



# Travel Information Meeting

## October 2021

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TRAVEL SERVICES

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# UW Sustainability Survey

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- UW Sustainability Office is conducting a survey to better understand attitudes towards travel sustainability
- Survey takes approx. 10 minutes to complete
- Survey available until October 15<sup>th</sup> @ 5pm
- Link: [bit.ly/uwair](https://bit.ly/uwair)
- Questions regarding survey, please contact Maggie Yuse [myuse@uw.edu](mailto:myuse@uw.edu)

# Travel Services Expense Report Reviews

- Focus is on the high-risk flag(s) that prompted our approval

Personal Time + Airfare

Personal Time + Car Rental

Non-Incidental Supply

Non-US + B2/WT Visa Types

Living Allowance

Per Diem Advance

Meal Paid for Other > \$75.00

Not Sole Driver (rental car)

Airfare Change Fee, UW Business

1st Class Airfare

Business Class Airfare – not 14hr rule

- Approval does not constitute a complete review of the expense report
- Travel may perform random reviews to conduct a risk analysis



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# Travel Services Expense Report Reviews

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- We will be starting a new post-processed expense report review effective this month
  - **Random 120/month starting @ Jan 2019 → onward**
- This is in addition to our current process of reviewing live reports flagged for us
- Preparer/compliance approver will be notified of any errors found

# Gas Added – Misc. Travel Expense < \$75

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- Gas is now a protected expense under the misc. travel expenses less than \$75 exception
  - <https://finance.uw.edu/travel/receipts>
- Expenses listed as misc. travel expenses do not require a receipt unless > \$75

# COVID Quarantine Reimbursement Guidance

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- **As a general practice, main campus is not paying/reimbursing staff to self-isolate in hotels**
- **Self-isolation would be up to the employee, unless it is a requirement of the trip**

# COVID Quarantine Reimbursement Guidance

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- **Ask these questions:**
  - did the traveler have no option to decline the travel?
  - Was the travel absolutely critical?
  - If we were not in a pandemic and the traveler was on vacation or had a planned vacation, would the traveler have been required to cancel their trip to go on this business trip?
  - If the answer to these questions are yes, then there would be consideration to allowing quarantine expenses to be reimbursed but additional questions would need to be asked such as why was it critical, were remote options available, does the funding allow for it, etc.
- **If the department wants more information, please reach out to HR**

# Travel Onboarding for New Staff

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- **Travel Services Training Page:**  
<https://finance.uw.edu/travel/resources/training>
  - **Webinars**
  - **Zoom class trainings**
  - **Department training (as requested)**
- **Training Survey:** <https://forms.office.com/r/3phJPZRXGD>
  - **Provide feedback on current training**
  - **Provide ideas for new training**

# UW Travel Agency Page

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- **NEW** webpage dedicated to contracted UW Travel Agencies
- We will send out an email via the listserv when the page officially launches
- The agency and vendor discount pages will be easily accessible under the “Book and Pay” section