

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





Employee Services

Will be used for majority of travel not NCAA related and not part of a group block of 10 or more from the UW

- Individual travel (employees, guests, students)
- Administrative Groups

University Group Block Services

Must be used for all groups of 10 or more where:

- Attendees are flying together on the same flight which requires direct agreements with the airlines to set up

NCAA Athletics Services

Must be used for all NCAA related travel (individuals and groups)

Dedicated Team Business Hours:
7 am CST-8 pm CST Monday-Friday, excluding Holiday

Dedicated Team Business Hours:
8 am CST-5 pm CST Monday-Friday, excluding Holiday

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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***)

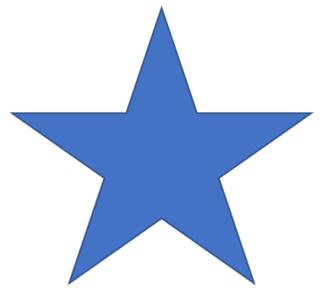
- Other States

- ✓ 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!

