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Travel Information Meeting September 2023



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

Agenda

- **Budget & Accounting Dates Update**
- **Non-Employee Travel Claim Form Update & Discussion**
- **9/8 Survey Results – Meal Per Diem - Discussion**
- **CBT Guest Booking Update**
- **Workday Best Practices**
- **Submitted Questions**

Budget & Accounting Dates Update

> **Jesse Rice!**

Non-Employee Travel Claim Form Update & Discussion

- NEF Form 3.0 Updated 9/7 - Available on [Forms Page](#)
- Older Forms (6/6 & 7/7) are no longer accepted as of 10/05

- NEF = Non-Employee Travel Claim Form

Discussion of 9/8 survey results

1. Do you support changing the Meals Based on Start/End Travel Status to provide 75% rather than use the established time frames?

- Yes, I support adopting the 75%... 71
- No, I would like to keep the curr... 84



CBT Guest Booking Update

- Significant increase of fraudulent online bookings through Travel Agency Booking Tools
- Due to increased risk, guest bookings through CBT will not be able to use the “Guest Feature” on their online booking tool and may only book their travel through a university agent/advisor
- CBT = Christopherson Business Travel

Workday Best Practices

- Send back vs. Deny
- Duplicate lines error
- ER for non-worker vs Miscellaneous payments
- SoM, UWM – "Company" v. "Company on expense line"
- MP Non-employee claim form completeness
- Field advance or Travel advance?

- ER = Expense Report
- MP = Miscellaneous Payment

Workday Best Practices Cont.

- Travel Status MPD
- Lodging Overage - Memo field is for exception only
- Stop denying/sending back inbox items that are not related to your dept
- Review Per diem - Custom
- Do not use links or comments for expenses that need attached documentation
- Review requests - one time only courtesy
- Zelle payments - only for research subjects and ICA travel

➤ MPD = Meal Per Diem

➤ ICA = Intercollegiate Athletics

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Workday Best Practices Cont.

Wire Payments

- What Workday flags with **red asterisks** is a hard requirement. Those fields must have something entered in them, the correct piece of information in the correct format. Please note format changes by country.
- Please be sure that the account you're inputting **is able to accept wires**.
- Please be sure to verify that the wire account is *valid*
 - A quick Google search can usually tell if a SWIFT code is misspelled or invalid > If no search results pop up, it's a good sign that it's not a valid SWIFT code and must be re-verified with the payee
- No special characters
 - '&' must be spelled out as 'and'
 - Use keyboard apostrophe's (yes certain apostrophe's become special characters in the banking website when all this information is forwarded over from Workday to the banking website. If there are apostrophe's in the account name, please *type* it out using the apostrophe key near the enter key.

Workday Best Practices Cont.

Wire Payments

- No special characters Cont.
 - Periods and commas are OK
 - Substitute to the best of your ability to standard characters according to appearance, not sound
 - Ñ should be typed as N / Ü should be typed as U (even if Ü is pronounced like a Y) SWIFT codes are needed in almost every country. India with IFSC is the only exception I can think of where it isn't a hard requirement. It is better to have a SWIFT than not.
- Please select the correct country
 - This should be the country where the bank account is located.
- Always put the SWIFT in the Bank Identification Code field by default
 - If a red asterisk is next to Bank code, *put the SWIFT there instead*
- IBANs within Workday are considered not as important as before.
 - But if you have it available, please enter it into the IBAN field.

Submitted Questions

1. When a hotel folio includes parking and other fees like internet, what is the best practice?
2. How do I input different daily rates from my lodging receipt?
3. Do we still have to reimburse via wire instead of via check for travel reimbursements outside the US?
4. If it's only a travel reimbursement and not an honorarium or payment for other services, is it correct that the payee is categorized as a claimant rather than a foreign national payee, and that tax info is NOT required?

Submitted Questions

1. **Paypal, Venmo, Zelle, Cash App are not reimbursable expenses. I recall that at least Paypal/Venmo have been cleared as okay sources of payment for receipts as long as they are detailed receipts and just paid for with those services. Is this correct? What about Apple Pay or Google Pay or similar payment services?**
2. **Can you please clarify what "My Wallet Funds" is referring to? Does this include credits on Uber or Lyft accounts for example for refunded services? If they can provide proof of the original payment that issued the credit/refund, is that then reimbursable as a payment method toward their expense?**
3. **One of our PIs want to be reimbursed for his travel, and asked to apply his expenses between 3 different budgets?**

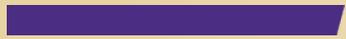
Submitted Questions

1. An employee paid on behalf of her group while traveling and is asking reimbursement for their lodging. Since Workday does not allow us to enter more than one lodging reimbursement under the same ER as it considers it as a duplicate may we use Per Diem - Custom?
2. I am trying to do a travel reimbursement and want to reimburse the on flight wifi. Under which spend category will I need to select? If I choose Business Purpose: business travel reimbursement and Expense Item: Internet Service. I get an error "FIN_P2P_Expense Items do not align with Business Purpose: Business Travel Reimbursement". Can you touch on this?

By Expense Item Group > Business Travel: Misc. Travel > Internet Fees

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Questions?



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