

2018-19 English Department Travel Guidelines for Lecturers

Departmental Policy:

To support professional development, the department will provide funding up to \$250 for **research or travel to major conferences at which you present**. Please direct all travel questions to Brooke Barker (barkerb@uwm.edu) or Christopher Hofland (hofland@uwm.edu).

Please refer to [UW TravelWise](#) for all UW System travel and reimbursement policies and procedures.

Required Actions:

Prior to travel

- *Create a Travel Authorization.* L & S requires the use of the paper [Travel Authorization form](#). Please include all the required information including the name of the conference (no acronyms), the dates of the conference, the conference venue, and the dates you plan to be absent, (You can also complete an online version and later link your expense report to it but the paper form is required, as well). Unless you're sure of the funding string, feel free to leave that area blank. Christopher or Brooke can complete that information.
- An electronic copy of your Travel Authorization form will be emailed to you after signature approvals are obtained. You are then able to make flight and hotel reservations through UW TravelWise. It is now required that both flights and hotels are arranged through this site. You may book through the conference's own web site, but you should check Concur first for it may provide rates below that of the conference rate. When possible use a UWM Travel Visa card because these pay back a portion of your expenses to the university.

After travel

- File a Travel Expense Report via e-Reimbursement (no more paper TERs) within 90 days of completion of travel. Copies of your signed travel authorization form and copies of applicable expenses such as the electronic invoice for airfare, your itemized hotel folio, a conference program or schedule at-a-glance, and receipts for registration fees shall be scanned and uploaded to your online expense report. If you drive, you'll need to be an approved driver in order to get reimbursed for driving expenses. You'll also want to include a map of the route you took to get to and from your destination.

Notes:

- If you plan to drive, a [Driver Authorization form](#) must be completed at least 7 days prior to travel. Once approved, you will remain an authorized driver until or unless there is any negative change in the status of your driving record.
- Use of the department purchasing card is not permitted for travel-related expenses
- [University Code of Conduct](#) rules apply.