Policy

It is the policy of the University of Wisconsin – River Falls that employees and affiliated individuals traveling on University business are not permitted to share lodging accommodations with students. Arrangements must be made for separate accommodations regardless of the venue.

The University does not require that employees share lodging accommodations. In cases where University employees elect to share accommodations to conserve department travel funds, travelers may either split the lodging expense evenly or the bill may be paid in full by one traveler. The expense reports for all travelers must include documentation to show occupancy and identify which traveler(s) incurred the expense.

Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Policy Owner (Responsible Office) is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities

It is the responsibility of the employee traveler and their supervisor or delegated approval authority to ensure compliance with this policy and in accordance with travel policies.

Related Documents


https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/purchase-payment-of-lodging/

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu