Biostatistics and Medical Informatics
Travel Information Sheet

Fox World Travel:
M - F 7:00a - 7:30p CST: 888-230-8833 or 920-230-8833.
For Emergencies:
- US or Canada after hours: 800-388-9085.
Code: A2D09

Before you book: Check the departmental travel workflow here.

Airfare:
To book airfare: http://www.foxworldtravel.com/UW/ and create a profile. ALL UNIVERSITY AIR TRAVEL MUST NOW BE THROUGH FOX WORLD TRAVEL or it will not be reimbursed.


You can assign Molly Mitchell (mkmitchell@biostat.wisc.edu) if you are Biostatistics or SDAC faculty or staff, or Laura Spring (spring@biostat.wisc.edu) if you are in Medical Informatics as your travel alternate. Learn how below! Your alternate can book your travel for you and pay for it on the departmental card.

Travel:

PLEASE SAVE YOUR RECEIPTS. Many receipts are required for reimbursement.

For submitting your reimbursements: use the new GET system (https://get.wisc.edu/). You can also assign Molly Mitchell (for Biostats and SDAC) or Laura Spring (for Medical Informatics) as an alternate in GET and have them set up the reimbursement for you.

Hotels must be reserved either directly with the hotel or through Fox World Travel. AirBNB will not be allowed under any circumstances after October 5.

Maximums:

As of 10/5/15, meals and incidental expenses are reimbursed on a per diem allowance basis as defined by the federal government. You will receive 75% of the per-diem rate on the first and last days of travel, regardless of arrival/departure times.

Maximum lodging rates after 10/5/15 will be the federal rate in Wisconsin, Alaska, Hawaii, and overseas; for the rest of the contiguous U.S., lodging costs up to 125% of the federal rate will be allowed. You can access a lookup tool with meal, lodging, and incidental rates here: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm. Please be aware that the total in that chart includes lodging, which is not included in the UW per diem rate.
For UW Employees:

**Setting up an alternate in Fox World Travel:**

- Go to [http://www.foxworldtravel.com/UW/](http://www.foxworldtravel.com/UW/) and
  
  - If you have a profile, click and log in.
  - If you don’t have a profile, click the [First Time User?](http://www.foxworldtravel.com/UW/First%20Time%20User) link below that button and follow the steps to set up a profile using your NetID.

- Once you’re set up and logged in, click on the generic person icon on the top right.
  - Choose Profile Settings. This may take some time to load.
  - Once the screen changes, click Setup Travel Assistants in the middle of the screen.
  - Click Add an Assistant, and type the name of the person you’d like to assign in the popup box.

For Non-Employees, or questions:

Contact Molly Mitchell at [mkmitchell@biostat.wisc.edu](mailto:mkmitchell@biostat.wisc.edu) for department-paid travel costs.

**FOX WORLD TRAVEL** is **REQUIRED** for **AIRFARE**.

*It is not required for hotels or for bus, train, or car travel.*


Last update: 10/1/15

Molly Mitchell