

## Travel Guidelines for Supervisors

### School of Education – Mary T. Kellner 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. ANY reimbursement requests other than mileage must be pre-approved by the Mary T. Kellner Teacher Education Center before the cost is incurred.
- 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 processes travel reimbursement requests for supervisory travel.
- For any questions, reimbursement requests, or Fleet reservation requests, please send to our request queue at [TEC@education.wisc.edu](mailto:TEC@education.wisc.edu). A queue inbox has been established to ensure that requests are tracked and processed in a timely fashion.
- Please check our [website](#) for travel related forms.

#### **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 the Mary T. Kellner Teacher Education Center. Please contact Katie. Original, paid receipts are required for all lodging claims.

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

**All individuals who seek to drive for university business must complete an Electronic Vehicle Use Agreement in the Enterprise Fleet Management System. This is required for using Fleet Vehicles AND being reimbursed for mileage using a personal vehicle.**

Please the following link and basic instructions:

<https://fleetportal.wi.gov/>

1. In the left hand corner drop down box, arrow down to select "UW", logon
2. In the drop down box, arrow down to choose "UW Madison", logon
3. Log on with your user Net ID and Password.
4. Click on the "Vehicle Use Agreement" link below the New Fleet Driver heading. (See "Portal User Guides" link on the top bar for detailed instructions.)
5. Complete and submit the Vehicle Use Agreement form, including the details noted below. Please reach out to [tec@education.wisc.edu](mailto:tec@education.wisc.edu) if you have any issues or questions while completing the Vehicle Use Agreement.

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 Katie Porwoll for appropriate UDDS code.
- Driving abstract from states outside of Wisconsin for the last 2 years of driving history, if you have a non-Wisconsin driver's license/ have had a non-Wisconsin driver's license in the past 2 years.

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](#) (must log in to access) contain full instructions for out-of-state drivers. For help with this process, contact [driverauth@bussvc.wisc.edu](mailto:driverauth@bussvc.wisc.edu).

Field Experience Supervisors with an out-of-state driver's license may be reimbursed for fees paid to obtain their Driving Abstract from their home state. Please submit receipts for these fees to [TEC@education.wisc.edu](mailto:TEC@education.wisc.edu) within 30 days of the transaction.

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

Supervisors who elect to use their own vehicles are currently reimbursed at \$0.725 cents per mile. In the new Workday system, mileage must be entered as the **exact mileage distance per Google maps (do NOT round to the nearest mile)**, so please look up the locations and include addresses on the Supervisor Travel Worksheet. 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, or check Google Maps for the mileage. If the mileage from your home or other location is greater than that from campus, then list the mileage as if travelling from campus to the school site. If the mileage when travelling from a non-campus location is lesser than it would be from campus, then list the lesser amount. 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 greater than the distance from campus.

If you travel from a school site and go directly to another site, we will reimburse you for all your mileage between the two schools.

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 the Mary T. Kellner Teacher Education Center staff at [TEC@education.wisc.edu](mailto:TEC@education.wisc.edu). The Mary T. Kellner Teacher Education Center 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 the blank worksheet on the [Teacher Education Center 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.

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

1. Become an authorized Driver by filling out the Vehicle Use Agreement. See below.
2. Keep track of your mileage using the “Supervisor Travel Worksheet”. Submit it to [tec@education.wisc.edu](mailto:tec@education.wisc.edu) by email on a monthly basis.
3. Once Mary T. Kellner TEC staff enter your expense report into Workday, an email will be sent to you to with directions to electronically submit your expense report. Please do this as soon as possible. If this isn’t done the reimbursement will not be processed.
4. After you submit your expense report, the expense report will route to finance approvers, and after it is approved the reimbursement amount will be deposited to the same direct deposit used for your 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. Please see the UW Vehicle Use/Rental policies for the most current mileage reimbursement rates. <https://policy.wisc.edu/library/UW-3019>

## **Using a Fleet Vehicle to Travel to Field Experience Sites**

### **Fleet Vehicle Use Policies**

Field Supervisors must comply with all [UW Fleet policies](#). Completion of the Vehicle Use Agreement signifies understanding of these policies and agreement to comply, and is required for use of Fleet vehicles.

All Fleet vehicle reservations are made for a minimum of 24 hours (6am on the day of pickup to 6am the next day, for one-day reservations), but unless otherwise approved, all Field Experience Supervisors MUST immediately return vehicles to the Fleet parking lot as soon as Field Supervision is completed for the day. Fleet vehicles may only be driven between campus and field sites. Fleet Vehicles may NOT be used for personal errands or to drive home/commute.

Parking tickets received by Fleet vehicles while checked out by Field Experiences Supervisors are the responsibility of the Supervisor to pay, and must be paid with personal funds.

Failure to follow UW Fleet Policies may result in TEC or the Fleet office revoking the approval to drive Fleet vehicles.

### **Reserving a University Vehicle**

All fleet car requests must be made through Katie Porwoll after completing the Vehicle Use Agreement. Provide your name, 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. Send requests for Fleet reservations to [TEC@education.wisc.edu](mailto:TEC@education.wisc.edu)

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 the first reservation in each batch of reservations you send. If you have left a voice mail or e-mail reservation request 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. - 3:30 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 here](#) for details on the process.