

SECTION 8: SPECIAL COMMODITY PROCEDURES

SUBJECT: TRAVEL, REGISTRATION, AND CONFERENCES Procedure 8.12

Policy: Travel arrangements, lodging and registration expenses for events hosted by UW are handled by either the department responsible for the event or UW Procurement Services. Expenses for travel, registration and lodging for faculty, staff, and students for non-UW events are handled by the department or the UW Travel Office. Expenses for UW hosted events may be handled by departments when the total expense is under \$10,000 or UW Procurement Services if the total expense is \$10,000 or greater.

Procedure:

UW Travel Office

For travelers attending a conference or otherwise traveling to events other than UW-hosted events, travel expenses should be processed by the department or the UW Travel Office. Such arrangements are governed by UW Travel Office policies, and should be referred to the UW Travel Office if questions arise. Travel reimbursements are submitted, reviewed and processed through eTravel.

UW-Hosted Events

Departments may make arrangements to host and travel to conferences and events when the total expense is under \$10,000. However, because departmental personnel do not have signature authority, they should not sign written contracts. Additionally, departments should be aware that agreements for these services can carry significant financial risk if not carefully scrutinized, including the risk of losing any deposit for a facility, risk that the facility may not be satisfactory, risk that the University may be required to indemnify a hotel or charter company if a contract is not carefully negotiated, and risk that the company may not have adequate insurance in the event of a lawsuit.

Both departmental and Procurement Services staff members should require conference, lodging, and travel contractors to clearly break down the cost elements (including lodging rates, catering/food rates, conference room rental rates, technology fees, etc.). This itemization assists in evaluating price reasonableness and may be required for audit purposes.

For travel, hotel, and/or conference expenses over \$10,000, where the department is required to sign a contract, and where the department seeks Procurement Services assistance on travel under \$10,000, Procurement Services will review travel arrangements and negotiate a contract with the travel partner. While Procurement Services reviews the entire contract, the following areas are given particular consideration:

Limitation of Liability/Indemnification: The University cannot indemnify third parties, except to the extent that the third party's injuries were caused by a University officer, employee, or student, acting within the scope of their duties. In particular, lodging facilities will often seek indemnification for both third party attendees and third party contractors—neither of whose actions the University can indemnify the lodging facility for.

Cancellation/Termination: Cancellation clauses should provide reasonable compensation to the contractor if the University cancels its reservation. However, such cancellation/termination clauses should not result in a significant windfall to the contractor if the University elects to cancel its agreement with sufficient notice.

Insurance: Contractors should be appropriately insured to protect the University against losses. The University may only insure its employees, officers, and students—it cannot offer insurance for non-UW affiliated parties.