

ELEVATOR SPEECH

UW System will make travel planning, booking, and compliance easier by introducing new vendors, revised travel policies, and new self-service features. UW System is making this change to address travel booking frustration, confusion over travel policies, and expand travel services. UW System will use three vendors based on the type of services required – employee travel, university block travel, or NCAA athletic travel. UW System is also updating its travel policies to make it easier for travelers to understand and comply.

WHAT YOU WILL TALK ABOUT-OVERALL BENEFITS

- Updated and simplified policies will make it easier to travel to find and understand policies and help them better comply with policies and reporting requirements
- Updated policies will provide more efficient and consistent administration
- Having vendors dedicated to the type of travel will provide greater expertise, customer service with stronger vendor relationships
- A redesigned UW TravelWise website will make it easier to navigate and find policies

HOW TO HELP

- Change Champions
- Hand out the postcard
- Email: uwstraveloffice@uwsa.edu
- Project website: wisconsin.edu/pmo/uwtravelwiseproject

WHAT WILL CHANGE

- New travel rate calculator (lodging maximums and meal per diems)
- Rollout of Concur app and Travel Incorporated app to book and view reservations on mobile devices
- Most employees will be working with a new travel agency and travel agent team
- UW System will administer the UW TravelWise website

WHAT WILL REMAIN THE SAME

- Concur will be used for any online travel reservations (but will be fulfilled and invoiced by a different travel agency)
- Corporate card policy and vendor
- Ability to use an agent for service
- 24/7 agency coverage is available, with a dedicated UW team during core business hours

Get more information: wisconsin.edu/pmo/uwtravelwiseproject