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).

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: UW TravelWIse Support

Required Actions:

BEFORE TRAVEL. BEFORE MAKING ANY TRAVEL RELATED PURCHASES.
- Complete the paper L&S Travel Authorization Request (TAR) form. Must be typed.
  - 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 form or email form to Brooke. The form is double checked before being sent on for approval. It take on average of 10 business days for forms to get approved. Please be patient.
- 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. There is also a 90 day deadline for resubmission if a TER is returned for more information. 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.