

# Travel Policy

## Student Organizations

Student drivers must file a "Student/Volunteer Driver Authorization" form signed by the Activity Advisor. The Advisor who requests the use of fleet vehicles by a recognized student organization must sign the request form. A university employee must accompany all out-of-state travel using university vehicles.

If a fleet vehicle was not available then a Certificate of Non-Availability must be obtained from the Fleet Office. This Certificate will need to be attached to the Travel Expense Report in order to claim the higher mileage rate.

## Mileage Reimbursement

Using personal vehicle because a fleet vehicle was not available	.485 cents per mile
Using personal vehicle even though a UWO Fleet vehicle is available	.365 cents per mile
Round trip up to 100 miles	.485 cents per mile
Round trip over 100 chose to not use a UWO Fleet vehicle	.365 cents per mile
Round trip over 100 and a UWO Fleet vehicle was not available	.485 cents per mile

## Meal Reimbursement

Maximum amounts permitted, including tax and tip, are as follows:

	Breakfast	Lunch	Dinner	Total per day
In-State	\$8.00	\$9.00	\$17.00	\$34.00
Out-of-State	\$10.00	\$10.00	\$20.00	\$40.00

Claims for meals should represent actual, reasonable and necessary expenses. Tips are limited to 15%.

## Hotel Accommodations

Wisconsin	maximum reimbursement
In-state counties other than Milwaukee, Racine and Waukesha	\$70.00
Milwaukee, Racine and Waukesha counties	\$80.00

- See RTF program assistant for a list of contracted hotels
- You will need to have proof of UWO student status upon arrival at hotel. (student id or an official letter)
- Some contracted hotels have blackout dates. They are not required to offer rooms at the contract rates during these periods. Typically, blackout dates apply during periods of heavy travel for holidays, festivals, sporting events, etc.