

Travel Policy Links

L&S Travel Approval Form

<http://uwm.edu/letters-science/wp-content/uploads/sites/255/2016/10/LS-Travel-Request-Form-1.docx>

UW TravelWise Home Page—Reservations and Information

<https://uw.foxworldtravel.com/>

Policies and Procedures

<https://uw.foxworldtravel.com/policies-and-procedures/>

Apply for a Corporate Visa Travel Card

<http://uwm.edu/business-financial-services/accounts-payable/forms/>

University Travel Policies Updated-September 19, 2017

<http://uwm.edu/news/university-travel-policies-updated/>

UW System Lodging Program-FAQ

<https://uw.foxworldtravel.com/uw-system-lodging-program-faq/>

Lodging Reservations and Payment – Procedures

<https://uw.foxworldtravel.com/lodging-reservations-and-payment-procedures/#booking-options>

Additional travel support

Also new this year is enhanced travel support. Anyone needed help with travel questions can contact Alyssa Mahn, who is regional travel manager for UW System. She's been serving UWM since July as the university's travel policy and procedure expert. Mahn can help with such things as:

- Answering questions about UW System travel policies and procedures, including training on reservation options such as Concur and Fox World Travel
- Advising about reservation options, use of contracted suppliers and how best to satisfy travel needs
- Administering the Concur Travel self-booking tool technology

Mahn can be reached for any travel-related questions or needs at amahn@uwsa.edu or 414-882-0995.