2019 - 2020 English Department
Quick Travel Walkthrough

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).

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.

Check out: TravelWise online user guides and training videos.

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. Your Expense Report name should be: Last Name_Funding/PRJ_Location
• Please attach;
  • The returned approved scanned TAR form
  • Copies and not links of applicable expenses. You will need;
    • Invoice for airfare
    • Your itemized hotel folio
    • A conference program or schedule at-a-glance,
    • Receipts for registration fees.
    • Etc.
  • Drivers must include a Google or MapQuest map of the entire route for mileage reimbursement purposes.

Pro-tips:
• There are NO exceptions to UWM's booking policies. If you book off policy, you will pay out of pocket for the expenses incurred.
• When in doubt keep the receipt. It is best if we have a full understanding of your trip and it will help us determine what is needed on your reimbursement form.
• When traveling in the state of Wisconsin you should not be paying sales tax. UWM will NOT reimburse you for Wisconsin sales tax.
• You can never provide too much documentation.

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.

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

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.