



Travel Information Meeting

December 2020



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

New Travel Website Metrics

How did you get there? behavioral change:

- **2018/19 fiscal year:**
 - **58.2% organic search**
 - Search engines like Google
 - **41.8% direct link**
 - Manually typing link or hyperlink
- **New website (05.27.20) – present:**
 - **44.1% organic search**
 - Search engines like Google
 - **51.5% direct link**
 - Manually typing link or hyperlink



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New Travel Website Metrics

What type of device? behavioral change:

➤ 2018/19 fiscal year:

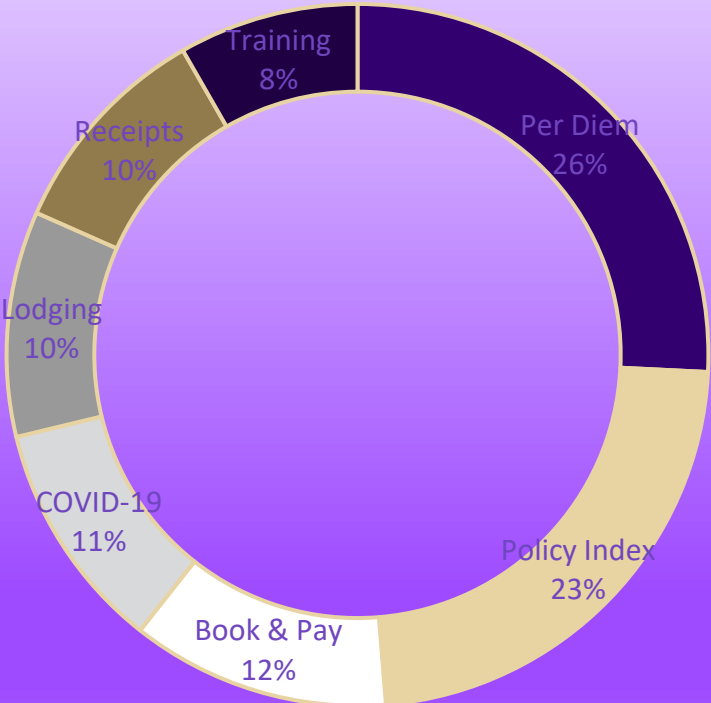
- 94.88% PC/laptop
- 3.97% Mobile
- 1.14% Tablet

➤ New website (05.27.20) – present:

- 90.8% PC/laptop
- 7.17% Mobile
- 2.03% Tablet

Most Visited Pages

New website (05.27.20) – present:



■ Per Diem ■ Policy Index ■ Book & Pay ■ COVID-19 ■ Lodging ■ Receipts ■ Training

New Policy Index

- **Organized by page & topic with direct links to each page/topic**
 - <https://finance.uw.edu/travel/policyindex>

Enterprise Car Rental vs Mileage Comparison Tool

- **A tool has been added to the Enterprise contract section on the ground transportation page to compare rental vs mileage cost**
 - <https://finance.uw.edu/travel/GroundTransportation#EnterpriseContract>
- **This can help determine if renting a vehicle or reimbursing mileage is more economical, many times renting is advantageous**

Travel Restrictions Update

➤ Foreign Travel

- All official UW travel outside the U.S. by UW employees and students is restricted until further notice but travelers can request an exception waiver
- More information can be found at
 - <https://www.washington.edu/globalaffairs/global-travelers/travel-restriction/>

➤ Domestic Travel

- UW is currently in Phase 2 of the COVID-19 Safe Start Plan. Guidance states in Phase 1-2, essential and limited non-essential travel is permitted
- More information can be found at
 - <https://www.washington.edu/coronavirus/status/>

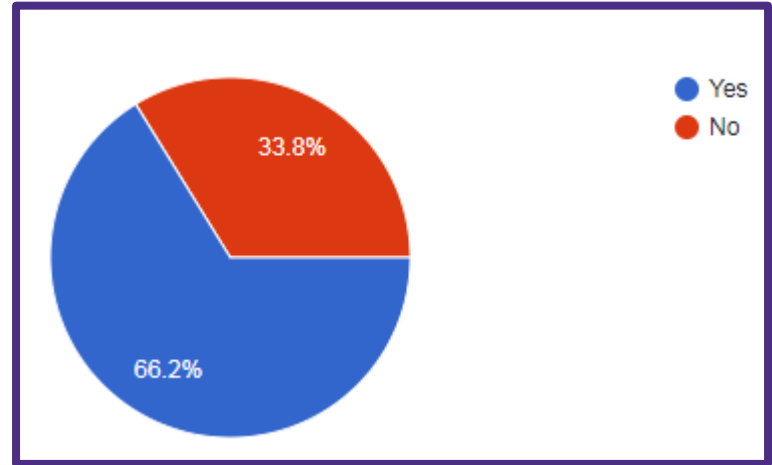


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75% Per Diem Policy Results

- Thank you to everyone who responded! We had an overwhelming 358 responses!
- 66% were in favor of the policy change



Addressing Common Themes in Survey Feedback

- **This is the Federal Policy**
- **This policy change would not occur until Workday go live, change would be rolled into Workday training**
- **Departments can always be more restrictive**
Example: PI can reduce per diem further, confirming Workday capability to override amount

Addressing Common Themes in Survey Feedback

- **Independent contractors and consultants are paid via non-PO invoice which falls outside of the scope of travel policy**
- **Provided meals would be deducted at the full cost of the meal from the 75% allowance**
- **There are trade offs in both current policy and this potential policy**

75% Per Diem Traveler Trade Off

➤ Entering Travel Status

- If they leave before 8AM then disadvantage to traveler
- If they leave after 8 AM and before 2PM no difference
- If they leave after 2 PM advantage to traveler

➤ Coming Off Travel Status

- If they arrive after 6PM then disadvantage to traveler
- If they arrive after 12PM and before 6PM advantage to traveler
- If they arrive before 12PM advantage to traveler



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