

If you will be traveling to attend a conference/workshop or purchasing a membership, and receiving funds from the Department, GSC or The Graduate School, please review the following document **BEFORE** making reservations.

1. If you need to book airfare and/or hotels
 - a. Register at [Concur](#) if you do not already have an account.
 - b. University policy states that all airfare and hotels **must** be booked through Concur for reimbursement.
 - c. Please contact Tracy at tracy.deavers@wisc.edu with any questions you have about Concur.
 - d. If you are traveling internationally, you **must** purchase CISI Insurance. Enroll [here](#).
2. If you are purchasing a membership, be sure to keep a copy of your email receipt that lists the date and the amount of the transaction.
3. If you are purchasing conference registration, be sure to keep a copy of your email receipt that lists the date and the amount of the transaction.
4. To apply for reimbursement, you must complete an expense report. The following [guide](#) will walk you through the process.
5. Expense reports must be submitted within **90 days** of the last day of your event and/or purchase. Reports submitted after 90 days will not be approved.
6. Lodging and meals are paid on a per diem basis. You do not need to keep receipts for your meals. To determine your per diem if you are traveling, please use the [per diem calculator](#).
7. If you stay in a hotel, be sure to keep your hotel folio upon checkout as that is required documentation for your expense report.
8. Receipts are required if you are claiming transportation for reimbursement.