



Travel Information Meeting

September 2022



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

Agenda

- **Foreign Currency Conversion**
- **COVID Reimbursement Guidance Page**
- **Reimbursement for Flight Credit**
- **Car Services**
- **Poll: Combine Travel Classes**
- **Q&A**

Foreign Currency Conversion

- **Expense reports with expenses purchased in a foreign currency must be converted to USD for Ariba.**
 - Can use credit card statements and exchange rates on receipts
 - Can also use currency quote:
 - Obtained from Oanda or XE
 - Using date of payment or first/last day of travel
 - **Must be attached to the ER.**
 - Exchange rates written out in comments are not substantial

COVID Reimbursement Guidance Page



➤ Under "Policies & Procedures"

➤ Prior Trip, After Trip:

- As a general practice, UW is not paying/reimbursing staff to self-isolate in hotels prior and/or after the travel has taken place.
- Self-isolation would be up to the employee unless it is a requirement of the trip COVID Quarantine.

➤ During Trip:

- If a traveler becomes COVID positive during their travel, all meals and lodging are reimbursable depending on CDC, Airline guidelines and Country of destination guidelines.
- No added expenses due COVID precautions that lead to personal preferences are not reimbursable. If it is a medical reason, please see ADA for [more information](#).

➤ COVID Testing:

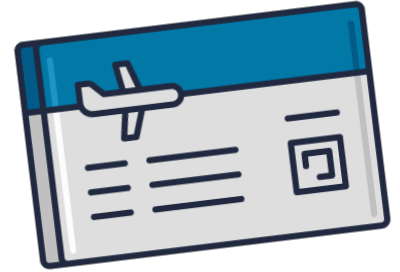
- Must be required by UW Business in order to receive reimbursement
- All COVID tests will be reimbursed through the "Non-Incidental Supplies" Line Item on Ariba NOT "Immunizations"
- Receipt documentation is required



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Reimbursement for Flight Credit



- Under "Book & Pay for Travel" > "Rewards Programs"
- Expenses paid by flight credits due to a previous cancelled flight may be reimbursed with the appropriate documentation attached to the expense report. The previous cancelled flight may be personal or business.
- Required Documentation:
 - The original ticket(s) that the flight credit came from
 - Confirmation of the cancelled flight and/or when the flight amount turned into a credit



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Car Services

- **Per discussion with our WA State contact**
 - **Car service is allowable to locations besides business location and lodging within reason**
 - **Reasonable car services up to the determination of the department.**

Poll: Combine Training Classes

- **Should we combine the our eTravel and Policies classes?**
 - **Combined class would take about 4-6 hours.**
 - **Would cover all of the same material as we cover now**



Questions?



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