

Looking to Travel?

A Guide to Awards, Reimbursement and Expenses

11/20/2015 -
presented at Grad Town Hall - smk

DEPARTMENT OF GEOGRAPHY

160 Science Hall
550 North Park Street
Madison, WI 53706-1491

Telephone: 608-262-2138
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Web: www.geography.wisc.edu





Departmental Grad Awards

<http://www.geography.wisc.edu/graduate/awards.php>

- ▶ **Trewartha/Odebolt Conference Travel Awards**
 - Up to \$500 to be used to reimburse allowable travel expenses to attend a professional meeting at which student is presenting research.
 - MS students are eligible to receive this award once; PhD students are eligible for it five times, but only once in an academic year.
- ▶ **Trewartha Research Awards**
 - Support to reimburse allowable research travel expenses and the purchase of research-related supplies (typically \$400 for MS and \$600 for PhD students).
 - Students are eligible for this award once as a MS student and once as PhD student.
- ▶ **Whitbeck Graduate Dissertator Award**
 - Two (\$7000) awards are given annually to support dissertators in the write-up phase of their program.
 - Recipients are on the payroll for one semester as a Fellow and, as such, are eligible for remission of the out-of-state portion of tuition and health insurance.
- ▶ **Leopold Geomorphology Graduate Research Award**
 - One (\$6000) award is given annually to support research in geomorphology.

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Campus Grad Awards

<http://grad.wisc.edu/studentfunding/grantscomp>

Student Research Grants Competition

(formerly known as “Vilas Grants”)

▶ Conference Presentation Funds

- For the 2015–2016 competition, \$600 and \$1,200 awards will be available to eligible graduate students who are traveling to present at a conference. These funds are awarded on a rolling basis, but there are 5 reviewing deadlines (upcoming on Dec 31, 2015)

▶ Research Travel Award

- All applicants are considered for \$600 or \$1200 awards; international travel will be considered for a limited number of \$1500 awards. These funds are awarded on a rolling basis, but there are 3 reviewing deadlines (upcoming on January 31, 2016).
- *Note: This is NOT an exhaustive list, but just a sample!*

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How do I get reimbursed?

<http://www.bussvc.wisc.edu/acct/e-Re/tabtraveler.html>

- ▶ The majority of reimbursement requests will be created in and processed through the Guided Expense Tool (GET) found here: <https://get.wisc.edu/>
- ▶ Traveler Responsibilities: <http://www.bussvc.wisc.edu/acct/e-Re/TravelerResponsibilities.html>
- ▶ Further Expense Reimbursement How-To's: <http://www.bussvc.wisc.edu/acct/e-Re/tabhowto.html>
- ▶ KEEP ALL RECEIPTS! Receipt Packet Information: <http://www.bussvc.wisc.edu/acct/e-Re/ReceiptPacketInformation.html>
- ▶ Policies and Procedures (note- changes went into effect on 10/5/15): <https://uw.foxworldtravel.com/policies-and-procedures/>

Note: "Traveler" is the term used in e-Reimbursement to describe the claimant. Not all expenses will be incurred while in travel status.

Note #2: In the reimbursement description, include the name of the award, e.g., Trewartha Conf Travel.

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Plan ahead! Trip Planning Do's

<http://www.bussvc.wisc.edu/acct/travel/tabtripplanning.html>

- ▶ Who, what, where, when, why, and how does your travel benefit the UW?
 - Sample response: *I attended the Association of American Geographers' Annual Meeting in San Francisco CA from 3/29-4/2 2016. Attendance at this event is important as it provided me access to important scholars in the Geography field outside of the UW system, allowed me attend presentations on various topics/issues/concerns in the Geography field, and I was able to successfully network with my peers in field of study.*
- ▶ Is your travel foreign? Or domestic?
- ▶ Does your travel require a pre-approval?

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Air Travel

<http://www.bussvc.wisc.edu/acct/policy/travel/airtrav.html>

- ▶ All flights **must** be booked through the UW travel contract vendors (Fox Travel/Concur). Visit UW TravelWise for University related travel information:

<https://uw.foxworldtravel.com/>

- All flights purchased must be the lowest, non-refundable coach/economy class available.
- No upgrades are allowed.
- If you upgrade your flight, the extra cost is out of pocket and non-reimbursable.
- First piece of baggage reimbursable.
- Additional baggage may be reimbursable by providing justification

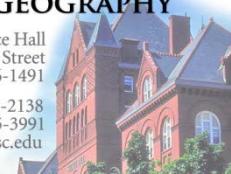
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Lodging

<http://www.bussvc.wisc.edu/acct/travel/tabtripplanning.html#Lodging>

- ▶ As of October 5, 2015, lodging is only reimbursable if booked through the following:
 - Online using Concur
 - Directly through the hotel website or conference website (*NOTE: This excludes Air B'n'B!*)
 - With a Fox Travel Agent

If you use HOTELS.COM or Expedia, etc. to book your hotel, UW will NOT reimburse your expenses!

- ▶ Conference Hotels are the exception for rate limits. When possible– SHARE EXPENSES!
 - <https://uw.foxworldtravel.com/1202-travel-expense-purchase-payment-of-lodging/>



Food

<http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>

- ▶ You will not receive reimbursement for a meal that is provided at the conference/event.
- ▶ Reimbursement occurs under a per diem allowance, which varies by location. *(example: In San Francisco, for the duration of AAG (March 29 to April 2, 2016), the per diem allowance is \$74 for each full day in San Francisco and \$55.50 for each day in transit)*
- ▶ By University policy, travelers who incur meal expenses for a day trip will be reimbursed a flat \$15 per day regardless of leave/return times. The \$15 is tax reportable to the traveler and no receipts are required.

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Deadlines

- ▶ You have 90 days from the travel return date to submit your expense reimbursements.
- ▶ Reimbursement requested more than 90 days after your return date will NOT be reimbursed!

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Miscellaneous Reimbursements

- ▶ **Tolls:** Toll charges incurred while traveling on business.
- ▶ **Transportation to/from Airport:** Personal vehicle* mileage, taxi, bus, etc. and parking if traveling to/from an airport.
- ▶ **Internet:** University will reimburse for internet connectivity if the service is necessary to conduct business. Justification must be provided (i.e. checking personal email does not count)
- ▶ **Gasoline for rental:** Rental vehicles must be filled at a local station prior to returning it to the agency to qualify for reimbursement.
- ▶ **Hotel/Porter Tips:** These fall under “travel incidentals” – information on the maximum allowable for reimbursement is online here:
<http://www.bussvc.wisc.edu/acct/policy/travel/othertravel.html>
- ▶ **Note: To be reimbursed for any mileage or driving, you MUST be an authorized UW driver.*

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FAQS

1. What if 2+ people occupy one hotel room?

This is actually encouraged. Each person should pay his/her portion of the bill and the hotel should provide each individual with a copy of the bill showing this detail.

2. Will the University reimburse the registration fee for my conference?

- <http://www.bussvc.wisc.edu/acct/policy/travel/regfee.html>
- Yes, with an itemized receipt showing it was paid and has a zero balance remaining.
- Remember– Receipts required (follow 90 day rule).
- Non–business related expenses such as optional extra activities are not reimbursable.

3. Can any of my expenses be paid directly by the Department?

The Department is committed to processing reimbursement requests from graduate students as quickly as possible. Only in unusual circumstances will the Department purchase airline tickets, pay for conference registration or directly pay any other allowable expense.

4. Anything I need to do differently if I'm not employed by Geography?

Yes! The default will send your reimbursement request to your employing department. If you are employed outside of Geography at the time you submit your request, you need to change the funding information. Ask Jonie for the correct information to enter.

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More questions?

- If you have questions about graduate travel awards contact Sharon Kahn (smkahn@geography.wisc.edu)
- If you have questions about the status of your reimbursement, contact Jonie Bonfield (jbonfield@wisc.edu)
- If you have general questions, contact Jacqueline Wild (wild2@wisc.edu)