

**TRAVEL EXPENSE REIMBURSEMENT FORM**

**Institute for Research on Poverty, University of Wisconsin–Madison**

Please submit **within 30 days of end of travel** to facilitate processing.

**Traveler Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(Check will be sent to address on Non-Employee Set Up Form)

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Residency (mark one):** \_\_\_\_\_ **U.S. Resident** OR **Legal Resident of (country):** \_\_\_\_\_

**First Date of Travel:** \_\_\_\_\_

**Purpose of Trip:** **FrameWorks Workshop Series**

**Location:** Madison, WI

**Last Date of Travel:** \_\_\_\_\_

The Institute for Research on Poverty is subject to the travel reimbursement policies of the University of Wisconsin. Staying within the guidelines for each type of expense will help to expedite your travel reimbursement.

- 1) We will only reimburse you or your employer, not both. To have your employer reimbursed for your expenses, **have your employer submit an itemized invoice and a W-9 form.**
- 2) If you are asking for personal reimbursement, we need to have a **Non-Employee Profile Set-up Form.**
- 3) If you are not a U.S. citizen or permanent resident, special arrangements may need to be made for reimbursement. Please contact Dana Connelly, dana.connelly@wisc.edu, for more information.

**TRANSPORTATION (taxis, bus, train)**

- 1) The original passenger receipt should list: passenger name, trip itinerary, ticket number, class of travel, date of purchase, amount of fare, and proof of payment
- 2) If airfare itinerary includes side-trips or extended days in addition to your IRP business trip, please contact Dana Connelly, dana.connelly@wisc.edu or (608) 262-6358, before making any arrangements.
- 3) Taxi fares to restaurants are not reimbursable. They are covered under the Meals and Incidental Expense Per-Diem
- 4) Receipts are required for travel on intercity trains, buses and taxis, when claim exceeds \$25.00.

Date of Expense	From _____ To: _____	Mode of Transportation (Air, Bus, Taxi)	Merchant	Enter Amount Spent
<i>Ex. 1/15/12</i>	<i>Ex. "airport to hotel"</i>	<i>airline fare</i>	<i>United Airlines</i>	<i>\$355.00</i>
			<b>Total</b>	

**MILEAGE (for privately owned vehicle)**

Date of Expense	Originating Location _____ Destination: _____	Enter Number of Miles	Rate	Amount Reimbursed
<i>Ex. 1/15/12</i>	<i>(home to airport)</i>	<i>13</i>		
			0.58	
			0.58	
			<b>Total</b>	

**VEHICLE RENTAL**

Required use of National and Enterprise UW contracts. Please contact Dana Connelly (dana.connelly@wisc.edu or (608) 262-6358 prior to making any car rental reservation.

Date of Expense	Location	Date Out	Date Returned	Merchant	Enter Amount Spent
				<b>Total</b>	

## MEALS and INCIDENTAL EXPENSE

The meals and some incidental expense allowance is based on per diem; no receipts required.

First and last travel days will be reimbursed at a rate of 75%. Meals provided at event will be deducted from the per diem.

Incidentals covered in the Per Diem rate: fees and tips to service staff, transportation to obtain meals, phone calls, laundry/dry cleaning, postage related to expense report

Date of Travel	Location	Adjustments Circle <i>First &amp; Last Day of Travel</i>	Base Per-Diem Rate	Total Per-Diem
	Madison, WI	First Day / Last Day	61.00	FOR
	Madison, WI	First Day / Last Day	61.00	OFFICE
	Madison, WI	First Day / Last Day	61.00	USE
	Madison, WI	First Day / Last Day	61.00	
			for Office Use Only	

## TRAVEL INCIDENTALS (parking, tolls, baggage fees, gasoline, internet fee)

Receipts are required for all incidental claims over \$25.00. Scanned copies are acceptable

Date of Expense	Location	Type of Expense	Enter Amount Spent
			Total

Did you submit your Non-Employee Profile Set Up Form?  Yes  No

### Claimant's Statement:

I declare this account of travel expenses is accurate. The expenses are actual, reasonable and were personally incurred.

Claimant Signature: \_\_\_\_\_

### Return completed form to:

Institute for Research on Poverty  
 Attn: Events Coordinator  
 1180 Observatory Drive, Room 3412  
 Madison, WI 53706-1320  
[dana.connelly@wisc.edu](mailto:dana.connelly@wisc.edu)  
 608-262-6358

## Receipt Requirements

Travelers are responsible for providing receipts as follows:

### Any Expense Regardless of Amount

- ◆ Airline, Train Tickets
- ◆ Airline change/cancel fees
- ◆ Vehicle Rental Agreement/Receipts
- ◆ Lodging Receipts/Folios
- ◆ Rental car gas

### Expenses Over \$25

- ◆ Airline baggage
- ◆ Parking
- ◆ Taxis, Shuttles, Car Services
- ◆ Bus/Subway
- ◆ Business Internet
- ◆ Tolls