



## University Business Travel Practice Directive

<b>Division:</b> Administrative Affairs
<b>Department:</b> Administrative Affairs
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### Authority:

UW System Administrative Policies: [Administrative Policy 405 \(formerly 1200 \(ANS\)\): Travel and Expense – General Travel & Expense Policy](#) , [Administrative Policy 410 \(formerly 1201 ANS\)\): Purchase & Payment of Business Air Travel](#) , [Administrative Policy 415 \(formerly 1202 \(ANS\)\): Purchase & Payment of Lodging](#) , [Administrative Policy 420 \(formerly 1203 \(ANS\)\): Travel & Expense – Meal and Incidental Expense \(M&IE\) Per Diem Allowance Reimbursements](#) , [Administrative Policy 425 \(formerly 1204 \(ANS\)\): Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#) , [Administrative Policy 430 \(formerly 1205 ANS\)\): Travel & Expense – Purchase & Payment Miscellaneous Travel Expenses](#) , [Administrative Policy 435: Headquarter City & UW System Sponsored Events Policy](#) , [Administrative Policy 312 \(formerly F6\): Official Functions](#) , [Administrative Policy 235 \(formerly F31\): Personal Services Payments.](#)

Regent Policy Documents: [Regent Policy Document 21-5: University Travel Policies](#)

### Objective:

Whether an employee is traveling during business hours for a meeting, over night for a conference, or out-of-state for professional development opportunities, the University of Wisconsin – Whitewater aims to clearly identify appropriate travel procedure expectations in support of greater transparency and streamlined processes.

### Statement:

This Practice Directive, and its corresponding Procedure, establishes streamlined procedures around employee business travel communications, and highlights appropriate utilization of the [Travel E-Reimbursement](#) system.

### Procedures:

[University Business Travel Procedure](#)

**Searchable Words:**

University Business Travel, University Travel, Business Travel, Employee Travel, Out-of-Office, Day Trip, In-State Travel, Out-of-State Travel, Overnight Travel, Travel Reimbursement, Travel Expense, Travel Expenses, Travel Reporting, Travel Authorization, Travel Exception, Travel Expense Report, Travel Expense Reports, TER, TERs, Travel E-Reimbursement, Reimbursement Exception, Travel 101, Travel Training, Travel, Flight, Hotel.