

## Expensing UATP Purchased Airline Tickets – UW Eau Claire

This training document will provide important information related to the University's UATP (Universal Air Travel Plan) cards and explain the process of expensing airline tickets that were purchased through Travel Incorporated using one of the UATP cards.

For background information regarding the UATP card process and Covid-19 related unused tickets, please refer to our [Unused Ticket Guide](#) on the UW TravelWise website.

### This document explains:

- How to determine if your ticket was paid for with a University UATP (Universal Air Travel Plan) card
- Instructions for expensing UATP transactions

### How do I know if a UATP card was used to purchase my ticket?

To verify that a UATP card was used, look for the Form of Payment line in the upper right-hand corner of the Travel Inc invoice. If the form of payment card shows TP, your airline ticket has been paid for with a UATP card.



Ticket Number 006-7614299688  
 Account # U02290  
 Issue Date Fri, Oct 23, 2020  
 Booking ID 73EXSP  
 Issuing Location U6W  
 Booking Agent ID  
**Form of Payment TPxxxxxxxx00012**  
 Transaction type Electronic Ticket  
 Booking Currency USD

Name: XXXXXXXXXX

Type	Carrier Equip	Flight # / Class Fare Basis	Travel Dates	City - Airport	Time
✈	DELTA AIR LINES CRJ	4901 / H HA0QA0MQ/XX42U Confirmation: HIZ6UF	Wed, 10/28/2020 Wed, 10/28/2020 Economy	Leave :: COLUMBUS (GTR) Arrive :: ATLANTA (ATL) *** Connecting ***	730A 944A
✈	DELTA AIR LINES 321	1056 / H HA0QA0MQ/XX42U Confirmation: HIZ6UF	Wed, 10/28/2020 Wed, 10/28/2020 Economy	Leave :: ATLANTA (ATL) Arrive :: MINNEAPOLIS-STP (MSP)	1100A 1230P
🚗	Vendor: Pickup City: Dropoff City: Confirmation Number: GalaxyNet Status:	NATIONAL MINNEAPOLIS-STP (MSP) MINNEAPOLIS-STP (MSP) 1070629581COUNT		Pickup: Return: Your Daily Rate: Number of Cars: Number of People: Car Type:	Wed, 10/28/2020 Fri, 10/30/2020 \$33.00 1 1 ICAR
✈	DELTA AIR LINES 321	1072 / K KA7UA0MC/XX42U Confirmation: HIZ6UF	Fri, 10/30/2020 Fri, 10/30/2020 Economy	Leave :: MINNEAPOLIS-STP (MSP) Arrive :: ATLANTA (ATL) *** Connecting ***	310P 634P
✈	DELTA AIR LINES CRJ	4972 / K KA7UA0MC/XX42U Confirmation: HIZ6UF	Fri, 10/30/2020 Fri, 10/30/2020 Economy	Leave :: ATLANTA (ATL) Arrive :: COLUMBUS (GTR)	719P 725P

Remark(s)	Fare	Amount
U11/COLLEGE OF BUSINESS	Tax	\$820.06
U21/Eau Claire	Total Amount	\$29.20
U25/INTERVIEW	Amount Charged	\$849.26
1193/Guest		\$849.26

Air only indicated here.

**How to Expense Airfare for UATP transactions in SFS (Expense Report / E-Reimbursement System):**

- Add an expense entry for Airfare
- Select UATP (UW Prepaid Air Card) as the Reimbursement Method in the Airfare Payment details section of the Expense Report.

**Note** – Adding this expense helps ensure correct funding is used to pay for your ticket. If this information is not added, your default funding may be charged.

**Airfare - 06/08/2020**

\*Date 06/08/2020

\*Expense Type Airfare

Description

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**Payment Details**

\*Reimbursement Method UATP (UW Prepaid Air Card)

