

UATP Expense Report Training – UW System (except UW Eau Claire and UW Madison)

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 a UATP card.

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 card
- Instructions for expensing UATP transactions, both the airfare and the service fees

UATP Transactions – Important information

- Service fees will always be charged to a credit card at the time of ticketing (only airfare can be paid using UATP cards)
 - If you have a credit card designated in your Travel Inc profile for air fare, that card will be charged for the service fee.
 - Travel Inc consultants are unable to update profiles with credit card information.
 - Service fees for **unprofiled travelers** and **profiled travelers with no credit card designated to air fare in their profile**, will be billed to a central credit card.

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

- Locate the Form of Payment line in the upper right-hand corner of the Travel Inc invoice.
- Form of payment card will show TP
- Fee section description will be labeled as ‘Air Equity Card’

Travel Incorporated Sample Invoice



Ticket Number 006-7614052183
 Account # U02380
 Issue Date Mon, Oct 12, 2020
 Booking ID 79RBPR
 Issuing Location U6W
 Booking Agent ID MA
 Form of Payment TPxxxxxxxxxx00012
 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	4702 / Q QA0QA0MQ/XX42U Confirmation: G37LXF	Wed, 10/14/2020 Wed, 10/14/2020 Economy	Leave :: DETROIT (DTW) Arrive :: MADISON (MSN)	356P 413P
✈	DELTA AIR LINES CR9	4702 / Q QA0QA0MQ/XX42U Confirmation: G37LXF	Thu, 10/15/2020 Thu, 10/15/2020 Economy	Leave :: MADISON (MSN) Arrive :: DETROIT (DTW)	505P 721P

Description	Payment Date	Amount	Form of Payment	Reference #
Call In Air Equity Card	10/13/2020	\$18.00	Vbxxxx75693	039279

Fare	\$615.16
Tax	\$20.20
Total Amount	\$635.36
Amount Charged	\$635.36
Fee : Call In Air Equity Card	\$18.00
Air + Fee	\$653.36

Remark(s) —

U11/CHANCELLORS OFFICE

DTT DL MSN307.58DL DTT307.58USD615.16END DL XF DTW4.5MSN4.5


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


Airfare

- Add an expense type - 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

Payment Details


*Reimbursement Method UATP (UW Prepaid Air Card) 




Service Fee

- Add Expense Type – Travel Agency Service Fee
- Select Appropriate Reimbursement Method
 - If your service fee was paid for with the central billing card ending in **75693**, you must select ‘Prepaid Purchasing Card’ as the reimbursement method. Note: you will not be reimbursed for the fee if the central card was used.
 - If you do not add the service fee to your expense report, you may be contacted.


Travel Agency Service Fee - 09/08/2020


*Date 09/08/2020 

*Expense Type Travel Agency Service Fee  [Help](#)

Description

Payment Details

*Reimbursement Method Prepaid Purchasing Card 

*Amount 18.00  USD 