

UW Law School Faculty & Staff Financial Reference Guide



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UW Law School

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Welcome to the Law School Business Office's Faculty & Staff Financial Reference Guide!

In an effort to streamline, we have collected the financial information we believe best answers the most common questions we receive. This handy Reference Guide is yours to bring with you on your travels or to keep in your office—wherever you most need it!

Please note that while we attempted to hit the highlights, this Reference Guide does not contain all of the University's detailed policies, which can be found on the [Division of Business Services website](#).

As always, the Business Office is available to answer any and all of your questions; in fact, questions are encouraged! The potential consequences to the DIY-method may mean incomplete reimbursement...

Reimbursements

GENERAL

- **90-day deadline**
 - “Travel related expenses must be submitted and substantiated within 90 days **from the end of the business trip.**”
 - “Non-travel related expenses must be submitted and substantiated within 90 days **of the date the expense was incurred.**”
- **Attach digital documentation**
 - Attach a digital copy of your documentation (receipts, schedules, program, etc.)
 - All receipts attached as one PDF (instead of a handful of attachments)
 - If you need help doing so, please ask! We’d be happy to show you
- **DIY or using an alternate?**
 - It’s up to you:
 - prepare your reimbursement yourself ([Business Services](#) frequently has training)
 - if DIY, print off a Cover Sheet (see example in Appendix, page 22) after submission and bring it to Kelly Hallmark in Rm 5106
 - have an alternate prepare it on your behalf...
 - But please keep in mind, the following will delay or prevent reimbursement:
 - missing documentation
 - vague descriptions
 - technical system errors
 - Either way, **we are here to help!** Questions welcomed and encouraged!

Travel Policies

- **If nothing else, remember...**
 - When in doubt, ask
 - 90-day deadline (fully documented and submitted)
 - Travel Incorporated can help
 - More documentation can't hurt
- For detailed policies, please see the [Accounting Services website](#).

GENERAL

- **Approval**
 - Your supervisor needs to approve your travel before booking
 - **Any international travel needs to be approved in advance by the Dean's Office**
 - Faculty: approval from Associate Dean for Research & Faculty Development ([Susannah Camic Tahk](#))
 - Clinical and Legal Writing Faculty: approval from Associate Dean for Experiential Learning and Education Innovation ([Ursula Weigold](#))
 - All others: approval from Associate Dean for Administration ([Bethany Pluymers](#))
- **Receipts**
 - What counts as a receipt?
 - date of purchase
 - amount paid
 - *itemized* list of purchases
 - form of tender (cash, last 4 digits of credit card, etc.)
 - **Credit card statement ≠ receipt**
 - Can be digital and/or emailed! Hardcopy receipts must be original.
 - Required for:
 - airfare
 - car rental & gas
 - lodging (use the folio/receipt given at check-out)
 - taxis, parking (if more than \$25); baggage (if more than \$30)
 - books, supplies, applications/specialized software
 - other research and professional development expenses


- **Required documentation (other than receipts)**
 - In case of indirect routing, extra personal days, etc.:
 - explanation and Cost Comparison at the time of booking
 - Cost Comparison from travel agent should be attached to airfare receipt
 - Why did you travel? Examples include:
 - conference schedules, programs, brochures, etc.
 - emails setting up interviews or appointments
 - meeting agendas
 - we need a detailed business justification, more than “research”
 - If the conference-recommended hotel exceeds the lodging max:
 - conference-organization materials
 - **Savings**
 - You never HAVE to be reimbursed for something
 - if you want to save that money for future travel, we can help you, so talk to us!
 - example: marking more meals as provided
 - **My Corporate Card**
 - If you travel a lot, this may be a good option
 - USBank personal-liability for travel + business-related expenses while in travel status
-

REGISTRATION/CONFERENCE FEES

- Can be prepaid by the Business Office!
 - If you pay then request reimbursement— please provide the required documentation (schedule, program, brochure, etc.)
 - Can be reimbursed right after purchase
-

AIRFARE

- **Generally:**
 - Travel Incorporated must be used (via [Concur](#) or [directly with agent](#))
 - only exception: traveling within a foreign country
 - **but:** the flight to and from the U.S. must be through Concur
 - **and:** you must receive confirmation from Travel Inc/Concur that they cannot book these flights for you
 - Provide your **Travel Inc Invoice**/receipt (see Appendix, page 23 for example)
 - no e-itinerary, boarding passes, check-in print-offs, etc.
 - Reimbursable as soon as you purchase
 - no need to wait until conclusion of trip
- **Travel Incorporated/Concur**
 - Must be used to book flights for business travel
 - Travel Inc. = travel agents; Concur = online booking platform used by Travel Inc.
 - Booking online or directly with agents is a matter of preference, but service fees are lower if you book online through Concur
 - If you experience difficulties with Concur, contact Travel Inc agents directly
 - In the event of airline delays, flight cancellations, or other disruptions:
 - **contact Travel Inc directly** (they can work across all airlines)!
 - for 24/7 support, call: **877-811-9898**
- **Indirect routing/personal leg**
 - Allowable as long as no additional costs occur or if there are substantial savings
 - However:
 - “explanation and cost comparison obtained **at the time of booking** are required.”
 - this Cost Comparison must come in an email directly from [Travel Inc agents](#)
 - we cannot use a screenshot, even from the Concur website
 - if an itinerary with an indirect/personal leg exceeds the business-only cost... we can only reimburse for the business-only cost

- “Business-only travel” is defined as one day before and after event dates for North American destinations OR two days before and one day after event dates for other continental destinations.
- **Economy vs. “basic” economy**
 - The major airlines have introduced “budget” or “basic” economy fares to compete with “budget” airlines
 - While these “basic” economy fares are often cheaper...
 - they are entirely nonrefundable and nonchangeable
 - if your plans change, you will need to purchase a whole new ticket
 - It is recommended that you book Economy fares rather than “basic” economy fares!
 - Concur marks these “basic economy” fares with an “information” symbol: 
- **Baggage**
 - First bag within the airline’s limits:
 - no questions asked
 - If more than one bag, or if bag is oversized:
 - a business justification is required
- **Seat assignment fees**
 - “Additional fees associated with booking coach/economy aisle, window or exit row... are allowable.”
 - No fare class upgrades (i.e. first class, business class, etc.) of any kind are allowed
 - Premium Economy is permitted for **international travel** with 8+ hours of total flight time
- **If any other flight fees, issues, or questions come up (“premium” or “plus” economy fares, “preferred seat” charges, extra-legroom charges, change fees, cancellations, etc.) please ask us...*the sooner, the better!***

LODGING

- **Booking**

- To book, contact the hotel directly OR use [Concur](#)
- The UW is encouraging us to use Travel Inc/Concur, so please check there first!
 - “Travelers and travel arrangers are expected to research rates and reserve lodging using Concur or Travel Incorporated to take advantage of potential cost savings.”
 - “... rates found in Concur/Travel Inc may be less than conference rates.”
 - “UW contract rates, which provide opportunities for lodging savings, are only offered within” Concur/Travel Inc
 - The more we use Concur/Travel Inc now, the greater potential for future savings
- As of July 1, 2020, [Airbnb is permitted for lodging](#)
 - all service fees (guest, cleaning, etc.) are included in daily lodging maximum calculations
 - **NOT reimbursable:** taxes, deposits, damage waivers, and insurance
- DO NOT use third-party booking sites such as Expedia, Priceline, Hotels.com, etc.
 - ***This is a University-wide rule; we cannot reimburse***
- Some international hotels and Airbnb require pre-payment
 - in these cases, prepayment is permitted but please check with the Business Office before booking
- If you have any further questions (un-cancellable, extra fees, etc.), please see the Business Office before booking

- **Maximums**

- Maximums vary by location
- Use [UWTravelWise Calculator](#) before travel for estimates
- If a conference supplies or recommends a hotel that exceeds this maximum, you can still be reimbursed for the whole amount!
 - please provide documentation showing the conference’s recommendation (brochure, registration form, etc.)

- **Tax exemptions**

- Tax exemption for lodging in Wisconsin, as well as:
 - Colorado -Florida -Idaho -Illinois -Kansas -Kentucky -Maine -Michigan
 - Minnesota -Mississippi -Missouri -New Mexico -N. Carolina -N. Dakota
 - Ohio -Rhode Island -Tennessee -Utah -Vermont -Virginia -W. Virginia
 - Please see Business Office for tax-exempt documentation to provide to hotel
-

INTERNATIONAL TRAVEL

- **Checklist**

1. Approval in advance from the Dean's Office
2. Travel insurance by [Cultural Insurance Services International](#) (CISI)
 - international health and travel insurance when traveling abroad on business
 - includes diagnosis, treatment, hospital stays, prescription drugs, ambulance, replacement eyeglasses or contacts, trip delay/interruption, and more!
 - **required**, but the Law School will pay for it!
 - you may also purchase coverage for dependents traveling with you (but the Law School can't pay for this)

- **Hotels**

- Some international hotels and AirBnB require pre-payment
 - in these cases, prepayment is permitted but please check-in with the Business Office before booking

- **Airfare within another country**

- This is the only exception to using Travel Inc/Concur for flight
 - **but:** the flight to and from the U.S. must be through Concur
 - **and:** you have to receive confirmation from Fox/Concur that they cannot book these flights for you

- **Foreign currency**

- Any purchase made using foreign currency [must be converted](#) to US dollars for reimbursement
 - if the Business Office is preparing your reimbursement... we will do the conversion

- if you are personally preparing the reimbursement...
 - please provide the exchange rate documentation using the conversion website preferred by the UW
 - use the date of the purchase (not today's date)
 - [EUROP ASSISTANCE](#) (previously MEDEX)
 - optional program provided at no cost while traveling
 - supplemental/optional, only provides coverage for medical evacuation and repatriation
-

MEALS

- **Receipts**
 - No receipts required for regular meals when traveling
 - They ARE required for any hosted meals
 - i.e. business event, interview dinners, etc.
 - **Day trips**
 - Day trips (no overnight lodging) = \$15/day even if a meal was provided
 - **Overnight**
 - Varies by location
 - use [UWTravelWise Calculator](#) before travel
 - First and last days of travel
 - 75% of total based on location
 - **Provided meals**
 - Note any meals provided by host/conference
 - these will be deducted from your total
 - Meals reimbursement includes \$5/day for incidentals
 - even if all meals are provided, you can still get this \$5/day
 - examples: water, tips, laundry, mailing, etc.
-

Vehicle Guidelines

TAXIS

- Receipts required if more than \$25.00
- Ubers & Lyft = taxis, are allowed!
- Please note where the taxi is to/from
 - to/from the conference? to/from the hotel? Etc.
 - we cannot reimburse for taxis to/from per-diem meals

DRIVER AUTHORIZATION

- **Risk Management**
 - Must first be authorized by Risk Management to drive on UW business
 - this includes personal vehicles, rented cars, or fleet vehicles
 - To confirm your status, please visit the [online database](#):
 1. Logon as a UW employee at UW-Madison
 2. Click on “Reports” in the top banner, then click “Driver Summary” to search for your name
 - Driver authorizations take 10 business days, so plan ahead!
 - But once you’re authorized, you won’t need to renew!
 - this does not apply to out-of-state licenses or students
 - any negative change in your driving record may result in revocation of authorization
 - **any requests for mileage reimbursement will not be processed** without completed Driver Authorization
- **[Vehicle Use Agreement](#)**
 - All drivers need to complete the Vehicle Use Agreement form
 - If you have an out-of-state license, or have previously had an out-of-state license and have had a WI license for less than 2 years, you must also submit PDFs of:
 - Driving abstract from other state showing last 2 years of driving history
 - Copy of driver’s license

PERSONAL VEHICLES

- **vs. fleet vehicles**
 - If driving more than 300 miles roundtrip, fleet vehicle is encouraged
 - if more than 300 miles and personal vehicle is used, reimbursement will be limited to lower “turndown” mileage rate
 - If fleet vehicle is not available, provide documentation in order to get standard rate mileage
 - Standard car rate = \$0.56 (effective 1/1/21)
 - Turndown car rate = \$0.36 (effective 1/1/21)
 - **FYI**
 - Madison —> Milwaukee = ~160 miles roundtrip
 - Madison —> O’Hare = ~270 miles roundtrip
 - Madison —> downtown Chicago Millennium Park = ~294 miles
 - Madison —> downtown Chicago Hyde Park/University of Chicago = ~310 miles
 - Madison —> Minneapolis = ~540 miles roundtrip
 - **Documentation**
 - Provide Google Maps documentation to show route taken and approximate mileage
 - this is especially important if there are additional stops, an abnormal route, etc.
-

FLEET VEHICLES

- **FYI**
 - If you need to cancel, do so within 24 hours of reservation, or you will still be charged
 - If there is no fleet vehicle available, you may put your name on a waitlist
 - but you need to keep checking status, as you are not informed if a car becomes available
 - There is parking at fleet vehicle lot for your personal vehicle
 - but it is limited—first come, first served basis
 - you can be reimbursed for a taxi ride to fleet vehicle lot or for an alternative parking location! (receipts required if more than \$25.00)
-

CAR RENTAL

- **Booking**

- University contracted
 - must use Enterprise or National
 - **only exception:** no Enterprise or National available in the area (provide Travel Inc/Concur documentation showing this)
- Book via [Travel Inc/Concur](#)
- Do not take the insurance; **it cannot be reimbursed**
- We may use these contracted rates for personal travel, however...
 - we must book through [this link](#) to apply the discount (not Concur)
 - personal use does not include the Collision Damage Waiver or Limited Liability Coverage

- **Documentation and receipts**

- Must provide the original vehicle rental agreement
 - Receipt required for gas reimbursement
 - Do NOT opt for the gas pre-pay option
 - though this may sometimes look cheaper, we need a gas receipt
 - Do NOT return it with an empty tank to let the rental company fill it up
 - “If the traveler fails to return the vehicle with a full tank of fuel, the cost of the vendor refueling the vehicle will not be paid or reimbursed by the University.”
-

Purchasing Guidelines

GENERAL

- **If nothing else, remember...**
 - Business Office = “one-stop shopping”
 - We prefer that you buy through the Business Office
 - if you *do* buy for yourself, **90-day deadline** for reimbursement submission
 - sales tax is not reimbursable, so always apply for tax exemption
 - Provide a specific business purpose
 - Ship to the Law School’s address
 - \$4,999 limit
- **Justification**
 - We need to know why you’re buying or requesting an item
 - “research” or “supplies” is too vague
- **Sales tax**
 - Per [state statute](#), we are exempt from paying WI state tax as a public institution, therefore we:
 - will not reimburse sales tax
 - encourage you to work with other in-state vendors to accept our tax-exemption
 - download exemption documentation [here](#)
 - please contact Jennifer Gardner if you have questions
 - This helps you stretch your research and scholarship funds!
- **Contracts**
 - You cannot sign your own contracts, **no matter the amount**; please contact Jennifer Gardner
 - a UW Purchasing Dept. official must sign
 - if you sign a contract, you (not the UW) are personally liable for it
 - examples: editors, room/space rentals, caterers, entertainment, etc.
 - Only the following “Five Golden Offices” may sign a contract:

*Office of the Chancellor *Office of the Provost *Office of Industrial Partnerships
*Vice Chancellor for Finance & Administration *Purchasing
- **\$4,999 limit**
 - If a total transaction exceeds \$4,999, we need to involve UW’s Purchasing Dept.
 - please contact Jennifer Gardner for guidance

- **Special approval**

- Required when purchasing:
 - *alcohol *furniture *insurance coverage
 - *printing more than \$49.99 (including while traveling)
 - *any purchase requiring a signed contract
-

BOOKS

- All personally-purchased items (books, magazines, newspapers, supplies, etc.) must be shipped to the **Law School's address**:

**UW Law School
975 Bascom Mall
Madison, WI 53706**

- **However** please limit the amount of personal mail or packages shipped here.
 - Exceptions are granted under special circumstances, e.g. pandemic telecommuting
- **Amazon**
 - Please see the Business Office to request
 - we have Amazon Prime, which includes free 2-day shipping **and** is tax-free
 - If you purchase Amazon items on your own, the sales tax is not reimbursable
 - We will need a specific reason for the purchase
 - we can't just say "research," please specify project or subject matter
 - we need "research for XYZ book/article/class"
 - **Specialty supplier**
 - Specific libraries, vendors, etc.
 - Please see the Business Office to request
 - can be purchased directly using Law School purchasing cards
 - or...
 - Personally purchase and request reimbursement
-

SUPPLIES & TECH

- **Office supplies**
 - Please check the 5th floor supplies closet
 - we may already have what you're looking for!
 - if not, please see Adam Bushcott for specific requests
 - If traveling, you may purchase and request reimbursement
 - provided you attach a necessary business purpose and receipts
 - **Tech & Computers**
 - FISC funds have limits on certain tech purchasing
 - Both [laptops and tablets] should be purchased through Law School IT, but not in the same fiscal year. Each may be replaced on a three-year cycle.
 - Please see IT to purchase
 - Bring any new computer to IT for security set-up and formatting help
-

PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

- **Professional Association Memberships**
 - Annual membership fees to professional associations are allowable *at annual increments* (multi-year renewals are not permitted by the university).
 - Require a business justification
 - Can be paid directly with Law School purchasing cards **IF** no personal account login required; otherwise, please purchase and seek reimbursement.
 - **Subscriptions to media products or services**
 - Subscriptions to print or digital media or applications are allowable *at annual increments*
 - Require a business justification
 - Cannot be paid directly by Law School, individuals should pay and seek reimbursement(s).
-

RESEARCH & SCHOLARSHIP

- [Research \(library resources\)](#)
 - Free access to many databases, archives, and research guides (LexisNexis & Westlaw)
 - Please see library staff for help and access
- **Scholarship submissions**
 - Submit your manuscript to many law reviews and journals all at once
 - The Law School maintains institutional accounts for ease of submission
 - Please see Business Office to get set up
- [Scholastica](#)
 - Each journal submission costs \$6.50
 - As an authorized user, you won't be prompted to enter a credit card number
 - the Law School is billed directly
 - If you are prompted to enter a credit card, you aren't in the system correctly
 - please see Faculty Assistant to correct this
 - The amount charged will come out of your funding sources (FISC, professorship funds, seed grants, etc.)
- [ExpressO](#)
 - Each journal submission costs \$3.10
 - Billed directly to Law School, charged to your funding accounts (FISC, professorship funds, seed grants, etc.)
 -
- **Note!**
 - Some journals only use ExpressO; some journals only use Scholastica
 - Some journals **use both** ExpressO and Scholastica
 - *be sure not to "double-up" and submit to the same journal twice!*

Catering & Meals

UW-APPROVED CATERERS

- Please see Business Office to plan
 - Generally, on-campus events need to be catered by:
 - Wisconsin Union
 - University Housing
 - If neither is available, we may use outside catering with:
 - documentation showing campus catering was not available
 - outside caterer's insurance
 - Casual dining (pizza, subs, etc.) aren't considered "catering"
-

HOSTED MEALS

- **Definition**
 - "University funds may be used to provide meals, break items or non-alcoholic beverages at University sponsored events or business functions that are not purely social in nature."
 - Hosted meal ≠ travel per diem meal
- **Examples:**
 - conferences, seminars, retreats, workshops, training, colloquiums, receptions, business meetings, interviews, recruiting, etc.
 - Law School faculty may use this to provide a lunch or treats for their classes
 - \$100 per semester per class
 - must be purchased food, not homemade
- **Alcohol**
 - Allowable alcohol purchases differ by types of meals/events. Approvals may be needed. Please consult Jennifer Gardner on policy details.
- **Documentation**
 - About the event (date, time, business purpose)
 - Itemized receipt
 - List of attendees (include name and affiliation)
- **Maximum rates**

Expense	Within the State of Wisconsin	Outside the State of Wisconsin
Breakfast	\$12	\$15
Lunch	\$18	\$23
Dinner	\$30	\$37
Refreshment Break	\$10	\$10

- **Recommended venues**

- University Club
 - the Law School has a membership; no need for individual memberships
 - only for hosted meals, not personal
 - please bring itemized receipt to Business Office
- Food Fight restaurants
 - Cento, Delmonico's, and Fresco have a special deal with UW
 - prix fixe menu, set price
 - will direct bill the Law School

- **Transportation to and from business meals and events**

- Taxis, Ubers, Lyfts, etc. are reimbursable with receipts
- Self-service parking costs associated with business meals can be reimbursed
- Valet Parking **cannot be reimbursed**, unless there is documentation to prove no other parking options were available

- **Spouses & partners**

- While spouses/partners are welcome to attend speaker and candidate dinners...
 - **their portion cannot be reimbursed**
 - unless the spouse is a part of the business being conducted

MEAL AT YOUR HOUSE

- Must be catered, not homemade
 - see UW-approved caterers note above
-

Student Hiring

STUDENT EMPLOYEE DEFINITIONS

- **PAs**
 - Perform high-level research; require special knowledge/skill
 - Duties can only be performed by law or graduate students
 - PA percentage appointment
 - When you hire a PA at 33.3% time or more, they will receive a \$6,000/semester tuition remission (which you will be charged for)
 - PA hourly
 - limited to max. of 13 hours/week (which includes any concurrent PA positions)
 - pay rate is \$24.10/hour
 - **Student hourly**
 - Pay range is \$10/hour or greater (you set the rate, but the Business Office can advise!)
 - Limited to a max. of 20 hours/week
 - Can be law or graduate students, but not required
 - You must go into HRS and approve students' hours every two weeks
-

DOCUMENTATION

- **Before hiring**
 - Authorization to Hire a Student form (green sheet)
 - Copy of your Grad School award letter (if applicable)
 - Payroll/HR need these at least **one week before** the student begins work
 - **Before student can begin to work**
 - (for PAs only) completed and clear Criminal Background Check
 - W-4, self-identification, and direct deposit forms from student
 - I-9 documentation needs to be completed **within the first 3 days of hiring, or employment will be terminated**
 - **Kelly Hallmark** = Student HR Assistant
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Appendix

REIMBURSEMENT COVER SHEET EXAMPLES

- **e-Reimbursement**
 - Click “View Printable Report” on the Expense Summary page.
 - Print and put in Kelly Hallmark’s mailbox.

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000724491	
Employee JENNIFER HANRAHAN	Employee ID 00437748
Reference FOREIGN	Business Purpose Conference

Expense Lines


Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant		Location		
10/21/2019	Lodging-Individual			<input checked="" type="checkbox"/>	Personal Funds	200.00 USD	1.00	200.00 USD
			Number of Nights: 3		Holiday Inn		DUBLI	


Employee Expenses	200.00 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	200.00 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	451000	00437748		08/05/2019	8/5/2019	Page 1 of 1

EXAMPLES OF TRAVEL INC/CONCUR AIRFARE DOCUMENTATION

- This **INVOICE** is the correct receipt to submit for reimbursement



Ticket Number 016-7418806374
 Account # U02320
 Issue Date Fri, Apr 10, 2020
 Booking ID 3MHBFC
 Issuing Location 92I
 Booking Agent ID UE
 Transaction Type Electronic Ticket
 Booking Currency USD 

Name: Dressel/Elizabeth

Type	Carrier Equip	Flight # / Class Fare Basis	Travel Dates	City - Airport	Time
✈	UNITED AIRLINES E7W	5962 / Q QAAZAFEN Confirmation: C4LF9G	Thu, 10/01/2020 Thu, 10/01/2020	Leave :: MADISON (MSN) Arrive :: LOS ANGELES (LAX)	439P 654P
🚗	Vendor: Pickup City: Dropoff City: Confirmation Number: GalaxyNet Status:	NATIONAL LOS ANGELES (LAX) LOS ANGELES (LAX) 12345		Pickup: Return: Your Daily Rate: Number of Cars: Number of People: Car Type:	Thu, 10/01/2020 Fri, 10/02/2020 \$31.00 1 1 ICAR
🏨	Hotel: Address: Confirmation Number: Phone Number: GalaxyNet Status:	Crowne Plaza Lax 5985 W Century Blvd Los Angeles, CA 90045 12345 1 (310) 642-7500		Check in: Check Out: Your Nightly Rate: Number of Rooms: Number of People: Room Type:	Thu, 10/01/2020 Fri, 10/02/2020 \$119.20 1 1 ATK
Fare					\$371.00
Tax					\$10.10
Total Amount					\$381.10
Amount Charged					\$381.10

✓

- This e-ITINERARY is for your convenience and NOT for reimbursement documentation

Date: 04/10/2020
Record Locator: 3MHBFC
Travelers:
 Dressel, Elizabeth
Agent: karen.young@travelinc.com

Agency Information
 4355 River Green Parkway
 Duluth GA, 30096
 7702914200



Thu, Oct 01 2020
 4:39 PM depart **Madison (MSN) to Los Angeles (LAX)** — Confirmation No. **C4LF9G**

United Airlines
 Flight 5962
 OPERATED BY SKYWEST DBA UNITED
 EXPRESS
 PLEASE CHECK-IN WITH THE
 OPERATING CARRIER

Takeoff: 4:39 PM
 Madison, WI
 Economy [Q] Class | Food and
 Beverage for Purchase | 4h 15m

Landing: 6:54 PM (Terminal: 7)
 Los Angeles, CA

Travelers:
 Name: Dressel, Elizabeth Ticket #: 016-7418806374 Seat: 24B

6:54 PM pick-up **National** Confirmation No. **12345—**
 Phone: 800 328-4300
 Pickup Location: Los Angeles International Airport
 Car Description: 2/4 Door Intermediate Automatic AC

3:00 PM check-in Crowne Plaza Lax Confirmation No. **12345—**
 Address: 5985 W Century Blvd LOS Angeles Ca 90045
 Nights: 1
 Guarantee Info: Visa *****1111
 Other Info:
 Nightly Rate: \$119.20

Phone: 1-310-642-7500 Fax: 1-310-649-4035
 Rooms: 1 room
 Room Desc:
 Cancel Policy: Cancel By 48hrs Prior To Arrival Local Hotel Time
 To Avoid Billing. You Must Contact Hotel Or Agency For Change
 Or Cancellation.

Fri, Oct 02 2020
 check-out **Crowne Plaza Lax** Confirmation No. **12345—**
 drop-off **National** Confirmation No. **12345—**

Additional Information:

- If Your Trip Includes Air Travel Plan To Arrive At The Airport A Minimum Of 2 Hrs Prior To Departure.
- Approved Government Issued Photo Id And Boarding Pass Required For Airport Security And Check-In.
- Refer To www.dhs.gov/Real-Id To Verify List Of Approved Government Ids.
- For Us Airport Travel Tips Refer To www.tsa.gov.



***Please contact the Business Office
 with any questions or issues!***