

Travel Town Hall

Fall 2021



Agenda

- Current State of Travel Restrictions
- Travel Approval Procedures
- Trip Booking Guidance
- Payment Method for UWM Sponsored Airfare
- Car and Lodging Booking
- Misc. Updates
- Q&A

Current State of Travel and Approval Processes

Domestic and International Travel

- Effective July 1, Domestic Travel may be booked without Risk Management approval.
- Travelers should remain fiscally conservative and examine travel need prior to obtaining pre-trip authorizations
- International Travel remains restricted. Requests may be submitted via an exception form, found on the International Policy.
 - Users cannot book international travel via Concur, must work with a travel consultant

Travel and Misc. Expense Approval (TMEA)

- Effective September 1, all UWM travelers will use the TMEA to request approval to travel.
 - Letters and Sciences will continue to work with divisional business office, but does use the TMEA form
 - All other divisions can obtain TMEA support via the Shared Services

Resources:

- <https://uwm.edu/shared-services/travel-procurement-pcard/tmea-form-process/>
- <https://uwm.edu/shared-services/travel-procurement-pcard/>
- Contact Jarad Parker with questions regarding Shared Services

Booking Procedures

Airfare

- Faculty/staff/students and guests will use Travel Incorporated to book airfare
 - Athletics and Group Travel use Shorts Travel and Fox World Travel, respectively
 - Tickets booked with Southwest, American, United or Delta:
 - Will automatically be paid for with a UATP card (this card contains all air credits due to COVID cancellations) when booked with the agency or in Concur
 - This is NOT a free ticket, the ticket must be expensed so that the appropriate funding can be charged
 - Agency Fees will be paid for with the traveler's credit card

Resources:

- [How to Expense a Ticket paid for by UATP Card](#)
- [Travel Agency Fees](#)

More on UATP Cards...

- One card for each airline. The agency has the card information and the traveler/arranger does not need to provide any card numbers or detail.
- Not a permanent payment method. Once the value of the tickets are used up, normal payment procedures will resume.
- If you plan to purchase a ticket that is not funded by UWM, contact Alyssa Totoraitis to obtain a UATP-Exempt code. Code is provided to the agency, and must be booked by calling a consultant
- If you had a ticket that was booked with Fox World Travel and cancelled/unused due to COVID, it is no longer in your name and the ticket value was placed on the UATP card.
 - Funds will be credited appropriately once UATP credits have been used

Hotel and Car Bookings

Hotel

- Best practice remains to book with the travel agency (either by calling or booking in Concur)
 - Concur programming shows lodging maximum on results screen. Bypass Per Diem information page when booking hotels in Concur.
- Booking directly with the hotel is allowed if necessary and no approval is needed to do so
- Many hotels have reduced services due to staffing issues, such as by request only housekeeping, reduced breakfast bars, etc.
- [UW Preferred Hotels](#) can accommodate special requests and rate requirements, and should be used whenever available

Car Rentals

- The Big 10 Enterprise Contract was renewed August 1, with a new contract number and rate changes for certain locations, and the removal of alumni and family as allowable renters under the personal use contract.
- If you will need a vehicle for your trip, rent ASAP as the chip shortage has greatly impacted car rental availability

Resources:

- [Insurance Considerations \(Renting vs. Personal\)](#)
- [Enterprise/National Big 10 Contract](#)
- [Student Orgs – New Risk Management Policy outlining car usage](#)

Other Updates

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- [Lodging Policy](#) now allows for usage of Airbnb, and full prepayment on lodging.
- Day trip meal allowance (\$15 and taxable) is allowed even if a meal is provided
- [Tax Exempt number has changed](#). Exchange your card at the UWM Business Office in Engelmann Hall

Updates Continued...

- All Concur users now have the ability to book for a guest
 - Employees should never be booked as guests. All employees should register for their own Concur profile
- UW System Audit is experiencing a staffing shortage, and expense reports are currently delayed 3-4 weeks.
 - Processes are being put into place to speed up the audit, but expect a longer than normal turn around time until further notice.

Questions

- amahn@uwsa.edu
- [Wisconsin.edu/travel/uwm](https://www.wisconsin.edu/travel/uwm)

<https://www.wisconsin.edu/travel/support/travel-frequently-asked-questions/>

