Train, Bus, Taxi and other Public Transportation

The following documentation should be submitted for the above expenses:

☐ Itemized Receipt is required if the claimed expenses exceed $25 (with the exception of travel by long distance train, which requires a receipt regardless of the cost).

☐ UW-Madison business purpose with the description of the trip.

☐ The departing location and destination must be referenced in the Description/Notes field of the expense report (i.e., “From airport to hotel”, “From conference location to airport”)