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 <u>Unused Ticket Guide</u> 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

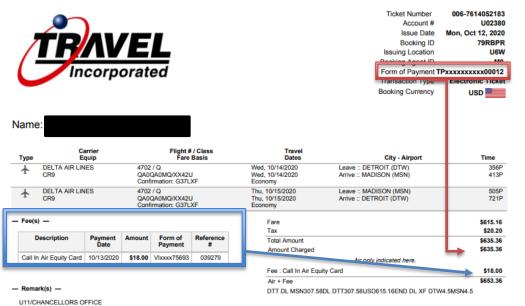
UATP Transactions – Important information

- 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



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	la l		
	"Date	06/08/2020	
	*Expense Type	Airfare	۹
	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.
 - \circ $\;$ 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 Q Help
	Description	
Payment Details		
	*Reimbursement Method	Prepaid Purchasing Card
	*Amount	18.00 USD Q