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
Other Updates

- **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/support/travel-frequently-asked-questions/