Travel Guidelines
You are expected to be familiar with and follow Wisconsin state guidelines for all travel expenses. These guidelines are available at [http://www.uwrf.edu/AccountingServices/Travel/Index.cfm](http://www.uwrf.edu/AccountingServices/Travel/Index.cfm). We encourage you to use a travel card whenever possible to pay for your expenses. If you use a pro card, you must follow the directions on the Request for Transfer Form. Expenses that are placed onto a pro card that do not follow the directions will not be reimbursed and your department will be responsible.

Reimbursement of Expenses
E-Reimbursements must be submitted no later than one month after the conclusion of travel or by June 16, 2017, whichever comes first. Expense reports submitted after June 16, 2017 will not be processed for payment, unless your travel dates occur June 16-30, 2017. In such situations, follow the directions below.

To receive your reimbursement of expenses you must submit your E-Reimbursement on UW TravelWIse by selecting the E-Reimbursement Log In. The account defaults will need to be changed to the correct grant funding string that has been included in your award letter. This can be done on the Expense Report Entry screen under General Information by clinking on Accounting Defaults. Make sure the total for the grant reimbursement does not exceed the amount awarded. For more guidance see the user guide on [How to Work with Expense Reports in the Expense Module](http://www.uwrf.edu/AccountingServices/Travel/index.cfm) or contact Jenelle Gregor in Accounting Services at x3263.

The following items must be included to receive your reimbursement:

- Receipts and supporting documentation
- Verification of your conference participation
- Copy of your award letter
- If using another account for reimbursement in addition to the Professional Development Account all appropriate accounts and funding sources must be included

In addition to the list above the following must be done if your activity is occurring after June 16th:

- By May 15th, write an email to Associate Vice Chancellor Wes Chapin, weschapin@uwrf.edu, explaining the expenses that cannot be paid until after June 16th and confirming that you will be using the grant monies.
- Submit your first expense report including pre-paid expenses as soon as they occur
  - Airfare
  - Hotel
  - Conference registration
- Submit your second expense report immediately upon the conclusion of travel

Cancellation and grant is no longer needed
If your plans change and you are unable to use the grant monies, be sure to both notify Wes Chapin and email fasdb@uwrf.edu as soon as you become aware. At this time the monies would be reallocated to other faculty and/or staff. Any unused portion of this allotment will be returned to the Professional Development Account. If you have any questions, contact Wes Chapin or email fasdb@uwrf.edu.