Travel Information Meeting
December 2020
New Travel Website Metrics

How did you get there? behavioral change:

- **2018/19 fiscal year:**
  - 58.2% organic search
    - Search engines like Google
  - 41.8% direct link
    - Manually typing link or hyperlink

- **New website (05.27.20) – present:**
  - 44.1% organic search
    - Search engines like Google
  - 51.5% direct link
    - Manually typing link or hyperlink
New Travel Website Metrics

What type of device? behavioral change:

- **2018/19 fiscal year:**
  - 94.88% PC/laptop
  - 3.97% Mobile
  - 1.14% Tablet

- **New website (05.27.20) – present:**
  - 90.8% PC/laptop
  - 7.17% Mobile
  - 2.03% Tablet
Most Visited Pages
New website (05.27.20) – present:

- Per Diem: 26%
- Policy Index: 23%
- Book & Pay: 12%
- COVID-19: 11%
- Lodging: 10%
- Receipts: 10%
- Training: 8%
- Lodging: 10%
- COVID-19: 11%
- Book & Pay: 12%
- Training: 8%
New Policy Index

➢ Organized by page & topic with direct links to each page/topic
   ➢ https://finance.uw.edu/travel/policyindex
Enterprise Car Rental vs Mileage Comparison Tool

➢ A tool has been added to the Enterprise contract section on the ground transportation page to compare rental vs mileage cost
   ➢ https://finance.uw.edu/travel/GroundTransportation#EnterpriseContract

➢ This can help determine if renting a vehicle or reimbursing mileage is more economical, many times renting is advantageous
Travel Restrictions Update

➢ Foreign Travel
  ➢ All official UW travel outside the U.S. by UW employees and students is restricted until further notice but travelers can request an exception waiver
  ➢ More information can be found at

➢ Domestic Travel
  ➢ UW is currently in Phase 2 of the COVID-19 Safe Start Plan. Guidance states in Phase 1-2, essential and limited non-essential travel is permitted
  ➢ More information can be found at
    ➢ https://www.washington.edu/coronavirus/status/
Thank you to everyone who responded! We had an overwhelming 358 responses!

66% were in favor of the policy change
Addressing Common Themes in Survey Feedback

➢ This is the Federal Policy

➢ This policy change would not occur until Workday go live, change would be rolled into Workday training

➢ Departments can always be more restrictive

  Example: PI can reduce per diem further, confirming Workday capability to override amount
Addressing Common Themes in Survey Feedback

- Independent contractors and consultants are paid via non-PO invoice which falls outside of the scope of travel policy

- Provided meals would be deducted at the full cost of the meal from the 75% allowance

- There are trade-offs in both current policy and this potential policy
75% Per Diem Traveler Trade Off

- **Entering Travel Status**
  - If they leave before 8AM then disadvantage to traveler
  - If they leave after 8 AM and before 2PM no difference
  - If they leave after 2 PM advantage to traveler

- **Coming Off Travel Status**
  - If they arrive after 6PM then disadvantage to traveler
  - If they arrive after 12PM and before 6PM advantage to traveler
  - If they arrive before 12PM advantage to traveler