Travel Information Meeting
December 2022
Agenda

- Global Travel Security updates
- Determining per diem
- Duty station parking
- CTA Compliance
- Enterprise/National Contract
- Comparisons
- Connect full go-live
- Q&A
INTERNATIONAL TRAVEL OVERVIEW

December 8, 2022

Office of Global Affairs

-Ben Sommers, Global Travel Security Manager-
Global Travel Security at UW

Our mission: facilitate safe and successful global travel for UW students and employees
UW's Global Footprint

- Partnerships and Programs in over 130 countries
- Over 2,500 UW students study abroad each year
- #5 producer of Peace Corps volunteers

UW No. 17 in 2022 Academic Ranking of World Universities
INTERNATIONAL TRAVEL IN...

2020
- Student travel suspended from March of 2020
- 48 faculty/staff trips registered

2021
- 646 travelers
- 190 faculty/staff trips registered

2022
- 3,273 travelers
- 647 faculty/staff trips registered
The Story Up to Now...

Feb. 4, 2020
UW suspends travel to China; study abroad programming in Italy suspended

March 2, 2020

March 13, 2020
Trump administration bans non lawful permanent resident arrivals from Europe.

March 19, 2020
The US Department of State (DoS) implements a ‘Global Level 4 Travel Advisory’ advising against all international travel.
- First half of 2020: Airport closures, extremely limited flights, widespread lockdowns
- UW suspends all international travel

August 6, 2020
DoS removes Global Level 4 Travel Advisory but most countries remain at Level 4
- Second half of 2020: Implementation of lengthy post-arrival quarantine for countries accepting international visitors.
The Story Up to Now...

2021
UW requires travel waivers for proposed travel to any country. Limited graduate student travel resumes.

AUT Quarter 2021
International study abroad resumes with a 13-person cohort traveling to Prague.

WIN Quarter 2021
International study abroad resumes with programs in 16 countries.

April 18, 2022
DoS announces revisions to Travel Advisory system. Uncouples from CDC Travel Health Notice system, which is also revised.

June 12, 2022
Return testing requirement for travel to the US is dropped by CDC.
Current UW International Travel Restrictions

REGISTRATION
● All international official UW travel should be registered.

TRAVEL WAIVERS
● Use Department of State Travel Advisory System
● Required for travel to all Level 4 countries (and Level 1-3 countries with Level 4 areas)
● Undergraduate/graduate travel - Required for Level 3&4 countries and areas

INTERNATIONAL TRAVEL RISK ASSESSMENT AND SAFETY COMMITTEE (ITRASC)
● Makes recommendations to Provost re: international travel policies
● Reviews travel waivers to high-risk countries
DoS Travel Advisory Levels

**Before and After**

- Pre-pandemic Level 4 norms restored (active conflict, sanctions, arbitrary enforcement of laws, etc.)
- Some countries are Level 3 due to COVID-related restrictions (quarantine, entry restrictions)

**April 18, 2022**

- **4** Do not travel
  - Total Countries: 99

- **3** Reconsider travel
  - Total Countries: 55

- **2** Exercise increased caution
  - Total Countries: 27

- **1** Exercise normal precautions
  - Total Countries: 31

**May 2, 2022**

- **4** Do not travel
  - Total Countries: 23

- **3** Reconsider travel
  - Total Countries: 45

- **2** Exercise increased caution
  - Total Countries: 59

- **1** Exercise normal precautions
  - Total Countries: 85
Registering Travel

Visit: https://www.washington.edu/globalaffairs
CISI Insurance

Your UW Abroad Insurance
CISI (Cultural Insurance Services International)

- Students: Part of travel registration
- Faculty and Staff: No need to enroll
- Medical (not for faculty/staff); Emergency evacuation; Trip delay coverage (up to $2,000)
- **NEW**: Optional buy-up medical coverage for faculty/staff
- Does NOT cover delays, losses, theft etc.
- 24/7 emergency assistance hotline
UW Emergency Assistance

24/7 Emergency Line
- 1-206-632-0153
- Answered by UWPD
- Call only in case of emergency (e.g. for help opening a case or securing guarantee of payment for hospitalization)
- Call local emergency services first

Non-emergency questions: travelemergency@uw.edu
- UW-GTS will call back during Seattle business hours

Travelers can text UWGLOBAL to 505-544-4999 to download an emergency contact card into your phone.
Determining Per Diem

Step One: Determine Rates via City of Business Location

➢ Domestic Per Diem Rates: GSA
➢ Domestic Non-Contiguous & Foreign Per Diem Rates: Department of Defense

Step Two: Determine meal per diem allocation based on chart & percentage breakdown

➢ WA State Breakdown: 24% for Breakfast, 28% For lunch, 48% for Dinner (Reference - WA State OFM - SAAM Manual)
  ➢ Please do not use the GSA Breakdown – UW does not use
➢ Example: Seattle: $79 = $19 (Breakfast), $22 (Lunch), $38 (Dinner)
Duty Station Parking

➢ Parking at your official duty station is not reimbursable

➢ Considered to be part of a traveler's commute

➢ Parking at official duty station at any time of day is still considered to be commute and may not be reimbursed
Central Travel Accounts (CTA)

Tamra, Jaime & Robert
Procard@uw.edu
Procard or CTA?

- What can I purchase on a CTA?
- Is lodging okay on a CTA?
- Can the CTA be used to rent a car?
- Can I use my CTA for an Airbnb?
- If there is a faculty member and students staying at the same hotel can I use my CTA?
- If conference fees and lodging are combined do I use my CTA or my Procard?
Comparisons

> Comparisons will need to be done as roundtrips
> Exception:
>   - If flights were booked as one ways and personal travel only affected one route. And if one way comparison done at time of booking
Connect Full go-live

> We will be transitioning to the full version of connect on Monday the 12th.
> There will be no disruption to service.
> Any remaining tickets will be transitioned to the full version as requests.
Coverage Included

18-24 year old (passenger vans excluded)

Business Use Only

One-way fee waived within WA state

Nationwide Airport and Homecity Locations

Rent vs Mileage Reimbursement/Driving Personal Car
RENTING VS. MILEAGE REIMBURSEMENT

- Lower cost per mile & improved bottom line
- Reduced liability expenses
- Higher employee satisfaction
- Efficiency with a safe new car
- Consistent correct company image

TWO BRANDS TO MEET ANY NEED

One Loyalty Program Covering Both

Premium On-Airport and Business Center Solutions
- Speed
- Choice
- Recognition
- Travel Policy Compliance
- Innovation
- Emerald Aisle
- Premier Selection
- Priority Service

Total Transportation Solution
- “We’ll Pick You Up”
- High-Touch Personal Service
- Adaptable Solutions
- Travel Policy Compliance
- Mileage Reimbursement Solutions
- Neighborhood Convenience

Recognized at major airports worldwide
1. Reserve and pay for a midsize

2. Bypass the counter

3. Choose any car
This is an example for illustration purposes; not all lots will look the same.
EMERALD CLUB MEMBERSHIP

**EMERALD CLUB**
- Earned membership
- 12-24 rentals or 40-84 days
- Executive selection
- Guaranteed upgrade

**EXECUTIVE**
- Earned or invited membership
- 25+ rentals or 85+ days
- Guaranteed upgrade
- Guaranteed car with 24-hour notice

**FREE FOR EVERY TRAVELER**
- 0-11 rentals or 0-39 days
- Bypass the counter, choose your own car
- Automatic upgrades, no blackout dates
- Drop & Go℠ car return

FBO DELIVERY FOR ALL LEVELS
Booking Process:

- Account Number: 45WA033
- https://elink.enterprise.com/en/20/03/was-univ-of-washington.html
  - Ground Transportation page via UW site.
- Enterprise.com
- Nationalcar.com
- Travel Management Company
- National Car App
Questions?