Travel Information Meeting
February 2022
UW Travel Agency Page

- NEW webpage dedicated to contracted UW Travel Agencies

- The agency and vendor discount pages will be easily accessible under the “Book and Pay” section

- Link: https://finance.uw.edu/travel/netid-uw-travel-agencies
If department uses Ariba as source of truth for expense documentation it must meet certain requirements:
- Technical Scanning Requirements
- Quality Control
- Image Enhancement

Access links:
- Records Management: https://finance.uw.edu/recmgt/scanning-policies
- Travel Services: https://finance.uw.edu/travel/receipts#RecordsRetention

Fetch the Future – Rethink the Ink Initiative
- To get started on a scanning policy for records outside of Ariba, a consultation is recommended by emailing UW Records Management at urc@uw.edu
Customer Service Topic: COVID Tests

Q: Are COVID tests reimbursable?

- If it is required for business then it is allowable
- Reimburse the expense on a ‘Non-Incidental Supply’ line item
- Expense requires receipt documentation
Expense Report COVID analysis

AUG 2021 VS 2020: $762,173.00
SEP 2021 VS 2020: $743,959.84
OCT 2021 VS 2020: $890,008.27
NOV 2021 VS 2020: $1,064,306.67
DEC 2021 VS 2020: $1,026,034.71
JAN 2022 VS 2021: $925,065.62
UW Sustainability Travel Page

- NEW webpage added under ‘Resources’ drop down on home page for travel sustainability

- Includes information regarding initiatives from the UW Sustainability Office related to professional travel reduction

https://green.uw.edu/plan/professional-travel
Kele’s Travel Farewell

- Last day in travel will be February 11th, 2022
- Will be transitioning over to UW Finance Transformation to support the Operating Model team
- Thank you for all the great memories!