

TRAVEL ACKNOWLEDGEMENT

If you are traveling, you are responsible for complying with all UW travel policies & procedures. Failure to do so may result in being personally responsible for some or all expenses.

Learn more at: Business Services - Travel and Reimbursement – <https://businessservices.wisc.edu/travel-reimbursement/>

Sign below to acknowledge that the Travel & Reimbursement page (above) has been reviewed and all travel will be managed through the department travel coordinator AFTER all approvals have been received and confirmed by FP&M Training.

Travel Coordinators:

Molly Lenz molly.lenz@wisc.edu: Facilities Planning & Delivery, Sustainability, Office of the Associate Vice Chancellor

Nicole Frick nicole.frick@wisc.edu: Physical Plant

Pat Fargen pat.fargen@wisc.edu: Environmental Health & Safety

Anne Bogan anne.bogan@wisc.edu: Transportation Services

PRINTED NAME	SIGNATURE	I understand the Travel and Reimbursement Policy and will coordinate all travel through an FP&M Travel Coordinator.
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input type="checkbox"/>

This completed group form should be attached to the online Professional Development & Travel Request form.

Email training@fpm.wisc.edu or Alex Zewde at alex.zewde@wisc.edu with any questions related to this form.