Travel Information Meeting
June 2021
UW Card Services has updated their Central Travel Account (CTA) and Individual Travel Card (ITC) pages

International Travel Updates

➢ The UW Office of Global Affairs has issued revised rules for official international travel, effective June 15, 2021

➢ What should I do to stop the spread of COVID-19 before and during my trip?
   ➢ https://www.washington.edu/coronavirus/faq/#travel
Updated HR Telework Policy

➢ UW Human Resources has updated their policies/procedures for determining eligibility for hybrid or remote work
   ➢ https://hr.uw.edu/returntowork/planning-for-fall-quarter-return/determining-eligibility-for-hybrid-or-remote-work/

➢ They have also provided guidance on remote work location and out-of-state work policy
Based on HR Telework policy, any travelers assigned as ‘occasional’ or ‘hybrid’ when traveling into work will be considered on their commute.

- Any expense related to commute is not reimbursable.

Based on HR Telework policy, any travelers assigned as ‘remote’, when required to come into department offices may be allowable as it could be considered a temporary duty station.

- Therefore, making expense allowable.
Real ID Act

- Real ID enforcement date delayed until May 3, 2023
  - This will affect traveler’s going through Airport security as new ID standards must be met
  - A standard WA driver’s license/identification card does not meet new standard
  - For more information on the delay visit: https://info.dol.wa.gov/real-id-enforcement-date-delayed-again/

- For more information on the Real ID Act visit: https://id2021wa.com/
Travel Agency Expo – August 2021

➢ Hosting 2 virtual sessions (Zoom) for each agency for campus to learn more about their services and ask questions (60 min presentation & 30 min Q&A)

➢ Corporate Travel Management
  ➢ August 3rd, 2021 – 10:30 AM – 12:00 PM
  ➢ August 11th, 2021 – 10:30 AM – 12:00 PM

➢ Key Travel
  ➢ August 4th, 2021 – 10:30 AM – 12:00 PM
  ➢ August 12th, 2021 – 10:30 AM – 12:00 PM

➢ Tangerine Travel
  ➢ August 5th, 2021 – 10:30 AM – 12:00 PM
  ➢ August 10th, 2021 – 10:30 AM – 12:00 PM
Vendor Discount Page Updates

➢ Visit here: https://finance.uw.edu/travel/uw-travel-discounts
➢ With return to business travel this is a reminder of our discounts with our travel suppliers
➢ Alaska Airlines updates
➢ Delta Airlines updates
Alaska Airlines Updates

- Membership to oneWorld and its benefits
  - 1,000 global destinations in 170 countries, across 14 airlines with oneworld Alliance
  - Reciprocal lounge benefits to over 90 lounges
  - Reciprocal Mileage Plan benefits – earn and burn miles
  - Reciprocal elite benefits
  - Alaska Airlines continues to offer mileage based earnings making it the most generous mileage plan in the industry
Alaska Airlines Updates

- Food and Beverage as well as Pre orders are back on certain flights
- No more change fees
- Covid waivers
  - Peace of Mind Waiver
  - Change Fee Waiver
  - Ticket Validity Extension Waiver
  - Name Change/Transfer Waiver
Delta Airlines Updates

- Launching a Business Travel platform that allows travelers to purchase business airfare on the Delta.com website or the Fly Delta app while receiving UW contract rates
- Must have a Delta SkyMiles account
Delta Airlines Business Travel Platform

Administrator User Experience
Department administrators can setup their own ‘Group’ for their department
Administrators will have the role of ‘Division Administrator’
Division Admins can view reporting for their group
Division Admins can only see information within their own group
A person can be a division admin for multiple groups
Division Admins will have access to the ‘Flightboard’
Flightboard list view
See a list view of flights booked by business travelers. Use the filter to change the display.
Flightboard map view

Navigate to the map view to see active or upcoming flights going in/out of the respective airports.

*Note: The map view does not display past flights.*
Delta Airlines Business Travel Platform

Traveler User Experience
Getting started and using the new business experience is simple

1. **Register** your SkyMiles account

   - Click on the link provided by your company and enter your business email.
   - An email will be sent to you with a link to register for the program.
   - Input your name and SkyMiles number to link your business profile to your SkyMiles account and continue earning miles.

* If your SkyBonus member number is saved under the “flight preferences” in your SkyMiles profile, please delete before registering.

*In order to register you must be a SkyMiles Member. If you’re not already a SkyMiles Member, please join by registering [here](#).
2. Select your Business Travel Profile

- Log into delta.com or the Fly Delta App with your SkyMiles account.
- Proceed down the ‘Business Travel’ path to book your business trips.
- Toggle between your personal and business profiles using the menu in the top right corner on delta.com or on the “Book a Flight” page in the Fly Delta app.
### Outbound SEA - LAX

**FLIGHTS FOR UNIVERSITY OF WASHINGTON**

It's Simple: No Change Fees

Book your next trip now and enjoy more peace of mind with no change fees when you purchase a Main Cabin ticket or higher.

*Terms apply.*

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**Mon, Jul 12, 2021**

Round trip price includes taxes and fees. Baggage fees may apply. Services and amenities may vary or change.

<table>
<thead>
<tr>
<th>Flight</th>
<th>Time</th>
<th>Duration</th>
<th>From</th>
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### Passenger Info

Please make sure your full name is entered exactly as it appears on your government-issued identification. When booking a reservation, this Secure Flight Passenger Data is required for compliance with U.S. and foreign government regulatory programs, including TSA Secure Flight.

<table>
<thead>
<tr>
<th>Passenger 1</th>
<th>I’m not traveling</th>
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</thead>
<tbody>
<tr>
<td>All fields required unless noted</td>
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#### Saved Companions

- **Select Saved Companion**

#### Frequent Flyer Program

<table>
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<th>Frequent Flyer Program (optional)</th>
<th>Frequent Flyer Number</th>
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#### Delta Air Lines/SkyMiles

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<th>Delta Air Lines/SkyMiles</th>
<th>Known Traveler # (optional)</th>
</tr>
</thead>
</table>

#### Gender

- **Select Gender**

#### Save as Companion for Faster Future Checkout

By selecting save I affirm that I have obtained permission from this person to store their information. View More

- The “I’m not traveling” option allows a traveler to book on behalf of other passenger(s).
- The “save a companion” allows the ability to store other traveler information for future bookings.
Select the payment option of your choice and complete your booking

Note: If your company administrator has assigned a form of payment for you to use for business travel purchases, it will display for selection in the payment section. If the payment option is mandatory you will not be able to change your form of payment.

Contact Info
(1)533-887-4442
d.pheo.ctime@email.com

You will receive flight and mishandled baggage notifications via the contact information entered above.
Your email is provided by your organization

Payment
Use other forms of payment

My Wallet

_saved_cards

*0016 08/23
Joe Brown
32nd Street
Expo, MN 55622

Your organization’s payment methods are available for selection.

By selecting Complete Purchase, you agree to all the Terms and Conditions, Delta’s Privacy Policy and the Hazardous Material Policy outlined below.

You acknowledge that you are at least 16 years of age.

Federal law forbids the carriage of hazardous materials aboard the aircraft, in your luggage, or on your person. Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. E-cigarettes are not permitted in checked baggage and must be transported in carry on baggage only.

Frequent Flyer Miles you’ll earn
1,190 Miles | 906 MQMs | $170 MQDs

This trip will be shared with your organization

CANCELATION

COMPLETE PURCHASE
New business experience supports self-service on delta.com or the Fly Delta app

Servicing Options

- Trips automatically added to the My Trips section of your SkyMiles profile and labeled as “Business Travel”

- Access trips on delta.com or the Fly Delta app to make any required changes including the purchase of a seat upgrade with miles

- Any changes to your trip will be automatically synced* with your organization for duty of care

* Excludes multiple passenger bookings

Mileage Booster™
Give your miles a boost and get closer to your next
If you are interested in setting up a group, becoming a Division Administrator or have questions regarding the business travel platform, please fill out the intake form found on the UW Airline Discounts page.

➢ [https://finance.uw.edu/travel/netid-uw-airline-discounts](https://finance.uw.edu/travel/netid-uw-airline-discounts)

### UW Airline Discounts

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<th>Vendor Name</th>
<th>Contact</th>
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<tr>
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<td>Gina Olan</td>
<td><a href="#">More information/booking</a></td>
</tr>
<tr>
<td>Delta Airlines</td>
<td>Ernie Perez</td>
<td><a href="#">More information/intake form</a></td>
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<tr>
<td>Emirates</td>
<td>Nikeeta Sharan</td>
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