


EDGE TRAVEL 2008

University of Wisconsin - Stout Search UW-Stout Go



UW-Stout Travel

You are here: [UW-Stout Travel](#)

Travel Alerts and Announcements

[TRAVEL ALERT 7-08](#)

- Changes in the travel reimbursements and policies beginning July 1, 2008. Read more...

[Travel Alert 8-4-08](#)

- Information on booking airfare. Read more...

[Travel Alert 8-20-08](#)

- All new PIRs must now be accompanied by W9 Tax ID form. Read more...

[Travel Alert 8-28-08](#)

- Amtrak to Chicago or other midwest destinations

[TRAVEL AUTHORIZATION PROCEDURES & RESTRICTIONS FOR OUT-OF-STATE TRAVEL](#) (current 8/14/08)

[TRAVEL UPDATES FROM UW-SYSTEM](#) (current 7/1/08)

PLEASE NOTE: This page is under construction. If you can't find what you're looking for feel free to email me. connell@uwstout.edu

Important Links

- [US Bank Visa](#) - US Bank Visa information specific to UW-Stout
- [UW-System Travel](#) - Travel information on the UW-System Travel site
- [Fox World Travel](#) - Mandatory online airfare contract

Department Information

- [Air Travel](#)
- [Foreign Travel](#)
- [Forms, Worksheets, and Cost Comparisons](#)
- [Ground Travel](#)
- [Lodging and Meals](#)
- [Registrations](#)
- [Relocation Reimbursement](#)
- [Travel Expense Report \(TER\)](#)
- [Staff](#)
- [Payment to Individual \(PIR\)](#)

Non-Employee Travel

- [Students](#)
- [Non-Employees](#)
- [Interview Candidates](#)



MAJOR CHANGES IN FY 9 TRAVEL

- ✓ MILEAGE -
 - 100 MILES OR LESS .465 TO .485
- ✓ IN-STATE MAXIMUM
 - UP FROM \$62 TO \$70 STATEWIDE
 - UP FROM \$70 TO \$80 IN MILWAUKEE, WAUKESHA AND RACHINE COUNTIES
- ✓ IN-STATE HOTEL CONTRACT
 - NOW OPTIONAL
- ✓ PAYMENT TO INDIVIDUAL (PIR)
 - NEW VENDOR MUST SUBMIT W9 TAX ID FORM
 - USE NEW PIR FORM AVAILABLE ON TRAVEL HOMEPAGE
 - IF NEW VENDOR, CHECK BOX
 - W9 FORM AVAILABLE ON TRAVEL HOMEPAGE





- ✓ MANDATORY CONTRACT
- ✓ CAN USE BRICK AND MORTAR TRAVEL AGENCY
- ✓ CAN'T BOOK DIRECTLY W/AIRLINE UNLESS DOCUMENTED COST SAVINGS - PRINT SCREEN W/I ONE HOUR
- ✓ AIRFARE PURCHASED FROM ORBITZ IS NEVER REIMBURSABLE

US BANK VISA

CORPORATE TRAVEL CARD

- ✓ MUST BE USED FOR AIR, LODGING, CAR RENTAL, TRAIN
- ✓ CAN BE USED FOR ANY TRAVEL RELATED INCIDENTAL EXPENSES INCLUDING REGISTRATION PAYMENTS
- ✓ ONLINE ACCESS TO ACCOUNT

PRO-TRAVEL CARD - RESTRICTED USE

- ✓ MUST BE USED FOR AIR, LODGING, CAR RENTAL, TRAIN
- ✓ ONLINE ACCESS TO ACCOUNT
- ✓ ALL OTHER EXPENSES MUST BE PAID FOR USING ANOTHER PAYMENT OPTION

AUDIT DELAYS

- ✓ INCOMPLETE DOCUMENTATION
- ✓ AUTHORIZATIONS
- ✓ STAPLES
 - KEEP TO MINIMUM
- ✓ NO BACK-TO-BACK
- ✓ HIGHLIGHT ONLY IN YELLOW -
OTHER COLORS DON'T SCAN
- ✓ SMALL RECEIPTS
 - TAPED TO SHEET OF PAPER
 - OR COPIED W/ORIGINALS
ATTACHED
- ✓ ITEMIZE MISC EXPENSES - EITHER IN
DESCRIPTION OR DO EACH IN SEPARATE CELL

