

UW POLITICAL SCIENCE DEPARTMENT

Graduate Student Expense Reimbursement Worksheet

Name: _____

Mailing address if different from department address:

Social Security (last 4 digits #: _____)

FOR CONFERENCE TRAVEL, SUBMIT A COPY OF THE PAGE OF THE PROGRAM WHICH STATES NAME OF CONFERENCE, LOCATION AND DATES AND THE PAGE SHOWING YOUR NAME. FOR RESEARCH TRAVEL, SUBMIT EQUIVALENT INFO, APSA EXCEPTED.

Time and Date You Left Home: _____

Time and Date You Arrived Home: _____

Airfare: \$ _____

From: _____

To: _____

AIRFARE NOTE: Submit ORIGINAL passenger receipt from ticket. If it was an e-ticket, submit a copy of the itinerary showing price of ticket and that it was paid. If it was a ticket from Travelocity, print out the RECEIPT after the ticket has been issued; for Expedia, submit a copy of the itinerary and receipt; or submit a copy of the reservation along with a copy of your credit card statement showing the charge.

If the price isn't shown on the passenger receipt, proof of ticket cost must be submitted (i.e. copy of travel agency itinerary). IF YOU LEAVE FROM AND RETURN TO ANYWHERE OTHER THAN MADISON (i.e. MADISON), PROVIDE A COMPARISON OF AIRFARE LEAVING FROM MADISON. You will be reimbursed the lesser of the 2 amounts. Transportation and meals en route to Milwaukee must be included in the comparison. The only exception is if you are living somewhere else while working on your dissertation or doing research. Note: You need to submit receipts for all baggage handling charges.

LODGING: Provide documentation per the following circumstances:

- 1. Online reservations need proof of payment and rate information and a folio invoice from the hotel showing any other charges during your stay. If none, request a "zero dollar folio."**
- 2. If you called the hotel directly, provide a folio showing proof of payment for all charges.**
- 3. Information for shared rooms: if other participants are UW students, ideally, each person gets a receipt for their share. However, if one person pays for the whole room charge and is reimbursed by the other occupants, he/she needs to give each occupant a receipt that includes date, name, amount, and original signature for his/her share. The receipts will be included with the respective reimbursement forms and a copy with the payer's form.**
- 5. Shared room with non-UW person. Ask me for details.**

MILEAGE: Reimbursement is \$.485/mile up to 300 miles. If a trip is over 300 miles, the rate is \$.32/mile.

If you claim mileage, you cannot claim gas. If you choose to claim gas instead of mileage, itemized receipts are required. You can claim parking and tolls, with receipts required for individual charges over \$25.00. Check with Debbie if you choose to drive a long distance where flying may have been cheaper. She will show you how to do a fly/drive comparison that is required. Reimbursement is limited to the cheaper mode of transportation.

Send/bring reimbursement worksheets and receipts to:

Debbie Bakke, Financial Specialist
Political Science Department
University of Wisconsin-Madison
1050 Bascom Mall, Rm 110
Madison, WI 53706-1389

ITEMIZATION FOR MEALS & PHONE CALL HOME: NO RECEIPTS ARE REQUIRED.

Meal maximums outside Wisconsin: B-\$10, L-\$10, D-\$20, within time constraints. Leave before 6:00 a.m. for breakfast; leave before 10:30 a.m. for lunch; leave before 6 p.m. for dinner; return after 2:30 p.m. for lunch; return after 7 p.m. for dinner. Phone call home: \$5.00 maximum each day in travel status except return date unless there is an emergency or delay of more than 1 hour or an unexpected change in travel plans on the travel day home.

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>City</u>	<u>Phone Call Home*</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*Allowed \$5/night

Taxis or most other reimbursable expenses: ORIGINAL RECEIPTS FOR OVER \$25 REQUIRED

<u>Date</u>	<u>To</u>	<u>From</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECEIPTS FOR TOLLS ARE NOT REQUIRED, BUT ITEMIZE EACH TOLL PAID.

RECEIPTS FOR REGISTRATION FEES OVER \$25 ARE REQUIRED