



# Travel Information Session

August 26, 2021



## UWL Travel Updates

- Travel Management to UWSA began on 8/2/2021:
  - ✓ Communicate and advise the campus end users on travel program reservation options.
  - ✓ Consult on the use of contracted suppliers.
  - ✓ Primary resource for customer questions and interpretation of travel policies, procedures.
  - ✓ Track and resolve service issues or complaints related to contract travel management companies, self-booking tool, airlines, hotels and car rental suppliers.
- Travel Management Contact:
  - ✓ Becky Kopidlansky, Assistant Director of Travel Management Services:  
[uwstraveloffice@uwsa.edu](mailto:uwstraveloffice@uwsa.edu) or 262-384-8898



## UWL Travel Updates

**Current UWL COVID-19 Travel Booking Restrictions:** International is restricted, Domestic travel is open as of June 1, 2021.

The university will be ending its domestic travel freeze effective as of June 1, 2021. University-sponsored travel should follow CDC domestic travel guidelines based upon your vaccination status. UWL's travel freeze remains in place for international travel and is subject to review on a case-by-case basis for compliance with CDC guidelines for international travel.

Concur is open for booking domestic travel. Users can see international flight information but are restricted from booking.



## Managed Travel Program Goals

- Provide Duty of Care and Travel Risk Management for students, faculty and staff who travel on University business
- Obtain best prices through consolidated spend
- Act as an intermediary with vendors to ensure a smooth travel experience



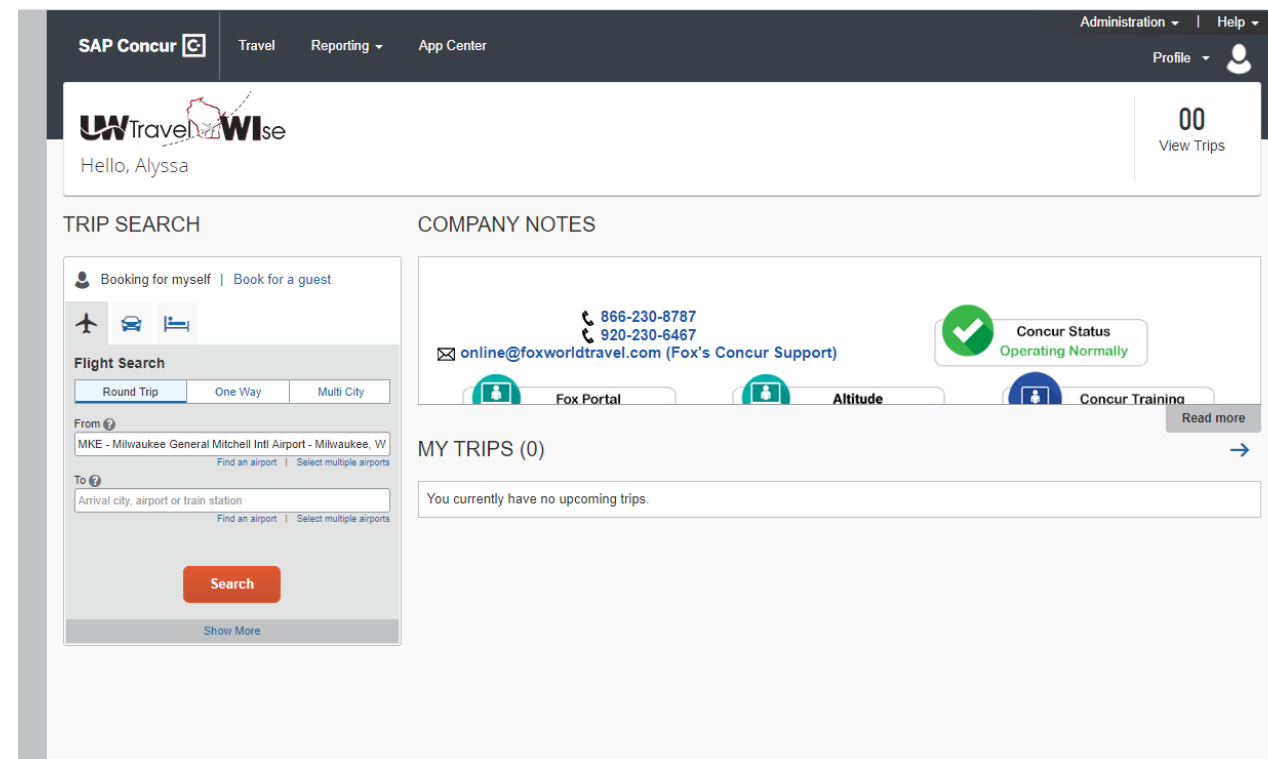
## Travel Program Overview



- All travel is booked through [designated Agencies](#)
- Concur is an online booking tool that is managed by Travel Incorporated
- Travelers have the option to book with a UW specific consultant or by using Concur



# Travel Program Updates

- July 1, 2020 Change from 1 agency to 3 agencies
- ✓ [Concur](#) will remain the online booking tool. Your username, password and login process will remain the same



		
<p><b>Employee Services</b></p> <p>Will be used for majority of travel not NCAA related and not part of a group block of 10 or more from the UW</p> <ul style="list-style-type: none"> <li>• Individual travel (employees, guests, students)</li> <li>• Administrative Groups</li> <li>• Group Air Groups</li> </ul>	<p><b>University Group Block Services</b></p> <p>Must be used for all groups of 10 or more where:</p> <ul style="list-style-type: none"> <li>• Attendees are flying together on the same flight which requires direct agreements with the airlines to set up</li> </ul>	<p><b>NCAA Athletics Services</b></p> <p>Must be used for all NCAA related travel (individuals and groups)</p>
<p><b>Dedicated Team Business Hours:</b>  7 am CST-8 pm CST Monday-Friday, excluding Holiday</p>	<p><b>Dedicated Team Business Hours:</b>  8 am CST-5 pm CST Monday-Friday, excluding Holiday</p>	<p><b>Dedicated Team Business Hours:</b>  8 am CST-5 pm CST Monday-Friday, excluding Holiday</p>



# Group Travel (non-athletics)

- Group Airfare
  - ✓ Must be purchased with [Fox World Travel](#)
  - ✓ 10 or more air passengers: Group Block
  - ✓ Form must be filled out with Fox World Travel to create group
- Group Lodging
  - ✓ Work with Fox or Contact hotel directly to obtain lodging agreement
  - ✓ Room rate must be below state maximum rate
  - ✓ UW System Contract Hotels to be checked first





# Administrative Groups

The [Administrative Group process](#) allows a host department to easily manage all department specific travel needs for students, guests or employees. The process allows the group administrator to either:

- securely store a single University Purchasing Card on file with Travel Inc for agent reservations or;
- to set up the group for individual bill, where each traveler provides a personal credit card at the time of booking.



# Administrative Groups Travel

- Setting Up an [Admin Group](#) - Department arrangers must provide the following information and use the Travel Incorporated [UW Group Reservation Request Form](#) to submit the information.
  - ✓ Travel dates/times can be pre-defined (this is not required if not yet known)
  - ✓ Fare allowance
  - ✓ Approval requirements
  - ✓ If you want the card on file to be used for hotel guarantee (hold reservations for traveler's own payment at check-out)
  - ✓ List of authorized users that are eligible to have their charges paid for via the card on file. This list may be modified as needed.

Once this process is complete, Travel Incorporated will provide the **Administrative Group Code** and contact information that must be given to and referenced by travelers or coordinators when booking under the established Administrative Group.

**Important Note:** *Be advised that it will take up to 48 business hours to have the group set up internally.*



## Policy Highlights - Air

- Must be booked with Designated Agency or in Concur to receive payment/reimbursement



### Exceptions:

- ✓ Flights with 8+ hours of consecutive airtime are eligible for Premium Economy seats
- ✓ Inter-Country flights purchased outside of the U.S. are exempt from Travel Inc. purchase mandate



## Policy Highlights - Air

- Booking with third party sites, such as Expedia.com, or directly on airline site is not reimbursable
- Preferred vendors are Delta, American Airlines, United, Southwest
  - ✓ Other airlines are allowed to be booked
- Airfare can be paid with either a University P-card or a personal credit card.
  - ✓ Currently, all eligible airfare will be booked using University [UATP cards](#) (fund obtained by many of our partner airlines for airfare cancelled during COVID) until those funds are depleted.
- Basic Economy fares are not shown on Concur. Must be requested in order to book that fare class



## Policy Highlights - Hotel

- Best Practice: booked with a Travel Inc consultant or in Concur
  - ✓ Conference hotels are an exception and can be booked directly with the conference hotel at the rate that the conference dictates.
  - ✓ Group bookings can be booked with designated agency or work directly with hotel
- Rates must be below the rate maximum, based on per-person
  - ✓ Verify max rate for your location via [Lodging and Per Diem Calculator](#)
- Preferred hotels should be used whenever available
- As of July 2020, policy allows Airbnb bookings.





## Policy Highlights - Ground

- Must be an [authorized driver through Risk Management](#) to drive on University Business
- Car Rental Contracts:
  - ✓ First Choice - Enterprise/National - Big10 contract
  - ✓ Second Choice - Hertz
  - ✓ Book with a Travel Inc. Consultant or in Concur
  - ✓ Never accept extras such as fuel service, GPS, Roadside Assistance, etc. These are not reimbursable
  - ✓ Travel is expensed to refuel car prior to return –receipts required
  - ✓ Preferred is to book standard, able to book up to full size SUV if needed (as of July 2020)
- Personal Vehicles and Mileage rate
  - ✓ Mileage reimbursement \$0.56 cents per mile



## Mileage Reimbursement

When driving your personal vehicle for University-sponsored business, you will be reimbursed for mileage. MapQuest or Google Maps are the official tools for determining the most direct route. The following rates apply:

- Less than 100 miles roundtrip - Standard Rate
  - ✓ On/after 1/1/21: \$0.56 per mile
- More than 100 miles roundtrip - Turndown Rate
  - ✓ On/after 1/1/21: \$0.36 per mile





## Individual Meal Per Diems

- Per Diem is an allowance provided for individual meals and incidentals. No receipts required
  - ✓ The amount varies by location
  - ✓ This is provided for any overnight travel
  - ✓ Important to include conference documentation in expense reporting to document provided meals
- Day Trip Allowance is \$15 (taxable) and provided for day trips
  - ✓ No receipts required



## Hosted Meals

- Conferences
- Seminars
- Retreats/Workshops
- Training Sessions
- Academic Colloquiums
- Departmental meetings
- Receptions
- Orientations
- Hospitality or hosted meals between University hosts and job interview candidates or recruits

Note: A [Food Expense Approval Form](#) must be completed and submitted with the required supporting documentation to Business Services at least seven (7) days prior to the event

Expense	Within Wisconsin	All Other Locations – Including International
Breakfast	\$12	\$15
Lunch	\$18	\$23
Dinner	\$30	\$37
Refreshments/Break	\$10	\$10



# Tax Exemption

- Wisconsin
  - ✓ The Wisconsin sales and use tax provides an exemption from payment of state, county, and local tax.
  - ✓ Travelers seeking Wisconsin sales tax exemption for business lodging, meals, and vehicle rentals should present the Department of Revenue approved tax-exempt wallet card (***obtain your card from your institution's business office***)
- [Other States](#)
  - ✓ University of Wisconsin System may have various Sales and Use Tax Exemptions when making purchases other states. Review the TravelWise site for more details.
- If you are unable to receive exception, make note of reason why on expense report

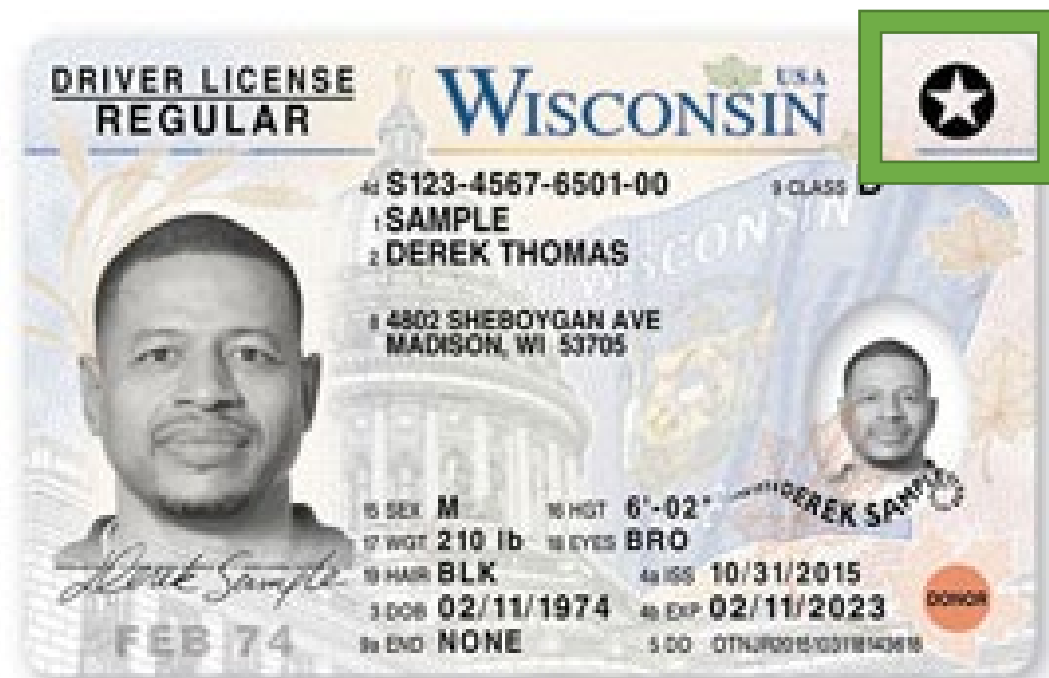


## Real ID

- Wisconsin DMV issues REAL ID compliant products (marked with a star ) in accordance with the federal [Real ID Act](#) of 2005.
- If you plan to fly within the U.S., visit a military base or other federal buildings, the Department of Homeland Security will require identification that is REAL ID compliant (or show another acceptable form of identification, such as a passport) beginning **May 3, 2023**.



# Real ID Update



Compliant



Not Compliant



- [UW TravelWise Website](#)
- [Current COVID travel restrictions for UWL](#)
- [Concur Login](#) & Demo
- [Per Diem Calculator](#)
- [E-Reimbursement Login](#)
- [Policies](#) (where to find)
- [Resources/Forms](#) (UWL Travel website)
- Sneak Peek of new UWL website
- Travel News – [Newsletter Sign Up](#)





**Thank you!**





# UNIVERSITY OF WISCONSIN-LA CROSSE

