Travel Information Meeting
September 2022
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
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
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
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?