirmation of conference facility. Usually found on the conference brochure or meeting agenda. <u>Hosting:</u> If the UW is hosting the event you MUST provide the UW event form, agenda, and participant list. If food is to be served during the event the agenda needs to reflect when and what work is being conducted over the meal time.
Hosted Meals	UW event form, participant list, agenda that indicates what work was being conducted during the meal, an itemized receipt, and a written justification for why the meal was necessary.
Lodging	An original, itemized, detailed receipt showing daily room rate, guest name(s), dates of stay, single/double accommodations, all other room charges, amount paid, and form of payment. If sharing a room, ask at Check-in for separate receipts or two payments on one receipt. If paying your roommate cash for your half, you cannot use their receipt for reimbursement. If hotel is not a conference site, reimbursement maximums apply and vary by location. Detailed information or justification is required to make a reimbursement decision. Lodging maximums
Registration	Registration form, proof and method of payment, brochure or registration form showing dates, location, title of conference, amount of fee, and breakdown of items included in the cost. Non-business related activities included in the fee, such as sightseeing tours, golf outings, etc. are not reimbursable. This is NOT the confirmation documentation document that is sent from the conference organizers. If you cannot obtain a receipt, you can submit the confirmation document and a copy of your credit card statement showing payment (all personal information should be blacked out).

Web based receipts

To obtain a valid receipt when using web-based tools, web pages that contain the needed documentation for airfare, lodging, and registration payments should be printed out during booking and attached to the reimbursement request.

Airfare	Flight itinerary that includes departure/return dates and times, class of travel, price of flight, price of any additional charges, confirmation of payment.
Lodging	Dates of stay, number of guests and UW affiliation, daily room rate plus taxes, and confirmation of payment including total charged. Hotels/Motels continue to provide a detailed invoice/folio upon checkout. You should continue to obtain the detailed invoice. If you are unable to obtain the original detailed invoice/folio you MUST indicate in your expense report why you are providing only the e-receipt using the 'no receipt' field in the detail of the expense line.
Registration	Title of event, attendees, dates, location, cost, what cost includes, and confirmation of payment.

When do I need cost comparisons?

Cost comparisons: All cost comparisons need to be done **prior to** travel. They should be done at the same time the travel arrangements are being done. All cost comparisons need to include all cost associated with the trip show a cost savings for the UW or no additional costs.

Expense	Documentation Requirements
Headquarter City (HQ)	A comparison needs to show cost of HQ city departure, airfare, parking expected, and mileage reimbursement. Comparison for alternate departure site needs to include airfare cost, mileage reimbursement, and parking costs. There should be a cost savings to UW to depart from other than HQ city, unless the choice was made because of scheduling issues. If scheduling issues created the need to choose an alternate departure location, a full explanation should be provided on reimbursement document.
Business travel that includes personal time	A cost comparison for airfare for the actual days needed to be in travel status for the UW business or conference on the same date as the airfare booking which will include the personal travel time that the traveler is desiring. Cost comparisons need to show a cost savings or no additional costs for the personal time. Only when the booking and the cost comparison pricing is obtained on the same date is it truly a comparison. UW reimburses for the lower cost of the two flights. UW will only reimburse for travel expenses required to conduct UW business or attend conference.
Flying vs driving	When ever a traveler selects to drive instead of flying when there is a great distance involved, a cost comparison must be done to show the cost savings. When you are preparing the cost comparison remember to include all cost associated with the trip.
Airfare	When airfare costs exceed \$1000 before taxes, a cost comparison from at least one other airline must be obtained. The cost comparison must be for the actual days needed and done on the same date as the airfare booking.