



# Kinesiology

UW-Madison

## Travel/Lodging Request Form

Submitted by:

Submitted on behalf of (if applicable):

Fill out the following information for the traveler to reflect what is on the traveler's ID:

Date of birth:

Traveler # (if applicable):

Gender:

Frequent Flyer Mile #(s) (if applicable):

Cell phone #:

Email:

Funding string (if known):

Please provide the following information for booking travel:

**Emergency  
Contact**

Full name as it appears on ID traveling with:

Seat preference:

Travel destination:

Lodging required:

Ideal travel time (e.g. flights **leaving** in the morning/between 7-9am, flights **arriving** by 9am... etc.):

Requested travel dates:

Depart

Return

ADDITIONAL NOTES (if going to a conference, please include a link to the website with the conference schedule):

BUSINESS PURPOSE FOR TRAVEL (must describe the expense as a necessary, reasonable, and appropriate business expense):

Please provide the following information for booking lodging:

How many rooms:

Number of people per room:

Name(s) of traveler(s) in room(s):

Dates of Stay:

Check-In

Check-Out

Name and address of lodging facility (if known):

If going to a conference, please send documentation of conference's recommended lodging locations to [rfreitag@wisc.edu](mailto:rfreitag@wisc.edu).

**~Thank you for completing this request form! ~**

I will follow up to confirm all necessary information with you prior to making a reservation on your behalf. You will also receive an email with reservation information once it has been made. Any further questions and communication can be emailed to me.

**\*\*Please review traveler responsibilities and helpful policy information on the next page.\*\***

UW-Madison Travel Policies found here: <https://businessservices.wisc.edu/policies-and-procedures/> (Travel section)

**Traveler Responsibilities** – A traveler conducting official University business is responsible for the following:

- Understanding and complying with University travel procurement and payment policies located here: <https://businessservices.wisc.edu/documents/310-university-travel-policy/>
- Understanding and complying with a) the travel rate maximum, and b) tax exemption policies for the location(s) and date(s) of travel: <https://uw.foxworldtravel.com/rate-calculator/> | [WI Tax](#) | [Out of state Tax](#)
- Utilizing contracted suppliers when required.
- Providing required travel information, including emergency contacts, prior to entering travel status.
- Exercising the same care when incurring expenses that a prudent person would exercise for a personal trip.
- Not incurring excessive or avoidable costs.
- Personally paying any excess costs or additional expenses incurred for personal preference, convenience or additional expenses outside of University policies.
- Obtaining receipts or other supporting documentation for expenses and sending to [rfreitag@wisc.edu](mailto:rfreitag@wisc.edu).
- Be familiar with [TSA traveling requirements](#).

### **\*\*Air Travel\*\***

**Booking Methods** – All airline reservations – for either employee or non-employee travel – must be made with Fox World Travel or via the Concur. Any airfare that is purchased outside of Concur or Fox World Travel, will not be paid or reimbursed by the University. Non-employees that are traveling at their own expense can disregard this requirement.

**Associated Fees** –

- **Baggage:** The first piece of baggage (checked or carryon) within the airlines' weight and size limits is payable/reimbursable. Costs for additional baggage beyond the first piece and overweight or oversized baggage may be payable/reimbursable with a business justification.
- **Change/Cancellation Fees:** Fees charged for changing a non-refundable ticket are payable/reimbursable if justified by circumstances outside of the traveler's control (i.e. meeting dates changed).

**Airline Promotions** – Benefits from any airline promotion, such as free tickets for frequent fliers, merchandise, etc., that accrue as a result of UW paid travel belongs to the UW and must be used for UW related business only; however, benefits that accrue as a result of voluntary bumping may be retained by the employee. An employee may not be reimbursed or compensated for business use of personally earned frequent flyer vouchers, vouchers for bumping, discount coupons or other instruments of value.

### **\*\*Lodging\*\***

**Booking Methods** – If expecting reimbursement from the UW, travelers and travel arrangers are expected to research rates and reserve lodging using Concur or Fox World Travel to take advantage of potential cost savings. UW contract rates, which provide opportunities for lodging savings, are only offered within Concur or directly with Fox World Travel agents. If more cost-effective rates are available outside of Concur/Fox World Travel, travelers and travel arrangers may reserve lodging directly with a lodging property or, for external conference reservations, with a conference service/site. *Use of internet based lodging brokers or third party sites (e.g. Expedia, Hotels.com, Kayak, Priceline, Hotwire) is prohibited. AirBnB and VRBO are not allowed.*

**Conference/Event Lodging** – Travelers attending conferences or other business events not organized by the University may exceed the lodging rate for the location if staying at the conference site or another hotel recommended by the conference organizer. If the conference or event organizer offers a choice in lodging properties, travelers should select the least costly option that meets the business needs. Travelers staying at non-conference hotels are limited to lodging maximums within the location rate. When lodging is required for a University of Wisconsin sponsored conference, meeting or event, lodging will be reserved at no more than the maximum rate for the location.

**Shared Lodging** – When sharing a room with another University business traveler, the expense of a double occupancy room may be incurred, but may not exceed the total cost of a single standard room rate for the location for each business traveler.

UW-Madison Travel Policies found here: <https://businessservices.wisc.edu/policies-and-procedures/> (Travel section)

# \*\*\*For Travel Arranger Use Only\*\*\*

## Flight Information:

Booked with:

Concur

FWT

### Departure:

Flying from:                      to:  
Flight time:  
Payment method:

### Return (if applicable):

Flying from:                      to:  
Flight time:  
Payment method:

## Additional Flight Information:

### Departure:

Flying from:                      to:  
Flight time:  
Payment method:

### Return (if applicable):

Flying from:                      to:  
Flight time:  
Payment method:

## Additional Flight Information:

### Departure:

Flying from:                      to:  
Flight time:  
Payment method:

### Return (if applicable):

Flying from:                      to:  
Flight time:  
Payment method:

## Lodging Information:

### Lodging Facility:

Dates of stay:  
Room type:  
Taxes and other fees for each day of stay:  
  
Other costs (e.g. parking, internet, room service)

Daily room rate:

## Additional Lodging Information:

### Lodging Facility:

Dates of stay:  
Room type:  
Taxes and other fees for each day of stay:  
  
Other costs (e.g. parking, internet, room service)

Daily room rate:

## Conference Information:

### Conference:

Conference website:  
  
Conference dates:  
  
Conference itinerary:  
  
Suggested lodging:

## Business Purpose:

Funding String(s):