

Steve Smith

From: Kerner, Martha <mkerner@bussvc.wisc.edu>
Sent: Monday, September 21, 2015 8:37 AM
To: admincouncil@lists.wisc.edu; 'vcfadirectors@lists.wisc.edu'; Secretary of the Academic Staff; Secretary of the Faculty
Subject: UW-System Travel Policies & Rates
Attachments: 9.14.15 Changes to the UW System Travel Program.pdf

Good morning Colleagues,

Over the summer, you may recall that Dan Langer (Controller and Director of Accounting Services) and I attended one of your meetings to share information regarding three draft travel policies under consideration by UW-System. The draft policies related to: (1) changing to a federal per diem allowance for individual meals and incidentals when travel requires an overnight stay; (2) adjusting lodging reimbursement rates to be equivalent to the federal rate maximum or up to 125% of the federal rates; and (3) establishing a 90-day time limit following the conclusion of travel to submit travel expense reports in order to be reimbursed.

Last week, we learned that UW-System will, in fact, place these three policies into effect on **October 5, 2015**. In addition, we learned that UW-System will make other policy changes, also effective **October 5, 2015**, regarding meal rates for University-sponsored or hosted events, as well as adjustments to the mileage reimbursement rates for cars, trucks, and motorcycles. Attached above is a summary document prepared by UW-System that highlights the policy changes.

As you know, the travel policies implemented by UW-System stem from flexibilities granted under Wisconsin Act 32 (2011-2013 Biennial Budget) which allows the Board of Regents to establish a travel program for all UW institutions (including UW-Madison) apart from the State travel guidelines prescribed in the Compensation Plan.

Very shortly, additional communications will be forthcoming to notify the UW-Madison campus regarding these most recent UW travel policy changes, including an email from me to all UW-Madison faculty and staff. Should you have any questions or concerns in the meantime, please feel free to contact me.

Thanks,

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