

# Travel for External Guests to UWO

*Consultants, Candidates, Speakers, etc.*

*(For internal use only)*

## Travel (airfare and/or car rental) arrangements

***(PREFERRED)***

### **1. UWO TRAVEL DEPARTMENT BOOKS UNDER THEIR CREDIT CARD AND UWO PAYS INVOICE**

- The Department fills out the Travel Reservations Request form (available here: [UW Oshkosh Travel Reservations Request](#)).
- Obtain the requested airfare itinerary containing price information from the traveler.
- Submit the form and requested itinerary to [aptravel@uwosh.edu](mailto:aptravel@uwosh.edu).
- Financial Services makes the reservation using their approved travel charge card and UWO discount. Contact Michelle Highley (x0837) with questions.
- Financial Services sends flight confirmation to the Department.
- The Department prepares a Direct Pay Request (DPR) for payment to Fox World Travel.
- The Department send the DPR and a copy of the flight itinerary to COLS Dean's Office for account information addition.
- COLS Dean's Office forwards documents to Financial Services for payment.

### **2. TRAVELER PAYS AND GETS REIMBURSED\***

- The candidate/consultant/guest CALLS **FOX WORLD TRAVEL DIRECTLY** at 231-6000, and indicate they are traveling for/to UW Oshkosh xxx Department so they receive UWO's discounts.
- **THE TRAVELER PAYS FOR HIS/HER OWN FLIGHTS (AND VEHICLE RENTAL) WITH HIS/HER OWN CHARGE CARD.**
- Department host completes Expense Report through E-Reimbursement for the airfare and lodging/mileage/vehicle rental (Enterprise), if applicable.

*\*Cancellation fee of \$200 will still be charged if guest cancels.*

**Lodging:** Department books directly with the Best Western Premier Waterfront at 230-1900, and have charged directly to department, or use Concur for other hotel bookings. Get state rate and tax exempt.

### **Meals & Incidentals:**

- COLS also pays for one University employee to eat with candidate, per meal.
- “Sponsored Per diems”: \$12 Breakfast; \$18 Lunch; \$30 Dinner, when employee pays for guests’ meal. Both employee and guest at this rate. Need receipt(s).
- If guest pays, use meal per diems in E-Reimbursement. Click first/last day. No receipts.