**TRAVEL EXPENSE REIMBURSEMENT FORM**

Institute for Research on Poverty, University of Wisconsin–Madison

Please submit by June 14, 2019 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: Career & Technical Education: Promise and Practice

Last Date of Travel: ____________________________ Location: Holiday Inn - Nashville, TN

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.

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>From _________</th>
<th>To: ___________</th>
<th>Mode of Transportation (Air, Bus, Taxi)</th>
<th>Merchant</th>
<th>Enter Amount Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 01/15/12</td>
<td></td>
<td>Ex. “airport to home”</td>
<td>airline fare</td>
<td>United Airlines</td>
<td>$355.00</td>
</tr>
</tbody>
</table>

**MILEAGE** (for privately owned vehicle)

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Originating Location ___</th>
<th>Destination: ___</th>
<th>Enter Number of Miles</th>
<th>Rate</th>
<th>Amount Reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 01/15/12</td>
<td>(home to airport)</td>
<td></td>
<td>12</td>
<td>0.540</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>0.540</td>
<td></td>
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</tbody>
</table>

**Total**

**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.

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Location</th>
<th>Date Out</th>
<th>Date Returned</th>
<th>Merchant</th>
<th>Enter Amount Spent</th>
</tr>
</thead>
</table>

**Total**
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.

<table>
<thead>
<tr>
<th>Date of Travel</th>
<th>Location</th>
<th>Adjustments</th>
<th>Base Per-Diem Rate</th>
<th>Total Per-Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nashville, TN</td>
<td>Circle First Day / Last Day</td>
<td>61.00</td>
<td>FOR</td>
</tr>
<tr>
<td></td>
<td>Nashville, TN</td>
<td>Circle First Day / Last Day</td>
<td>61.00</td>
<td>OFFICE</td>
</tr>
<tr>
<td></td>
<td>Nashville, TN</td>
<td>Circle First Day / Last Day</td>
<td>61.00</td>
<td>USE</td>
</tr>
<tr>
<td></td>
<td>Nashville, TN</td>
<td>Circle First Day / Last Day</td>
<td>61.00</td>
<td>USE</td>
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</table>

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

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

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Location</th>
<th>Type of Expense</th>
<th>Enter Amount Spent</th>
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Did you submit your Non-Employee Profile Setup 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: _____________________________________________________________

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

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
608-262-6358