Travel Services Open House
Updates and Review of the UW Travel Program
April 2022
UW Travel Team
Introductions

• Becky K致使sky – Interim Director of Travel
• Jesse Funk – Regional Travel Manager
  • Supporting UW-La Crosse and UW-Platteville
• Alyssa Totoraitis – Regional Travel Manager
  • Supporting UW-Milwaukee and UW-Parkside
• Alma Ramirez – Regional Travel Manager
  • Supporting UW-Whitewater, UW-River Falls & UWSA
Agenda

- Meet the UW System Travel Team
- State of the industry Review of Agencies
- Focus on Travel Incorporated
- Policy Overview and Highlights
- Review of Concur, TravelWIse Website and Additional Resources
- Q & A
UW Campuses - Travel Update

• UW Campuses are traveling again!
• UW Travel has seen a return to 80% + of pre-pandemic levels over the last 2 months.
• All campuses (with the exception of UWSA) have opened Concur for domestic bookings.
• Some campuses have opened Concur for International bookings
• Many campuses have lifted all travel restrictions
  ✓ Visit UW TravelWise [Campus Specific COVID-19 Travel Restrictions](#) section for information on your campus
  ✓ Reach out to your campus travel manager for more information
State of Travel Industry – Facts and Challenges

• In February 2022, travel spending was only 6% below 2019 levels
• Nearly nine in 10 Americans (85%) are expecting to travel this summer (46% plan to fly)
• More than three-quarters (77%) of business travelers and 64% of employed Americans agree it is more important than ever to bring back business travel
• Pilot shortages and recent fuel increases have resulted in the canceling thousands of flights
• Less seat availability as a result of cancellations, extensive airline schedule changes and staffing shortages industry-wide, have led to longer than normal hold times with airlines and TMCs.
State of Travel Industry – What does this mean for me?

• 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!
• More Self-service options being offered (and encouraged)
  ✓ Use of Concur for booking
  ✓ Use of Concur for cost-comparison
  ✓ Use of Travel Inc Hub for personal invoice retrieval
  ✓ How to navigate the TI e-Itinerary (for travelers and arrangers) for invoice retrieval
• Utilizing Campus Travel Manager for assistance with policy, planning and booking questions.
# Travel Agency Vendor Guide

## Links to information for:

### Travel Incorporated

**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

### Fox World Travel

**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)

### Shorts Travel Management

**Dedicated Team Business Hours:**
- **Travel Incorporated:** 7 am CST-8 pm CST Monday-Friday, excluding Holiday
- **Fox World Travel:** 8 am CST-5 pm CST Monday-Friday, excluding Holiday
- **Shorts Travel Management:** 8 am CST-5 pm CST Monday-Friday, excluding Holiday
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 (UW-Platteville uses a “ghost” card)

• 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.
    ✓ https://www.wisconsin.edu/travel/planning/conference-travel/

✓ 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
  ✓ 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)
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:

- **Standard Rate**
  - On/after 1/1/22: $0.585 per mile

- **Turndown Rate** – Check with your campus travel manager
  - On/after 1/1/22: $0.375 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
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
Did you know…

• Travel Sustainability
  • UW System Travel is partnering with campus sustainability leaders to see how we can make an impact. Travel is one of the leading causes of carbon pollution – every choice matters. If you’re interested in learning how to travel more sustainably and want to voice your personal commitment, take the Travel Sustainability Pledge.

• Personal Use Contracts – Enterprise and Select Hotels
  • Enterprise/National has extended our contracted rate for personal use. Eligible renters: Any University employee for personal use only, Student Organizations or Clubs, Intramural Sports Organizations or Clubs. Book using the personal rental portal link.

• Administrative Groups – Want guests to book directly with the agency? Talk to your travel manager to find out more about admin groups.

• Self Paced Travel Training
  • Online Training Available via Canvas. Course Self Enrollment is available via TravelWise
E-Itineraries & Invoice Samples

E-Itinerary Sample

Invoice Sample
Thank you!