



# Travel Information Meeting

## February 2022

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# UW Travel Agency Page

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- **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>

# Ariba Scanning Policy

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- **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](mailto:urc@uw.edu)**



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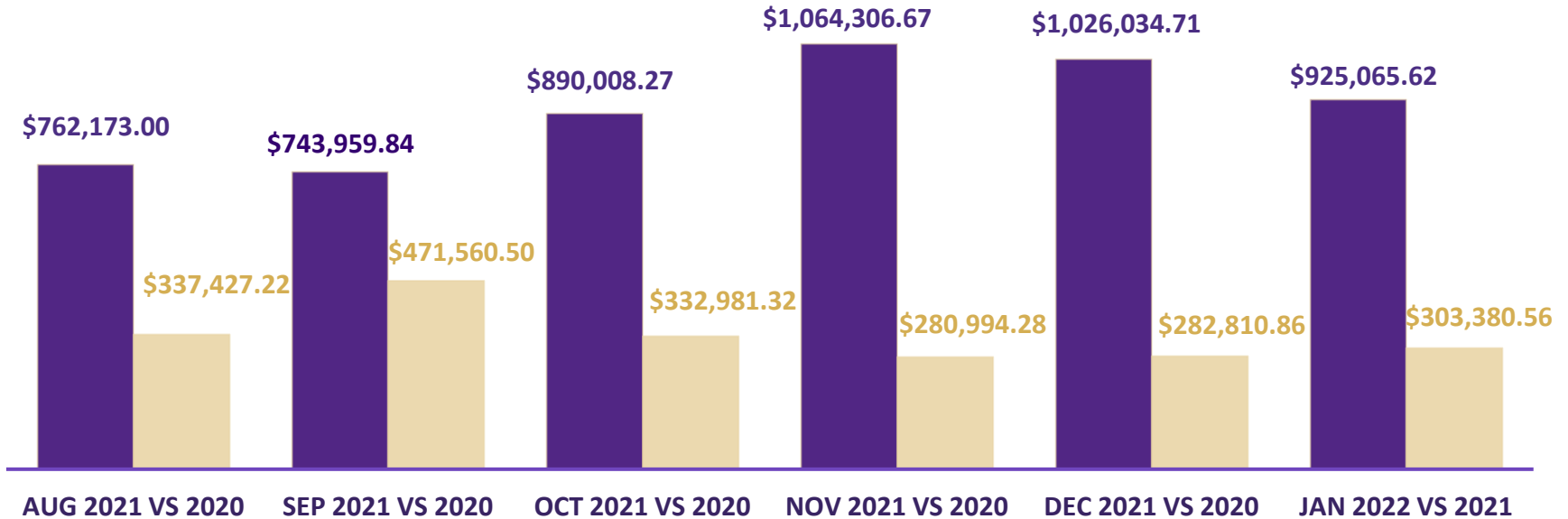
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# Customer Service Topic: COVID Tests

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- **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

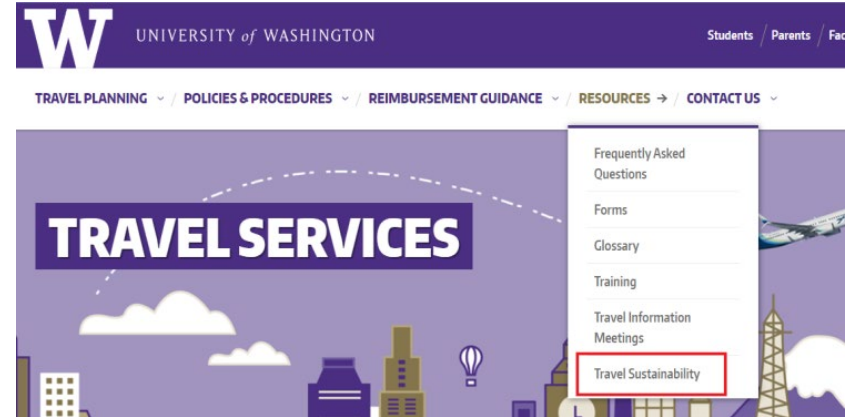


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# UW Sustainability Travel Page

- **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

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- **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!**