2018-19 English Department
Travel Guidelines

Departmental Policy:
To support professional development, the department provides funding for research or travel to major conferences for presenters. Please direct travel questions to Brooke Barker (barkerb@uwm.edu) or Christopher Hofland (hofland@uwm.edu).

Total approved English Department Funding Contributions per fiscal year:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1250*</td>
<td>Tenure-line Faculty for travel outside North America</td>
</tr>
<tr>
<td>$500*</td>
<td>Tenure-line Faculty for travel inside North America</td>
</tr>
<tr>
<td>$500</td>
<td>Academic Staff Indefinite Status</td>
</tr>
<tr>
<td>$250</td>
<td>Fixed Term Academic Staff, and Graduate Students</td>
</tr>
</tbody>
</table>

*Tenure-line Faculty members are limited to one trip either domestic or international.

Additional funding sources for Graduates: UWM Graduate School Travel Award

Additional funding sources for Faculty: Office of Research, Humanities travel awards

Please refer to UW TravelWise for all UW System travel and reimbursement policies and procedures.

Required Actions:

**Before travel**

- Complete the paper L&S Travel Authorization Request form (TAR).
  - Please include;
    - Name of the conference (no acronyms)
    - Dates of the conference
    - Conference venue
    - Dates of planned absence
    - Funding string (if you are unsure, leave that area blank, but be sure to note if funding is coming from a source than the English Department.)
    - If additional funding has been awarded; please attach a copy of approval document (email, form, etc.) with funding string and award amount.
  - Hand the form to either Brooke or Christopher. The form is double checked before being sent on for approval.
  - Once approved, the traveler will receive an emailed copy of the approved TAR form.
  - Proceed to make flight and hotel reservations through UW TravelWise and Concur.
  - If driving, the Driver Authorization form must be completed and approved at least seven days before travel. Drivers without authorization will not be reimbursed mileage.

**During travel**

- Record a daily agenda/program/schedule for the event(s) you attended. This agenda should cover the entire travel period.
• Submit a detailed hotel receipt showing an end balance of $0.00.
• If you exceed the Lodging/Meal & Incidental maximums, you will eat the extra cost. The only exception to this is if the lodging is listed as a conference hotel.
  ▪ Please use the **Lodging Maximums and M&IE Per Diem Allowance Calculation** when applicable.

*After travel*

• Create an expense report via **e-Reimbursement** within **90 days** (not 3 months) of returning from approved travel. Reports submitted after 90 days will be declined.

• Please attach;
  • The returned approved scanned TAR form
  • Copies and not links of applicable expenses (invoice for airfare, your itemized hotel folio, a conference program or schedule at-a-glance, and receipts for registration fees.)
  • Drivers must include a Google or MapQuest map of the entire route for mileage reimbursement purposes.

**Important Links:**

• **Use of Personal of Vehicles, Rental Cars and Fleet for Business Transportation** (includes mileages information.)
• **UW TravelWise Policies and Procedures**
• **UW TravelWise User Guides, Tutorials, and Publications**
• **UWM Code of Conduct**
• **UWM Travel Visa** (T-Cards).
• **Vehicle use and Driver Authorization**

**Notes:**

• Department Purchasing Cards (P-Cards) cannot be used for travel-related expenses.
• TAR forms can take several days to get approved.
• Travelers can book through a conference’s website, but check Concur as it may provide more competitive rates.

**UW System Travel Support:**

• Still have questions about complex travel matters? Regional Travel Manager Alyssa Mahn (amahn@uwsa.edu, 414-882-0995) can answer questions about travel policy and procedure, reservations, use of contracted suppliers, and travel training opportunities.