

UW

Travel Training - Policy



Presenters

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UW



Agenda

- Tax Exemption
- Travel Agency Transition
- Travel Agencies
- Airfare
- Lodging
- Ground Transportation
- Meal & Incidental Per Diems
- Booking Demos

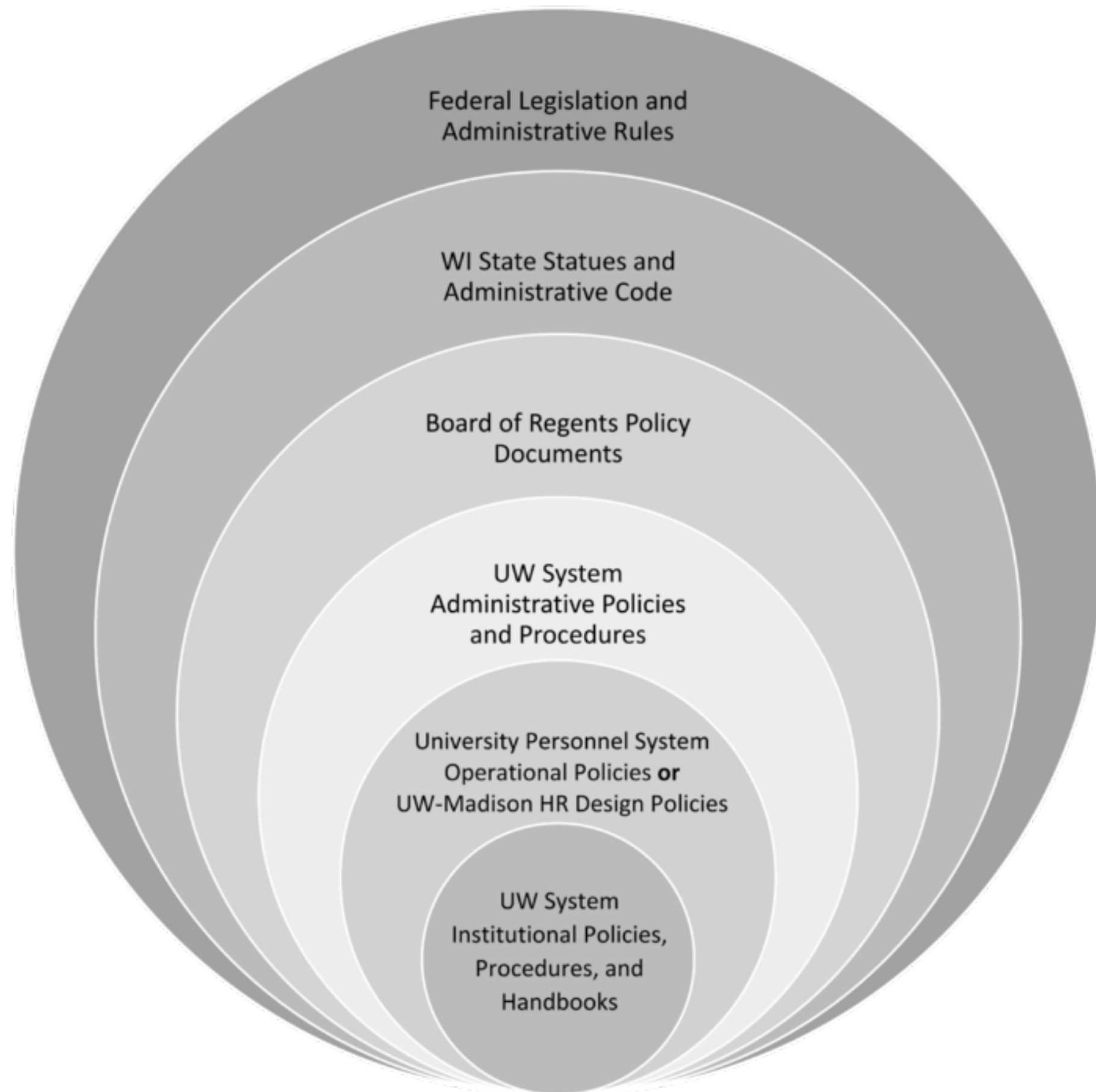
JWE



Workday is arriving July 1, 2025

- Content of this presentation is meant to be referenced through June 30, 2025
- Be on the look out for trainings and info sessions as July gets closer





THE MORE RESTRICTIVE POLICY TAKES PRECEDENCE

- Always check with your supervisor/department for specific travel policies and budgetary restrictions



Tax Exemption

- Purchases made in WI must be tax exempt (lodging in WI, WI based car rentals, WI hosted meals, etc.)
- Concur/Travel Agencies do NOT handle tax exemption. It is up to the traveler to ensure hotels are tax exempt
- Recommend travelers carry tax exempt wallet card. Business office has wallet cards
- Some other states honor tax exemption. Visit [TravelWise](#) for more info

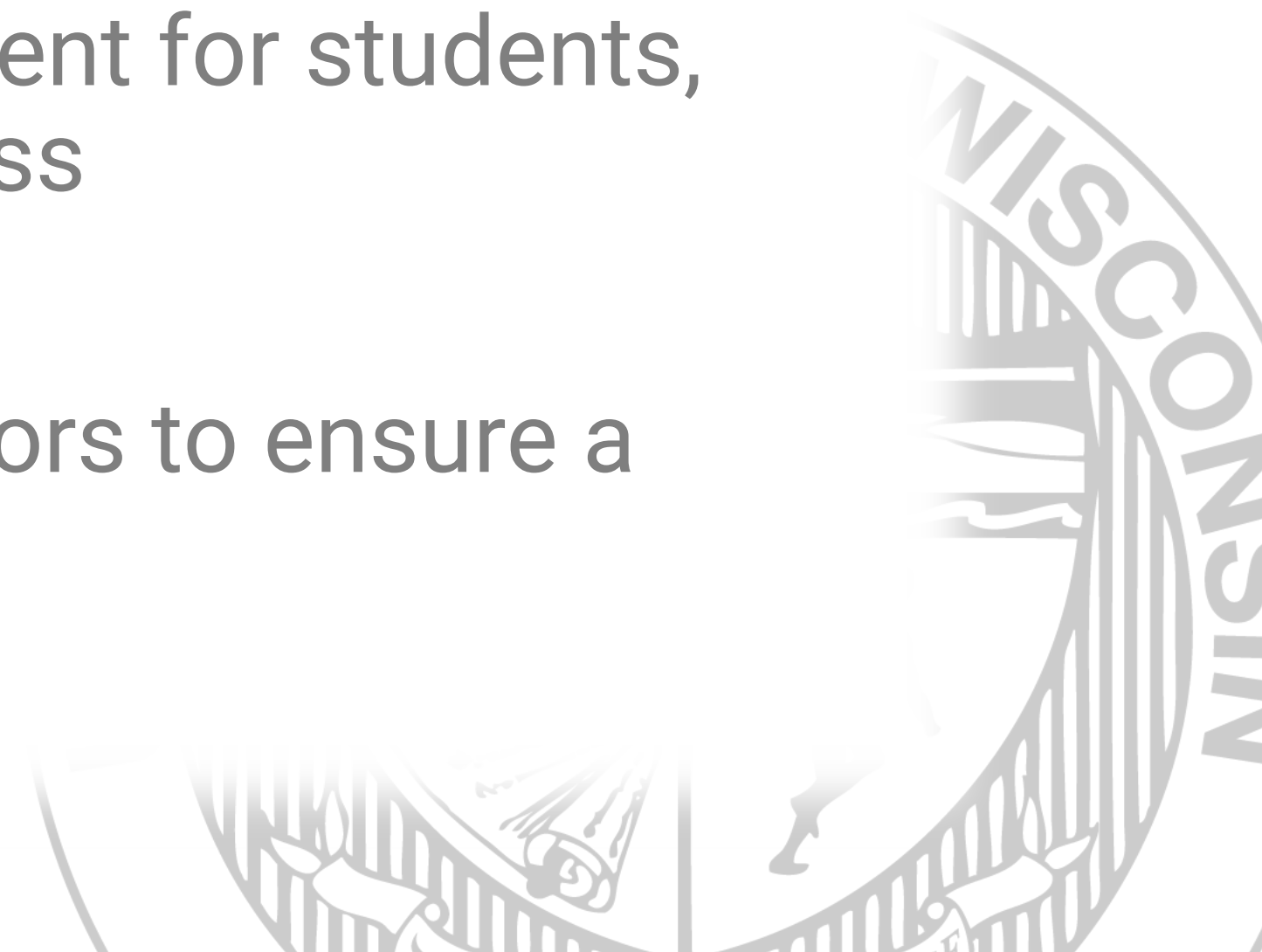


Managed Travel Program

UW requires travelers use designated travel agencies for all airfare bookings and most hotel/car rental bookings

WHY?

- Provides Duty of Care and Travel Risk Management for students, faculty and staff who travel on University business
- Obtain best prices through consolidated spend
- Travel agency acts as an intermediary with vendors to ensure a smooth travel experience
- Ensures accurate reporting and compliance



Travel Agency Transition

On July 1, 2024, we transitioned travel agencies from Travel Incorporated to Fox World Travel. All individual travel services previously provided by Travel Inc are now serviced by Fox World Travel.

- Concur is still our online booking tool
- We have a dedicated team of agents available via phone, email, chat
- Fox World Portal is our new website tool to search invoices, complete certain travel forms, and more



Travel Agencies

University travel should be booked with our designated travel agencies
Contact info can be found on [TravelWise](#)

Individual Travel

- Fox World Travel
- Concur (online booking tool)
- Concur profile required to book airfare for self and others

SAP Concur 

FOX
World Travel

Group Travel

- 10+ airline tickets or hotel rooms
- Fox World Travel
- Form found in Fox Portal
- Concur profile required

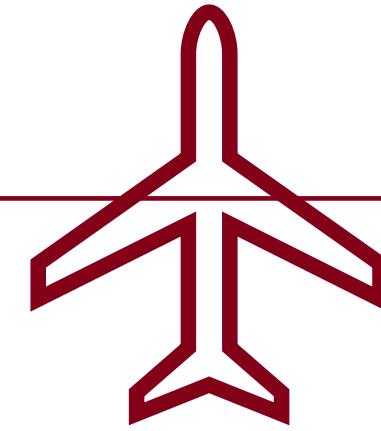
FOX
World Travel

Athletics

- Shorts Travel

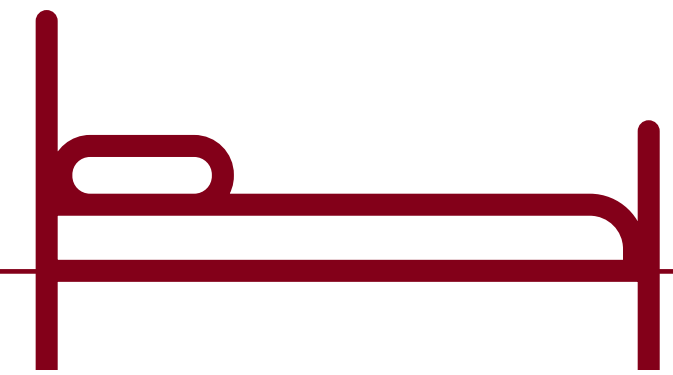
 **SHORTS**
TRAVEL MANAGEMENT





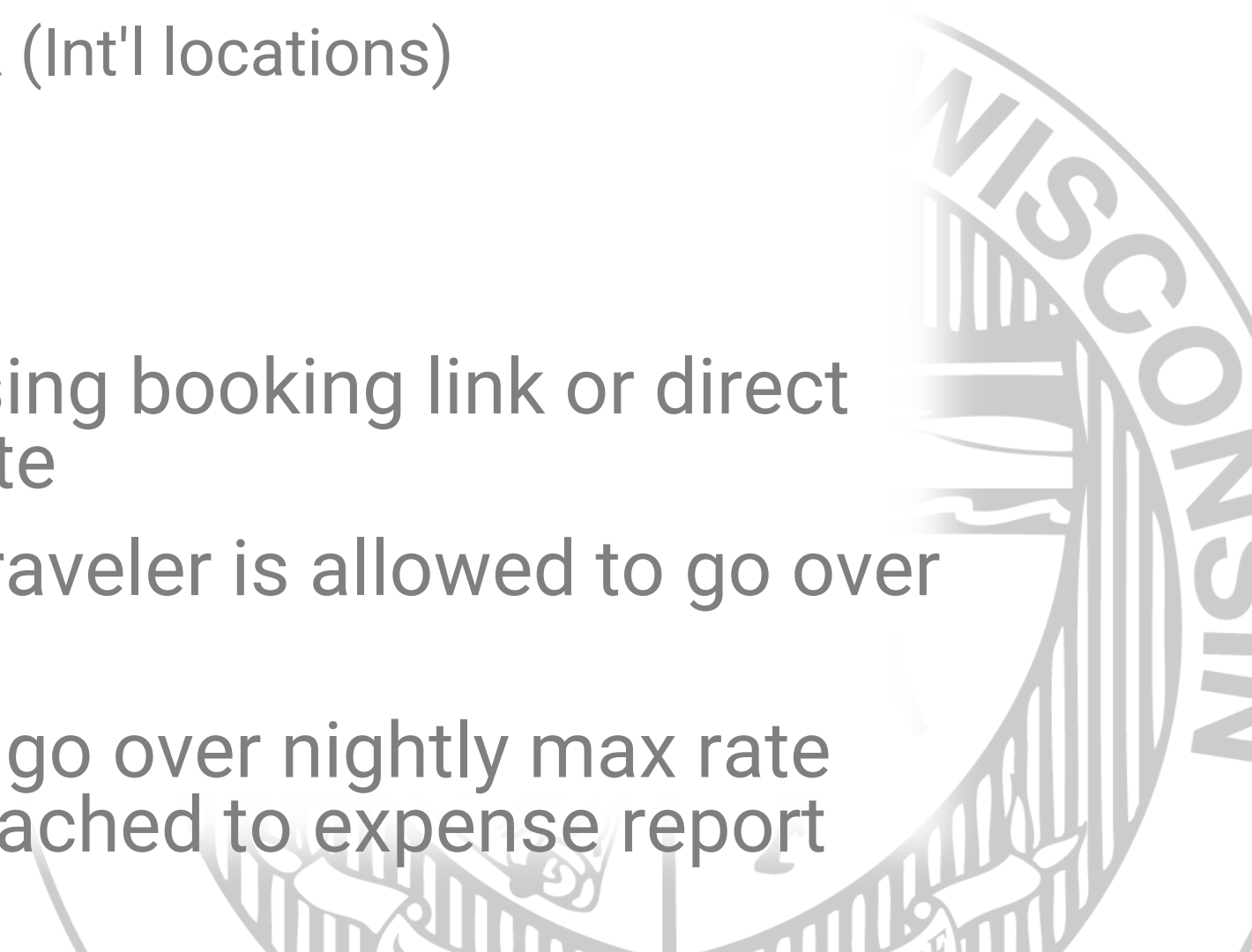
Airfare

- **Must ALWAYS be booked with travel agency or in Concur**
- CANNOT be booked on third party website (Expedia, Travelocity, etc.) or direct with airlines
- Travel agency fees are assessed for each airfare ticketed
 - \$6/ticket if booked in Concur
 - \$31.50 domestic/ticket if booked with an agent
 - \$41.50 int'l/ ticket if booked with an agent
- Coach/economy non-refundable tickets only; Premium economy allowed for international flights 8+ hours
- Seat assignment fees are reimbursable but cannot be for cabin upgrades/class changes
- Lowest logical airfare = +\$150 lowest airfare within an hour of desired schedule
- Baggage fees require receipts \$30+
- If combining personal and business travel, a cost comparison may be required. Visit [TravelWise](#) for more information.



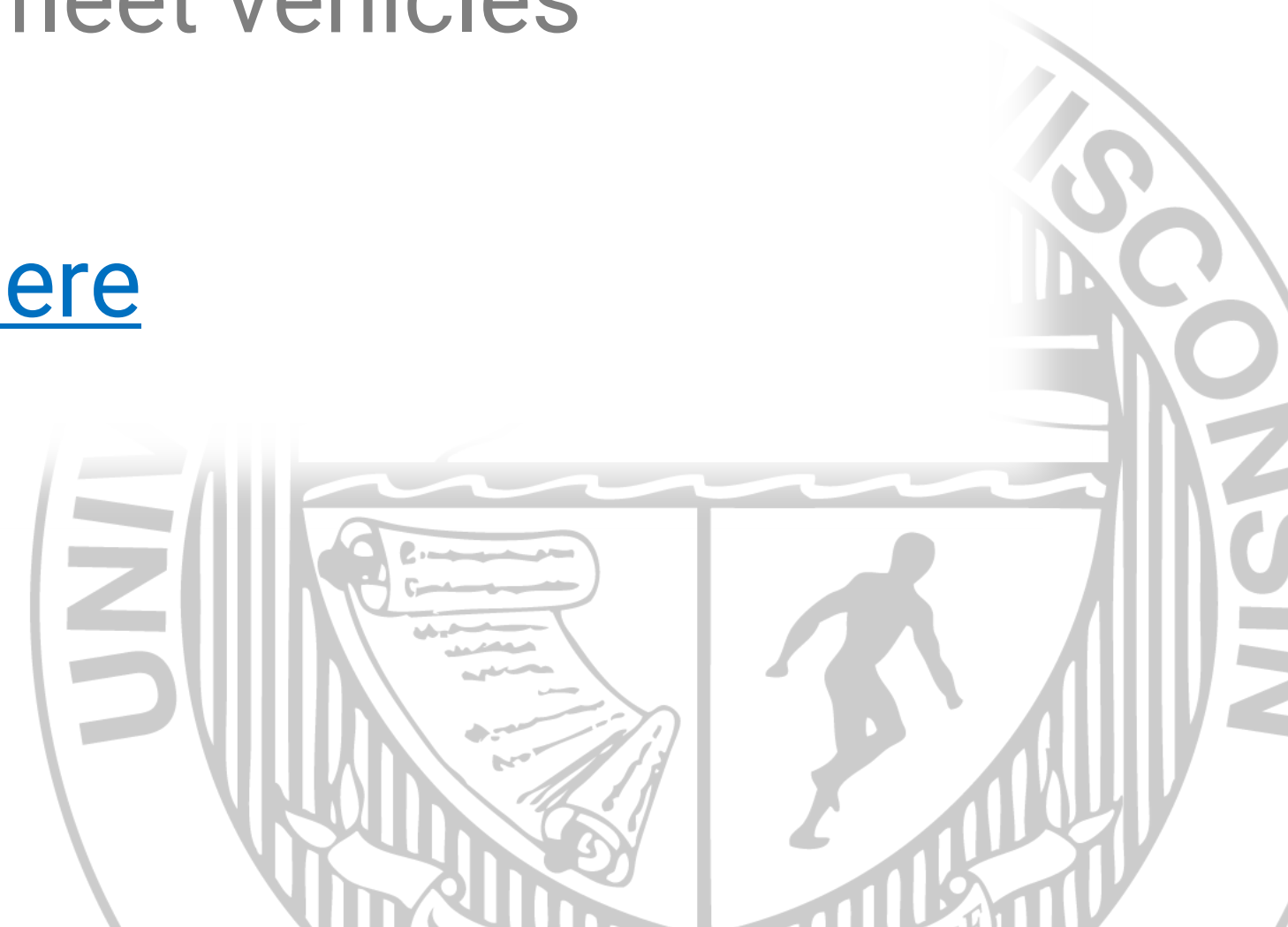
Lodging

- Can book in Concur, with travel agency, or direct with hotel
- Reimbursement is allowed up to maximum nightly rate per person for location
 - Per Diem Calculator shows rates
 - If city is not listed, use county (US locations), use country OTHER (Int'l locations)
 - For events after July 1, 2025, use [NEW Per Diem Calculator](#)
- Exceptions:
 - Designated conference hotels are allowed to be booked using booking link or direct with hotel using group code even if over the nightly max rate
 - If overage is due to taxes and fees (not applicable in WI), traveler is allowed to go over nightly max rate
 - If no hotels available under max rate, traveler is allowed to go over nightly max rate only if Concur screenshots or Travel agency quotes are attached to expense report



Driver Authorization

- Required for all university officers, employees, and agents who drive on university business
- Must be completed prior to travel
- Required for rental vehicles, personal vehicles, fleet vehicles
- Managed by Business Services
- UW-La Crosse Driver Auth page can be found [here](#)
- UW Driver Auth policy can be found [here](#)



Rental Vehicles

- Use rentals when it is the most cost-effective means of transport
- Best practice is to reserve in Concur or with travel agency to ensure UW contracts are applied
- Must utilize Enterprise/National or Hertz contracts
- Rent Compact/Standard/Intermediate vehicle classes
- Gas receipts are required and reimbursable
- Do NOT take any add-on services (GPS, satellite radio, car seats)
- Toll passes/packages are an allowable expense
- CDW and LDW insurances are included in domestic business rentals
- International rentals require careful review. Visit [TravelWise](#) for more info



Personal Vehicles

- Travelers who utilize a personal vehicle for business travel are eligible for mileage reimbursement
- Mileage reimbursement covers all costs related to operation of vehicle including service, maintenance, insurance, depreciation, and gas
- MapQuest or Google Maps are used to determine most direct route
- As of July 1, 2025, turndown rates will no longer be utilized

Standard rate

\$0.67/mile

Trips under 100 miles round trip OR;

Driving to the airport

Students & Non-employees always

use standard rate

Turndown rate

\$0.43/mile

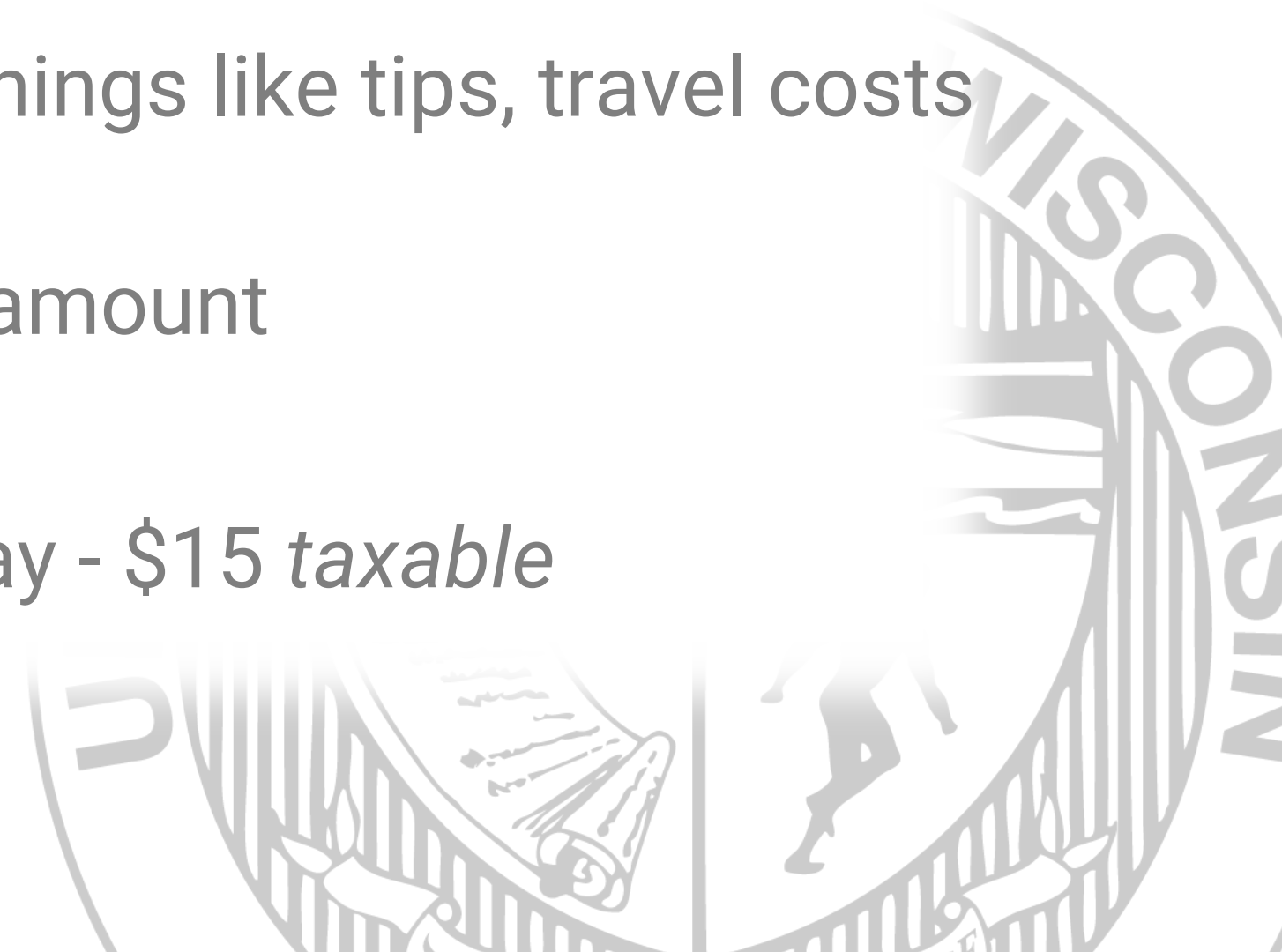
Trips over 100 miles round trip

Fleet Vehicle Information

<https://www.uwlax.edu/facilities-management/university-central-fleet/>

Meal & Incidental Per Diem

- Meal & Incidental per diems are paid when there is an overnight stay
- Per diem rates are paid directly to the individual traveler **AFTER** travel
- Rates vary based on location and provided meals. Provided meals are deducted from reimbursement
- A \$5 incidental cost is included in the per diem rate for things like tips, travel costs to restaurants, etc.
- Use the [Per Diem Calculator](#) to determine reimbursable amount
- No receipts are required for per diem reimbursement
- Day trip meals are reimbursed if there is no overnight stay - \$15 *taxable*



Travel Wise & Per Diem Calculator



Fox World Portal

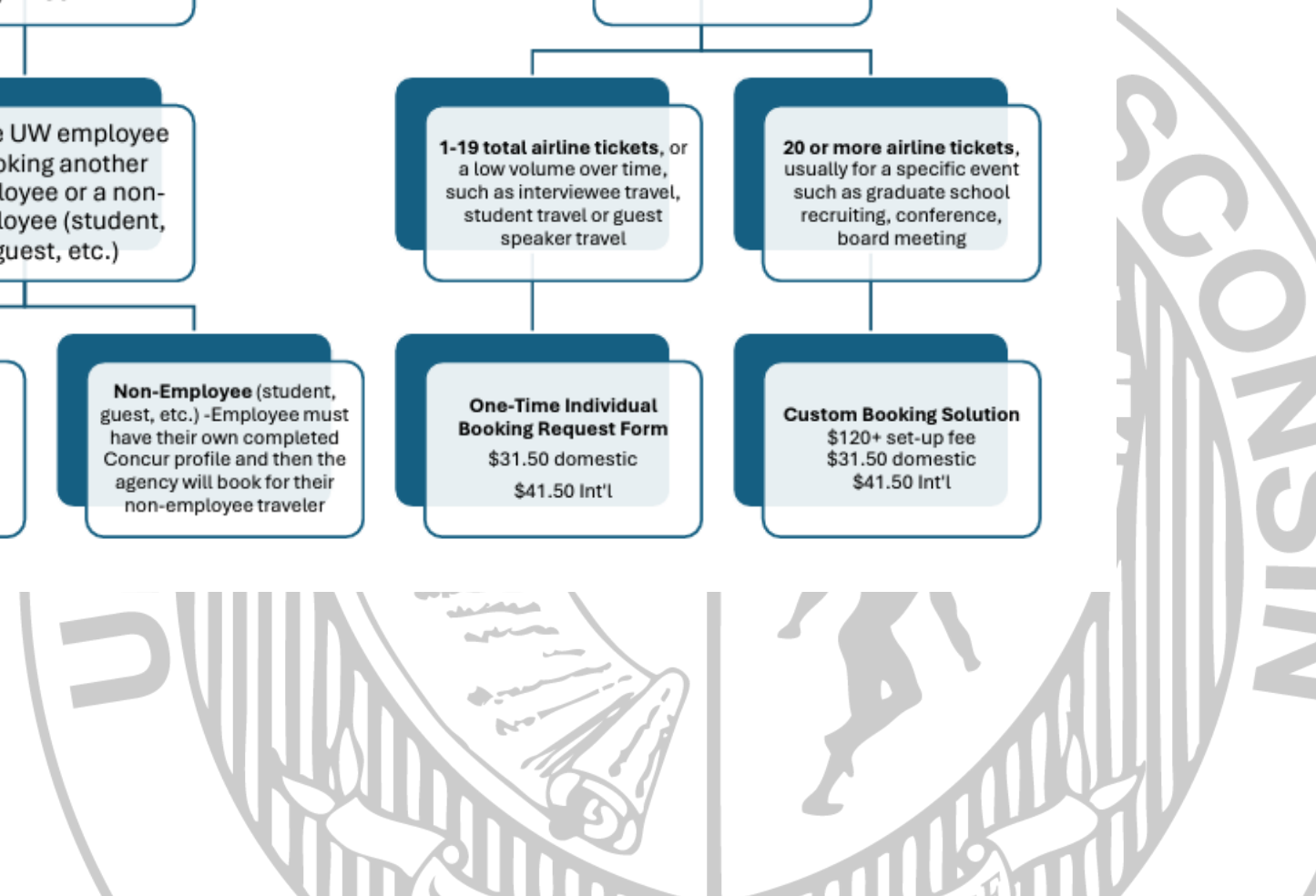
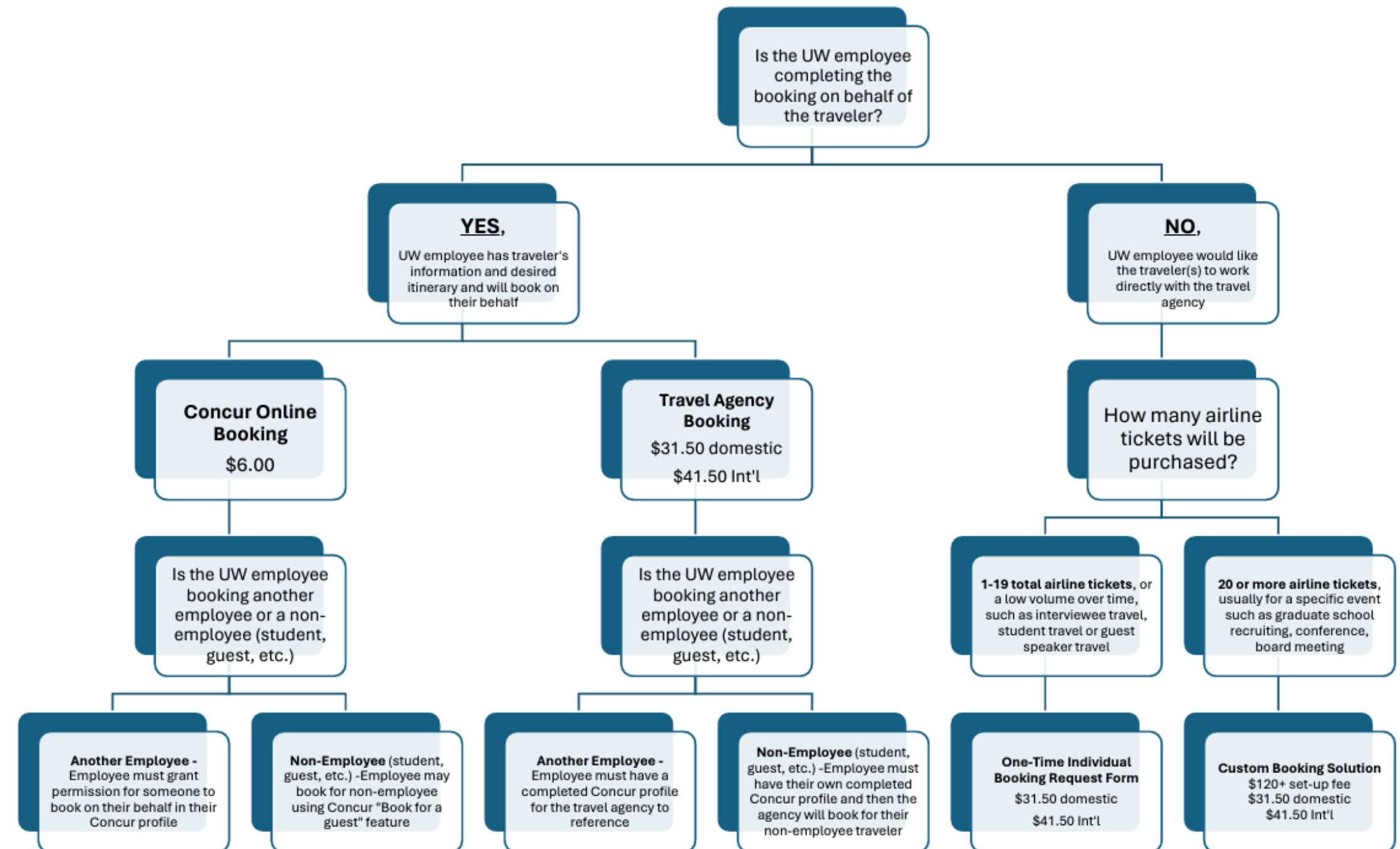


Concur



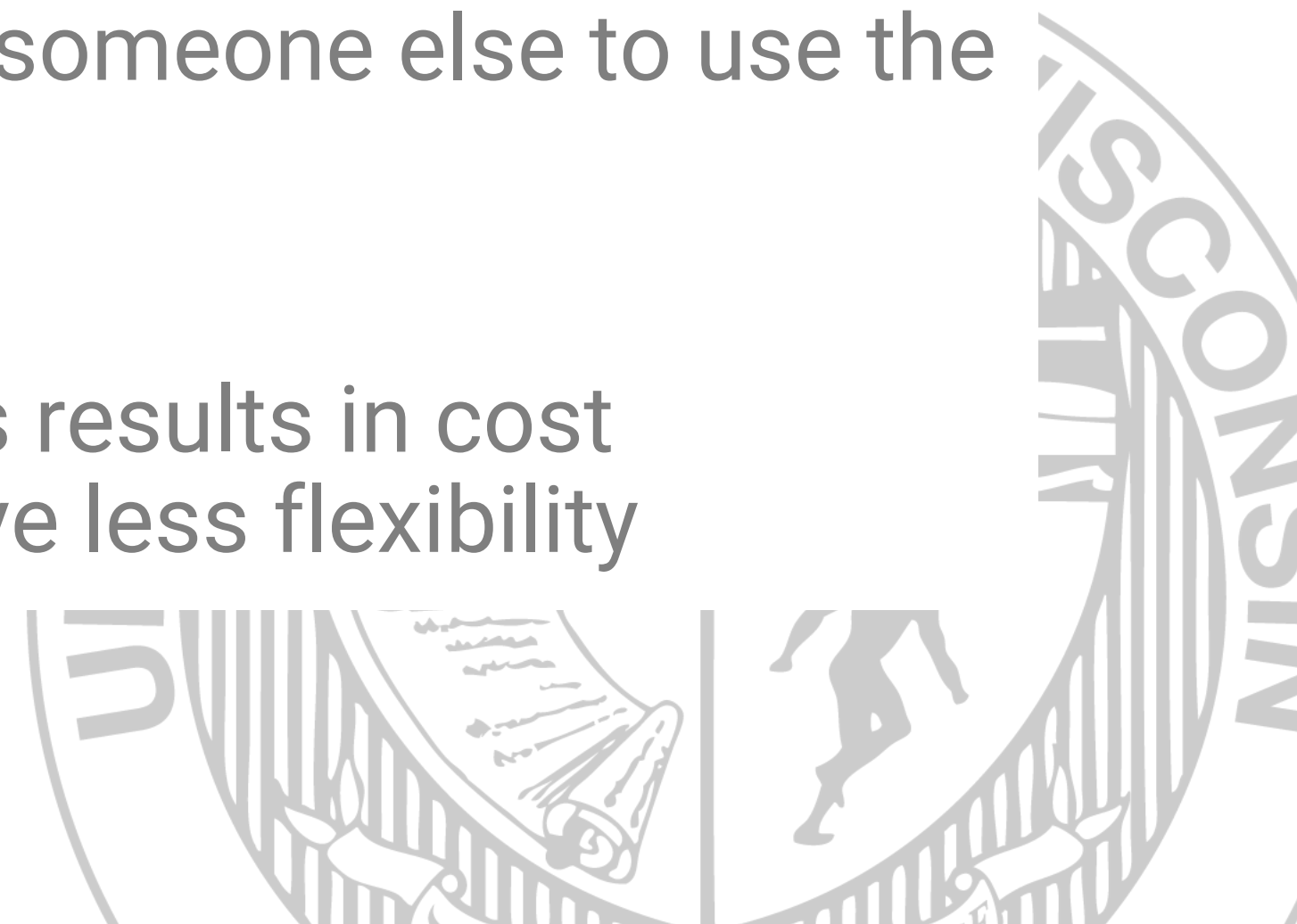
Decision Chart: Booking Travel for Someone Else

Booking for Others



Unused Airfare Tickets

- When tickets get cancelled, a credit goes on file under the traveler's name
- Each airline handles unused tickets differently
- Credits may be eligible for name changes (allowing someone else to use the credit), refunds, etc.
- Reference [Unused Ticket Credit Guide](#) for more info
- When part of a credit is utilized (ex. Changing flights results in cost difference) these are referred to as MCO's. They have less flexibility



Resources

- [UW TravelWise](#)
- [Concur Login and Registration](#)
- [Fox World Portal](#)
- [Per Diem Calculator](#)
- [E-Reimbursement Login](#)
- [Booking for Others TravelWise Page](#)

