

## **Travel Guidelines for Supervisors**

### **School of Education - Teacher Education Center - UW-Madison**

- The School of Education provides university vehicles for supervision travel or reimburses supervisors for use of their own cars.
- In limited situations we will also reimburse for meals. Occasionally, we will reimburse for lodging.
- Because we are a public institution, there are very specific procedures and rules for doing all the above.
- Best practice is to submit your expenses for reimbursement monthly.
- Expenses must be fully submitted through the e-reimbursement system within 90 days, or they will not be reimbursed.
- Katie Porwoll, 608-262-2997 ([kbusalacchi@wisc.edu](mailto:kbusalacchi@wisc.edu)), processes travel reimbursement requests for supervisory travel.
- Please check our [website](#) for travel related forms and the mileage chart.

#### **Travel expenses other than mileage**

Meal reimbursement is not expected for travel related to supervision, since most of the supervision occurs in the Madison area. If there are sites/schools that you will be traveling to that are outside of Dane County please be in touch with Katie Porwoll and she will see if it is appropriate for reimbursement.

Overnight lodging for supervisors is considered quite unusual. Requests for lodging reimbursement must be made in advance to Teacher Education Center Assistant Director Samantha Baruah [sbaruah@wisc.edu](mailto:sbaruah@wisc.edu). Original, paid receipts are required for all lodging claims.

TEC will not reimburse travel expenses for field trips, conferences, or other non-supervisory travel. Check with your department for possible travel reimbursement.

#### **Using Your Own Car to Travel to Your Supervisory Sites**

Supervisors who elect to use their own vehicles are currently reimbursed at \$0.58 cents per mile. See the [travel mileage](#) chart on our website, which shows one-way mileage from campus to specific schools. Your home base is campus and we use the Teacher Education Bldg (225 N. Mills) as the starting point. If you are traveling between your home and the school site, monitor and report your odometer mileage. If the mileage is more than from campus then list the mileage as if you would have left from campus. If it is less then list the lesser amount. For example, if you live 2 miles from Kennedy Elementary and drive directly there from home put down 2 miles. If you left from campus you can report 7 miles (since that is the distance from the Teacher Ed Bldg.). If you live 10 miles from Kennedy and drive directly there from home we can only reimburse you for the 7 miles. The reason being is your home base in relation to travel is considered campus. Since we are a public institution we need to follow the State guidelines regarding mileage reimbursement and are unable to reimburse supervisors for mileage from home that is more than what it would be from campus.

If you travel from a schools site and go directly to another site we will reimburse you for all your mileage between the two schools. Be sure to keep track of your odometer.

When listing mileage for school sites, list both the School and the City. When listing mileage for all non-school sites, list the site name and the complete address (Street address, City, State and Zip, e.g., WI Div. of Voc Rehab, 1819 Aberg Ave., Madison, WI.

### **Please fill out the Supervisor Travel Worksheet and submit on a monthly basis**

To be reimbursed for any travel expenses, you must complete and submit a travel worksheet to Katie Porwoll, at [kbusalacchi@wisc.edu](mailto:kbusalacchi@wisc.edu) She is located in L139 of the Education Building, 1000 Bascom Mall. You must list your name on the worksheet as it appears in *University payroll records*. In most cases, this includes official first name (no nicknames), middle initial, and last name. Find blank worksheets and a completed sample on the [School of Education Website](#). It is not necessary for you to total your mileage just list the mileage for that day. Katie Porwoll will do the monthly total for you.

### **You will need to delegate entry authority in e-Reimbursement**

The School of Education uses the travel e-Reimbursement system for teaching supervisors. The travel e-Reimbursement system will require that you designate Katie Porwoll as alternate for your account. **Please complete the steps below.** This is necessary for your reimbursement request to be complete and submitted online. Travel worksheets will still need to be submitted to Katie Porwoll but she will enter in your mileage on your behalf into the e-Reimbursement system. Once she submits your travel expenses you will be notify by email when it is ready for you to review and electronically approve it. This process allows you to receive your payment at a much faster rate. If you have any further questions please do not hesitate to contact Katie Porwoll at 608-262-2997 or [kbusalacchi@wisc.edu](mailto:kbusalacchi@wisc.edu).

### **How to Delegate Entry Authority for e-Reimbursement**

1. Sign into [e-Reimbursement](#).
2. Click the Expenses WorkCenter tile.
3. Click the Delegate Entry Authority link in the links panel along the left side.
4. Click the plus sign to add an additional row.
5. Enter the Alternate's employee ID number in the Authorized User ID field.  
Katie Porwoll ID # is 00590395
6. The Authorization Level should be "Edit". If an employee chooses "Edit & Submit", it will revert to "Edit".
7. Click Save.

## **Review of what you need to do to get reimbursed for mileage using your own vehicle.**

1. Delegate Entry authority in the e-Reimbursement system. **This is something you only need to do one time.** Once it is complete Katie Porwoll is then able to enter in your expense report for you.
2. Keep track of your mileage using the “Supervisor Travel Worksheet”. Submit it to Katie Porwoll by email on a monthly basis.
3. Once Katie enters in your worksheet an email will be sent to you with directions to electronically approve your expense report. Please do this as soon as possible. If this isn’t done the reimbursement will not be processed.
4. After you approve your expense report the check will be directly deposited into the account you have set up with payroll.

## **Reminders**

- Given the time-consuming reimbursement process and campus deadlines, end-of-the-school-year reimbursement requests must be received in TEC, no later than June 15 to insure payment.
- Please note that all rates and regulations are subject to change without notice. All travel claims will be reimbursed in accordance with the latest State of Wisconsin travel regulations.

## **All individuals who seek to drive for university business must complete a new Electronic Vehicle Use Agreement in the Enterprise Fleet Management System.**

The link and basic instructions are follow:

<https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/>

1. Below the "Key Tasks" section, click the "Get Authorized" link.
2. Select "Complete the New Fleet Driver: Vehicle Use Agreement", then select the Access the Vehicle Use Agreement"
3. In the left hand corner drop down box, arrow down to select "UW", logon
4. In the drop down box, arrow down to choose "UW Madison", logon
5. Log on with your user Net ID and Password and enter passcode.

You will be directed to the new, electronic "Vehicle Use Agreement" link below the New Fleet Driver heading. (See "Portal User Guides" link on the top bar for detailed instructions.)

Note - have the following items prepared for this process.

- Your Net ID and password
- Your driver's license number
- Your supervisor's name and email address (or other local authority such as Department Chair, Advisor) - Without a valid supervisor name and email, your EVUA will be denied.
- The UDDS code for your department. (e.g. UA000000, or UA for MSN campus + two-digit Division code + two-digit Dept. code + two-digit unit code.) Ask your supervisor (or their supervisor) for appropriate UDDS code.

Note- The UDDS selected in the EVUA process will not determine billing funding for fleet reservations or other billing matters. This particular section uses UDDS to track employee location, run reports, and help with certain authorizations.

The Agreement and the Portal User Guides link contain instructions for **out-of-state drivers**. You may also contact Debbie Beich at 608-262-8926 or [debbie.beich@wisc.edu](mailto:debbie.beich@wisc.edu).

### **Reserving a University Vehicle**

All fleet car requests must be made through Katie Porwoll. Provide your name, driver license number, number of occupants, the date(s) of trips, times of pick up and return, and destination(s). Do not contact the fleet car office directly; cars must be reserved by TEC staff.

Request to reserve a car as far in advance as possible. If you know your supervision schedule for the entire semester, you may submit all requests at once via email. **Allow at least one week's processing time before your first reservation.** If you have left a voice mail or e-mail reservation and do not receive a confirmation within 24 hours, check back to be sure that your message was received and processed.

Inform TEC of all changes in fleet car plans. We are assessed a daily charge for all reserved vehicles not cancelled prior to **noon the day before the scheduled pick up**. Please call Katie at 608-262-2997, if your plans change, and we will cancel the reservation.

### **Picking Up a University Vehicle**

During normal office hours, which is 6:00 a.m. - 2:00 p.m. weekdays, excluding holidays: Pick up keys at 27 North Charter St., Room 110. The vehicles are located in nearby Lot 50 (formerly Lot 51) between Mills and Charter Streets, just north of Regent St., behind the McDonald's restaurant at the corner of Mills and Regent.

Outside of office hours and on weekends and holidays, visit the Fleet & Service Garage at 27 North Charter Street, south side of the building, glass door. **You will need your reservation number.** Please see this link (<https://physicalplant.wisc.edu/>) for details on the process. Once on the Physical Plants main page click on "Fleet" on the left and then on the "After Hours" tab.