

Travel Information Session

December 2022

State of Travel Industry – What to expect

- Longer hold times with agencies as the industry tries to catch up with increased demands.
- Longer TSA lines
- Arrive at the airport early and be prepared for long lines
- Reconfirm your flight!
- Higher airfare
- More Self-service options being offered (and encouraged)
 - ✓ Use of Concur for booking
 - ✓ Use of [Travel Inc Hub](#) for personal invoice retrieval
- Utilizing Campus Travel Manager for assistance with policy, planning and booking questions.



UW-Platteville Travel Updates

- Domestic Travel Restrictions Lifted as of Feb 28th, 2022
- International travel still restricted
- Travel Management Contact
 - ✓ UW System Travel Office/Alma Ramirez
 - ✓ uwstraveloffice@uwsa.edu
 - ✓ Phone: 414-345-7553



UW-Platteville Travel Updates

- **Current UW Platt COVID-19 Travel Booking Restrictions:**
 - ✓ The university ended its domestic travel freeze effective Feb 28th. University-sponsored travel should follow CDC domestic travel guidelines based upon your vaccination status.
 - ✓ UW Platt'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. Please contact the [International Programs Office](#) for approval
 - ✓ 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



		
<p>Employee Services</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"> • Individual travel (employees, guests, students) • Administrative Groups 	<p>University Group Block Services</p> <p>Must be used for all groups of 10 or more where:</p> <ul style="list-style-type: none"> • Attendees are flying together on the same flight which requires direct agreements with the airlines to set up 	<p>NCAA Athletics Services</p> <p>Must be used for all NCAA related travel (individuals and groups)</p>
<p>Dedicated Team Business Hours: 7 am CST-8 pm CST Monday-Friday, excluding Holiday</p>	<p>Dedicated Team Business Hours: 8 am CST-5 pm CST Monday-Friday, excluding Holiday</p>	<p>Dedicated Team Business Hours: 8 am CST-5 pm CST Monday-Friday, excluding Holiday</p>

Links to information for:

[Travel Incorporated](#)

[Fox World Travel](#)

[Shorts Travel Management](#)

Policy Highlights - Air

- Must be booked with Designated Agency or in Concur to receive payment/reimbursement
 - ✓ 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 must be paid with the ghost card
 - ✓ Traveler or arranger must fill out the [Direct Charge Airfare](#) form
 - ✓ The form can also be found on the [UW-Platteville travel page](#) on TravelWise
- Basic Economy fares are not shown on Concur. Must be requested in order to book that fare class



Policy Highlights - Air

Notable Travel Policy 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 - 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](#)
- Ghost card is for air fare only. Not to be used for hotels
- 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
 - ✓ Traveler is expected 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)



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 use the UW Platt ghost 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

- 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. Not advised if travel needs to take place within 20 days*



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 7/1/22: \$0.625 per mile
- If trip is over 100 miles, a fleet vehicle should be used
 - ✓ <https://uwplatt.sharepoint.com/sites/AdministrativeServices/FacilitiesManagement/SitePages/Car-Fleet.aspx>
 - ✓ Provide fleet non-availability slip if no fleet vehicle is available
 - ✓ Exception – Trips to an airport (can't park fleet vehicles at the airport)
- More than 100 miles roundtrip without using fleet - Turndown Rate (Employees and Students)
 - ✓ On/after 7/1/22: \$0.405 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
- Receptions
- Orientations

- Hospitality or hosted meals between University hosts and job interview candidates or recruits

Expense	Within Wisconsin	All Other Continental US	All Other Locations - Including International
Breakfast	\$20	\$23	\$35
Lunch	\$21	\$24	\$40
Dinner	\$35	\$43	\$60
Refreshments/Break	\$12	\$15	\$20

A [Candidate Hosted Meal Payment Form](#) must be completed and attached to the TER if hosting a candidate

*Maximum of three employees per hosted candidate meal.



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



Compliant



Not Compliant

Links

- [UW TravelWise Website](#)
- [E-Reimbursement Login](#)
- [Policies](#) (where to find)
- [UW Platt travel website](#)
- Travel News – [Newsletter Sign Up](#)
- [Current COVID travel restrictions for UW Platt](#)
- [Concur Login](#) & Demo
- [Per Diem Calculator](#)



Thank you!

