Commonly Reimbursable Expenses

Expenses incurred while in travel status on official University business

Business Justification is always required
If travel is paid by GPR 101 or Federal Grants 144 seek pre-approval if you’re unsure.

- Expenses approved through Pre-Trip Approval
- Flights booked through Concur
- M&IE (Per-Diem) Meals, travel to meals, bottled water, gratuity (porters, housekeeping, valet concierge)
- Find your expense limits for hotel and M&IE at TravelWise
- Taxi, train to and from airports, business meetings/conferences. (not out to get dinner or to meet up with others for non-business functions)
- Where do they come up with this… Here… and Here

Commonly Non-Reimbursable Expenses

*Note: The list is not all inclusive.*

- Alcoholic beverages
- Expenses which do not have a UW-Madison business purpose
- Items without a proper receipt
- Lost/stolen cash or personal property
- Traffic citations, parking tickets and other fines
- Add on fees such as:
  - Upgraded hotel room
  - Upgraded flight
  - GPS for rental car
  - Rental car refueling surcharge
  - Late check-out/early check-in
  - Additional nights for personal travel
- Lodging within 50 miles of the headquarters city (unless properly justified and approved)
- Anything not needed for business travel. If it isn’t explicitly reimbursable you may not be reimbursed.

- Expenses approved through M&IE per diem
  - Meals, laundry, bottled water, tips to porters, valet, etc
- Gasoline (for a personal vehicle or fleet vehicle)
- Hotels booked through a third party (i.e. hotels.com, kayak.com, AirBNB.com, orbitz.com)
  - When in doubt ask first or book through Concur
- Expenses involving only UW employees. (i.e. food/meals during a regular meeting, meeting room expense and spouse, children)
- Any mileage, car rental if the employee is not approved through UW-Madison Risk Management
- Taxi or transportation to and from meals or personal errands (these are covered under daily per diem).

For questions on policies and procedures:
Contact BMI Fiscal Services at fiscal@biostat.wisc.edu