

## Financial items to consider for trips that are to be reimbursed by UW-Madison.

A detailed description of UW-Madison travel policies can be found [HERE](#). Note that meals are reimbursed at a different rate than listed on the UW website (see below).

1. A written agenda and clear purpose for travel is required before arranging any trip through UW-Madison. You must provide this information before any flight reservations are made or other costs are incurred. **Failure to do so may result in you not being reimbursed for your full expenses.**
2. The allowable limits for hotel costs at the destination city for your trip is required before any reservations are made. If the hotel cost is not within the allowable limit, a justification is required (i.e., no other hotels available or it is the conference site). To determine the cost at your destination city, use the [UW-Madison rate calculator](#).
3. If hotel costs are billed to the Chemistry Department, an itemized receipt from the hotel **MUST** be sent to Sue immediately upon return to the home institution. For UW-Madison students, the itemized hotel receipt must be turned in the day after returning or you will no longer be allowed to use the department's credit card, in which case all future travel costs must be paid by the traveler and reimbursed through the University e-reimbursement system.
4. For flight reservations, the least expensive flight must be purchased, even if it leaves early in the morning. **You WILL NOT be reimbursed for the price difference if you choose a later departure** that is more expensive unless you have a clear justification that is approved before making the reservation.
5. Authorization for lab exchanges require approval from both the student's PI and the PI of the lab they are visiting. An email authorization that clearly specifies travel dates must be provided by the student's PI **BEFORE** any arrangements are made for lab exchanges. UW-Madison students must provide complete contact information, a written agenda, and a description of the purpose for the trip to arrange travel using the department credit card. **Sue WILL NOT book your travel using the department credit card until all necessary information is provided.**
6. **Meal reimbursement.** Students must retain their meal receipts to be reimbursed. Itemized receipts from the restaurant are required for ALL meals being claimed for reimbursement (Credit card slips are NOT sufficient). Meals will be reimbursed based on the amount on the receipt **up to the maximum allowable limit for CSN travel (described below).**
  - a. **Non-travel days:** The maximum that can be reimbursed is \$50.00 per day (\$11 for breakfast; \$14.00 for lunch; \$25 for dinner). If the cost of your meal is higher than the allowable limit (based on your receipt), you can only claim the amount shown above (e.g., if your receipt total is \$15 for breakfast, your reimbursement would be \$11). **You must still provide the receipt to be reimbursed.**
  - b. **Travel days:** You **MUST** use the [UW-Madison rate calculator](#) to determine the maximum allowable limit for travel days. Once again, you will claim the amount on the receipt unless that amount is higher than the allowable limit. The maximum allowable limit that can be claimed will be either the calculated value or the standard CSN per

diem amount (\$50, as described above), **whichever is LOWER** (e.g., the allowable limit for Minneapolis is \$48.00/day, so that's the amount you would use).

7. **Meals that are provided during the meeting WILL NOT be reimbursed, even if you choose to eat somewhere else.** Any meals that are supplied during the event must be noted on your reimbursement form. This includes breakfast provided by the hotel and any meals that are included for participants during the meeting (e.g., those included in the reservation fee, such as for Gordon conferences).
8. **Alcohol and personal purchases WILL NOT be reimbursed under any circumstances.**
9. For longer lab exchanges where groceries are purchased instead of individual meals, costs for the purchases cannot be split between two individuals.
10. A grant number (if different than "participant support costs") is ALWAYS required for reimbursement. You can get the appropriate grant number from your PI.