

UWEC 440, Travel and Reimbursement Assistance

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Practice Directive #	UWEC 440
Division	Finance and Administration
Department	Firstsource
Contact	Travel Manager askcenter@uwec.edu
Effective Date	January 19, 2023
Revision Date	n/a

Authority

Federal | [IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits](#); [IRS Publication 463, Travel, Gift, and Car Expenses](#); [IRS Publication 5138, Quick Reference Guide for Public Employers](#)

UW System | [RPD 21-5, University Travel Policies](#); [SYS 405, Travel and Expense - General Travel & Expense Policy](#); [SYS 410, Purchase & Payment of Business Air Travel](#); [SYS 415, Purchase & Payment of Lodging](#); [SYS 420, Travel & Expense - Meal and Incidental Expense \(M&IE\) Per Diem Allowance Reimbursements](#); [SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#); [SYS 430, Travel & Expense - Purchase & Payment Miscellaneous Travel Expenses](#); [SYS 435, Headquarter City & UW System Sponsored Events Policy](#); [RPD 21-8, Policy on the Annual Distribution of Tuition and Fee Revenue and State General Purpose Revenue](#)

Objective

The objective of this practice directive is to establish provide clear guidelines for requesting assistance from the Firstsource Support Team to book university travel and/or complete reimbursement on behalf of the traveler.

Statement

UW-Eau Claire's Firstsource Support Team strives to provide outstanding travel and reimbursement support to all travelers on University sponsored travel by providing outstanding and responsive customer support, a clear process and helpful tools. Our goal is to ensure efficiency and accuracy in communication and results.

Procedure

[UWEC 440.A, Requesting Travel and Reimbursement Assistance](#)
