



# Travel Information Meeting September 2020

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# Official Duty Station & Official Residence

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- **Official Residence**: traveler's primary physical address of residence
- **Official Duty Station**: traveler's primary physical address of work. Travelers must have at least one official duty station and it is possible for them to have more than one. Any location where the traveler will be working for on an ongoing basis lasting or expecting to last longer than 1 year **MUST** be considered an official duty station.

# Temporary Duty Station

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- **Temporary Duty Station: any physical address location assigned on a temporary basis lasting for or expecting to last less than 1 year may be assigned as a temporary duty station. Any location where the traveler will be working for on an ongoing basis lasting or expecting to last longer than 1 year MUST be considered an official duty station.**

# Allowable Routes



## COVID-19 Commute

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- **If a traveler is working remote but required to come in to work on an occasional basis the location must be determined to be a temporary duty station to be reimbursable**
- **Although circumstances of the traveler's commute may have changed due to COVID there is no exception for this in the compliance**
  - **Ex: driving into work instead of taking the bus**

# UPDATED Forms Page

The screenshot shows the University of Washington Travel Services website. At the top, there is a purple header with the 'W' logo and 'UNIVERSITY of WASHINGTON' text, and a 'Students' link on the right. Below the header is a navigation bar with links for 'TRAVEL PLANNING', 'POLICIES & PROCEDURES', 'REIMBURSEMENT GUIDANCE', 'RESOURCES', and 'CONTACT US'. The 'RESOURCES' link is highlighted with a right-pointing arrow. Below the navigation bar is a large purple banner with the text 'Travel Services' and a graphic of a cloud and a dashed line. A dropdown menu is open from the 'RESOURCES' link, listing several options: 'Frequently Asked Questions', 'Forms' (highlighted with a red box), 'Glossary', 'Training', 'Travel Information', and 'Meetings'. Below the banner, there is a breadcrumb trail: 'Home > Resources > Forms'.

➤ <https://finance.uw.edu/travel/forms>

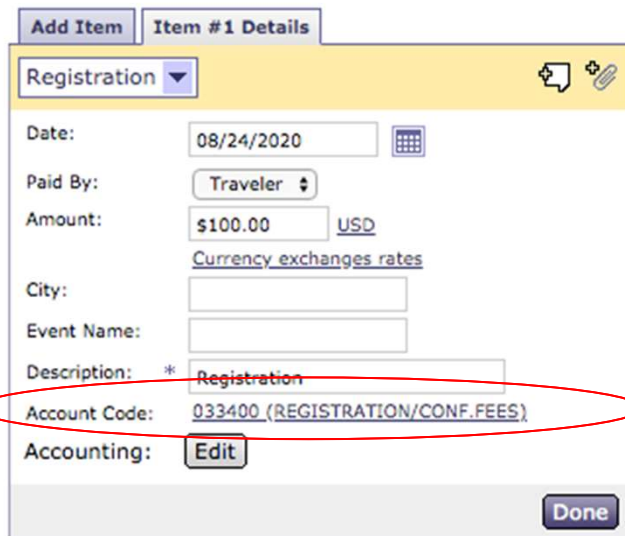
# Auto Liability Page Rework

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- **Guidance related to liability coverage when driving auto on UW business**
  - **Enterprise/National Contract, Other Car Rental Agency, Personally Owned Vehicle (Mileage)**
  - **<https://finance.uw.edu/travel/groundtransliability>**
- **Collaborated with UW Risk Services**
  - **Cleaned up the language to be more clear**
  - **More emphasis provided regarding no coverage for Personally Owned Vehicle (Mileage)**

# Registration Expense – ER or XR?

- Conference registration can be reimbursed in either module, it comes down to personal preference
- Registration can be assigned the appropriate object code in both modules



The screenshot shows a software interface for adding an item. The title bar includes "Add Item" and "Item #1 Details". The main content area is titled "Registration" and contains the following fields:

- Date: 08/24/2020
- Paid By: Traveler
- Amount: \$100.00 USD
- City: (empty)
- Event Name: (empty)
- Description: \* Registration
- Account Code: 033400 (REGISTRATION/CONF.FEES)
- Accounting: Edit

A red oval highlights the "Account Code" field.



# Policy Change – Pre-Trip Approval

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- **CURRENT POLICY:** in the Pre-Trip Approval Section it states:

**“When lodging expense is over the allowable per diem, it is to be included in the approval. See exceptions to per diem.”**

- **POLICY CHANGE:** Beginning *October 1, 2020* claiming an exception to exceed lodging per diem is not required when obtaining pre-trip approval.

# Policy Change – Pre-Trip Approval

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- **Traveler's will still have to claim an exception if they exceed the maximum allowed for lodging per diem but now can be done at the time of reimbursement**
- **Departments have the option to keep the current policy as is since it would be deemed more strict**

# Vendor Discount Page

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- <https://finance.uw.edu/travel/uw-travel-discounts>
- Location on our website to view a list of travel vendors that have negotiated rates with the University of Washington
  - This is a living page and information will be updated as necessary

# Airline Industry Trends

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- **Multiple Airlines including Alaska, Delta, American and United Airlines have announced the elimination of change fees with certain restrictions**
- **We recommend reaching out to the airline and travel agency for more information**