Driving vs. Flying – EFFECTIVE 2/15/13

UW policy states, “Payment/Reimbursement for travel shall be limited to the lowest cost means of travel unless it is impractical or not available.”

Non-Employees: driving vs. flying cost comparisons are no longer needed. Please remind them though that they should be choosing the most cost effective mode of transportation.

Employees: If a traveler wants to fly and driving one way is under 5 hours a business justification needs to be provided to explain why you are flying instead of driving. A traveler may be asked for a driving cost comparison upon further review of the business justification.

Example: A UW employee has a conference in Minneapolis, MN and they want to fly instead of drive. Driving from Madison to Minneapolis is about 4.5 hours. Therefore, the traveler needs to provide a business justification (ex. Had a late meeting the day before the conference so needed to fly instead of drive because driving would get me there after midnight).

If a traveler wants to drive rather than fly and it takes over 5 hours to drive one way a business justification needs to be provided. A traveler may be asked for a flying cost comparison upon further review of the business justification. Whenever possible, please try to carpool with coworkers to cut down on travel costs.

Example: A UW employee has a meeting in Oklahoma City, OK and they want to drive instead of fly. Driving from Madison to Oklahoma City is about 13 hours so while flying may be more cost effective, it may not be practical if there are several staff members going and the cost will be shared. Therefore, the traveler needs to provide a business justification (ex. Carpooling).

Search these websites for the most accurate information regarding travel time and distance:

www.mapquest.com
www.travelmath.com

Please include this documentation with Pcard statements and your expense report receipt packet.

If you have any questions regarding travel policy please contact Ahna Holliday, Adam Chase or Nicole Kleinschmidt in the Business Office before finalizing the purchase.