

# Department Travel FAQs

## Travel & Reimbursement

UWM policy states that an online Travel & Miscellaneous Expense Authorization (TMEA) form must be completed prior to any travel or reimbursable purchase. The online TMEA form is accessed through the BPLogix System:

- Go to <http://uwm.bplogix.net/workspace.aspx>
- Enter your ePanther ID and password.
- Click on the “**New Travel / Expense Authorization**” button.
- Enter your name as the traveler
- Please contact Wendy Grober ([wgrober@uwm.edu](mailto:wgrober@uwm.edu)) for the appropriate names to enter into the **Supervisor(s), Supervisor Designate(s) (i.e. PI, UBR), or Approver(s)** box (names to enter would be Kevin Blackburn and Wendy Grober – your research supervisor would be added if you are using their grant funding for support – if you are using Foundation funds, then add Timothy Miles)
- Select “**College of Letter & Science**” in the “**Division**” dropdown list
- Select “**5200 Chemistry General**” in the “**School / Department**” dropdown list

For listing your expenses, please enter the items and amounts you would like to get reimbursed for:

- Lodging (hotel)
- Transportation (car rental/air/mileage)
- Registration
- Other (such as food or other items for reimbursement)

## Funding Allocations

Graduate School student travel funding:

- Click the “**Requesting Funding / Reimbursement Request**” button for **Funds**
- Select “**35: Graduate School**” in the **Division** drop down list
- Select “**1003: Travel Awards**” in the **Department** drop down list
- Select “**131**” in **Fund** drop down list
- Select “**0**” in the **Program** drop down list

**Please Note:** There is no Project / Grant number needed

Chemistry Department student Travel funding:

- Select “**48: College of Letters and Science**” in the **Division** drop down list
- Select “**5200: Chemistry General**” in the **Department** drop down list
- Select “**101**” in **Fund** drop down list
- Select “**2**” in the **Program** drop down list

## Grant funding:

Please enter the numbers in the appropriate boxes.

## Multiple funding:

Click on the “add an allocation” button to add additional lines for funding.

The expenses and the funding must equal – don’t enter expenses that you don’t have funds for reimbursement.

## Attachments

Attach relevant documents such as conference itinerary, abstract approval, flight itinerary, graduate school award letter, etc. by uploading each document.

Once you have completed the remaining information on TMEA form, please click the green “Submit” button to submit the form into workflow for approval. If this is your first time filling out a TMEA form, please screen shot the form and send it to [wgrober@uwm.edu](mailto:wgrober@uwm.edu) so the form can be reviewed prior to submission to prevent processing delays.

***Failure to complete a TMEA request will cause a delay in the reimbursement and could result in forfeiture of travel funding.***

OTHER INFORMATION:

## REGISTRATION

If you are registering for a conference, please work with Kevin or Shelley to put the registration on a department purchasing card.

## FLIGHT

If you need to make an air reservation, you MUST use CONCUR or you will not be reimbursed for your flight. If you have not used Concur before, create a profile. Please see Wendy, Kevin or Shelley for help making a reservation. Shelley and Kevin have a department credit card which can be used to reserve your flight. <https://www.wisconsin.edu/travel/booking/concur/> If you have never used Concur, please complete the new user registration, which is under quick links and then you can log into Concur by using your UWM login.

## HOTEL and MEALS

Do NOT use third party contacts (such as Expedia, Priceline, etc.) to book your hotel room. You can book directly with a hotel, stay at a conference hotel, or stay at an Airbnb. To find out the maximum that can be reimbursed for your hotel, please go to <https://www.wisconsin.edu/travel/> and scroll down the page to the Lodging Max and meal calculator and add your travel location and dates and it will give you the hotel costs and meal per diem rates for your trip.

## Car Rental/Mileage Reimbursement

Please use Concur to make your car reservations. You must be an *authorized driver* to get reimbursed for car rental or mileage. Please go to <https://fleetportal.wi.gov/my.policy>

1. *Select type of employee:* select **UW** then click “Logon”
2. *UW Campus:* select **UW Milwaukee** then click “Logon”
3. In the box titled NEW FLEET DRIVER – select **Vehicle Use Agreement**
4. Read and complete the Vehicle use agreement and submit electronically – For your supervisor, please list my name and email: Wendy Grober, [wgrober@uwm.edu](mailto:wgrober@uwm.edu)
5. Under the *UW UDDS Code* – enter **B485200**

***\*\*\*When you return from your trip and need your expenses reimbursed, please send Wendy your receipts for processing an expense report.\*\*\****