

## Expensing UATP Purchased Airline Tickets – UW Madison


This training document provides important information related to the University’s UATP (Universal Air Travel Plan) cards and explain the process of expensing transactions that were purchased through Travel Incorporated using a 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 identify on the Travel Inc Invoice if your ticket was paid for with a University UATP (Universal Air Travel Plan) card and if you need to submit an expense report for the **service fees**
- Instructions for expensing UATP related **service fees**

### Travel Incorporated Sample Invoice:



Ticket Number: 006-7614564918  
 Account #: U02320  
 Issue Date: Mon, Nov 02, 2020  
 Booking ID: MGBOB4  
 Issuing Location: 921  
 Booking Agent ID: PK  
 Form of Payment: TPxxxxxxxxxx00013  
 Transaction Type: Electronic Ticket  
 Booking Currency: USD 

Name: [REDACTED]

Type	Carrier Equip	Flight # / Class Fare Basis	Travel Dates	City - Airport	Time
✈	DELTA AIR LINES CR9	4932 / K KA0NA0MQ/XX42U Confirmation: HJG4B7	Sat, 11/07/2020 Sat, 11/07/2020 Economy	Leave :: MADISON (MSN) Arrive :: DETROIT (DTW) *** Connecting ***	1230P 243P
✈	DELTA AIR LINES CR9	4732 / K KA0NA0MQ/XX42U Confirmation: HJG4B7	Sat, 11/07/2020 Sat, 11/07/2020 Economy	Leave :: DETROIT (DTW) Arrive :: PHILADELPHIA (PHL)	335P 520P

— Fee(s) —				
Description	Payment Date	Amount	Form of Payment	Reference #
Call In Air Equity Card	11/03/2020	\$18.00	Vlxxxx43418	002404

Fare	\$253.80
Tax	\$14.60
Total Amount	\$268.40
Amount Charged	\$268.40
<i>Air only indicated here.</i>	
Fee : Call In Air Equity Card	\$18.00
Air + Fee	\$286.40
MSN DL X/DTT DL PHL253.80USD253.80END DL XF MSN4.5DTW4.5	

— Remark(s) —  
 U11/SCHOOL OF BUSINESS  
 U21/Madison  
 U25/GUEST

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

1. Review the invoice by looking at the top right-hand corner to see the form of payment and if the form of payment starts with “TP”
  - If it starts with TP then you do not need to submit an expense report for the **airfare**, but you **might** need to submit an expense for the **service fee**.
2. Check to see what card was used for the fees (typically \$18 fees) and the description will read “Air Equity Card”
  - If the card ending in **43418** was used, you **do not need** to submit an expense report for the service fees. Contact [uwtravel@bussvc.wisc.edu](mailto:uwtravel@bussvc.wisc.edu) for further instructions.

- If a Purchasing card was used, you **do not need** to submit an expense report for the service fee.
- If a personal credit card or US Bank Corporate Card was used, **you will need** to submit an expense report to be reimbursed for the service fee. Submit this reimbursement as soon as possible.

**Additional information regarding UATP cards:**

All qualifying Delta, United, American, Southwest and Lufthansa airline tickets will be purchased using the University's UATP cards until all the funds have been depleted.

**Important information regarding Service Fees:**

- Service fees will always be charged to a credit card (only airfare can be paid using our UATP cards)
- All Travel Incorporated Service Fees will be charged to a credit card at the time of ticketing.
  - If you have a credit card designated in your Travel Incorporated profile for designated for air fare, that credit card will be charged for the service fee.
    - Note, if booking with a consultant over the phone, they are unable to update your profile with credit card information.
  - Service fees for all **unprofiled travelers** and **profiled travelers with no credit card designated to air fare in their Concur profile**, will be billed to the designated central credit card shown above.