



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
- ⊘ Anything covered by [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).
- ⊘ 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.

For questions on policies and procedures:

Contact BMI Fiscal Services at

fiscal@biostat.wisc.edu