



Travel Information Meeting

March 2021



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

Calendar Year Travel Spend

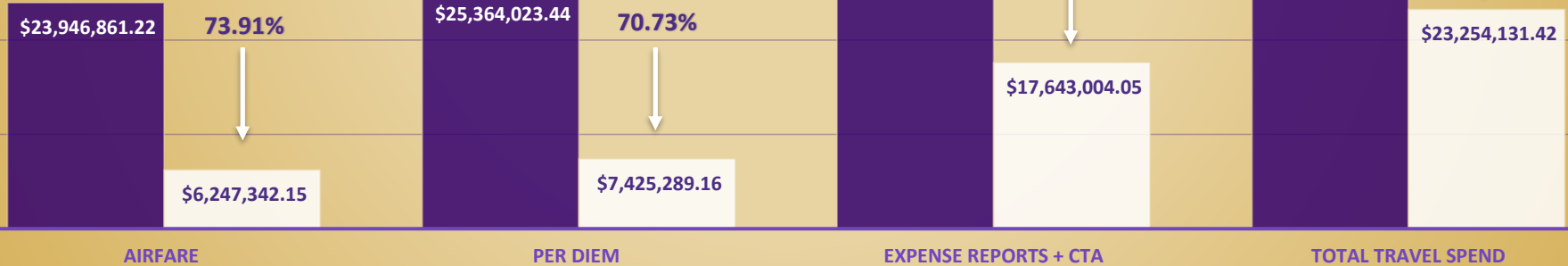
April – December 2019 vs 2020

Air Domestic 95.30%

Air International 94.66%

Per Diem Domestic 87.20%

Per Diem International 90.48%



■ CY 19 ■ CY 20

Real ID Act

- **Federal law that will be enforced in WA state Oct. 1, 2021**
 - **This will affect traveler's going through Airport security as new ID standards must be met**
 - **For more information visit <https://id2021wa.com/>**

- **A standard WA driver's license/identification card does not meet new standard**
 - **Accepted: Passport, Enhanced license, US Military ID, Green Card**

75% First/Last Day Per Diem

- We will not be moving forward with this policy change
- Decision is based on feedback gathered through the Travel Information Meeting, survey and reimbursement data
 - Data analysis showed that in most circumstances it would be a significant disadvantage to the traveler

Hosting Away From Home

Can a department pay for a person's Airbnb or hotel room for an interview due to concerns of internet connection, disruption, recruitment, etc.?

- **Allowable if the department can provide a solid business reason, treating the venue as a meeting location and not lodging, is applied to all travelers in like circumstances**
- **Must be reimbursed through an XR (eReimbursement) because it is not lodging and is being considered a meeting space**

Virtual Meetings / Open Houses / Celebrations etc.

Can a department pay for a participant's meal via Uber Eats, Door Dash, etc.?

- **Not allowable participants are not eligible for per diem since they are not in travel status**
- **This can only be reimbursed via an XR (eReimbursement) if it meets UW food policy**
- **Must be using an appropriate budget as many are not approved for food and/or alcohol purchases**

Virtual Meetings / Open Houses / Celebrations etc.

Procurement food policy for meetings or trainings states:

- The meal or light refreshment must be an integral part of an official University meeting or formal training session, such as a lunch speaker, or when obtaining meals away from the meeting location would be disruptive to event continuity, etc.
 - ***Obtaining the meal away from the meeting location, in relation to this request, the remote working location (home), would not be disruptive to the event continuity.***
- The meeting or formal training must be conducted at a location away from the place where the employees normally perform his/her work (such as the employee's desk or cubicle). Acceptable locations include meeting and conference rooms.
 - ***The location of the meeting while working remote, is not away from the place where the employee normally performs his/her work.***
- **Policy link: [https://finance.uw.edu/food-approval#For meetings](https://finance.uw.edu/food-approval#For%20meetings)**

Virtual Meetings / Open Houses / Celebrations etc.

HR Recognition Policy states:

- Departments need to define specific behaviors or outcomes that will be recognized, the criteria for eligibility and a selection process to name the recipient
- All costs associated with the event (refreshments, gift, etc.) may not exceed \$200
- ***Policy link: <https://hr.uw.edu/talent/recognition/employee-recognition/faq/>***

Phase 3 Guidance

Link: <https://www.washington.edu/coronavirus/status/>

University of Washington COVID-19 Healthy Washington phases

Units may have guidelines that are stricter than the University-level guidelines – please consult your supervisor or unit leadership with specific questions.

Healthy Washington Phase 1



Healthy Washington Phase 2



Healthy Washington Phase 3 - Bothell, Seattle and Tacoma campuses



Healthy Washington Phase 4

Details on Healthy Washington Phase 4 will be posted when they are released by the state.



Travel: Official international travel and non-essential domestic travel are restricted under [University guidelines](#). Non-essential personal travel is strongly discouraged. Check with your unit's leadership regarding [unit-specific restrictions](#).

Phase 3 Guidance

Link: <https://www.washington.edu/coronavirus/faq/#travel>

Travel and study abroad

Are there restrictions on travel by UW employees? ⊕

I am currently outside the U.S. on official travel for the UW. What should I do? ⊕

What should I do to stop the spread of COVID-19 before and during my trip? (Updated 3/22/21) ⊕

What should I do to stop the spread of COVID-19 after returning home from travel? (Updated 3/22/21) ⊕

I recently returned from travel and am having symptoms. What should I do? (Updated 3/22/21) ⊕



International travel

- All travel outside the U.S. by University of Washington employees and students is restricted until further notice, effective March 20, 2020. Read more about this policy at the [UW Office of Global Affairs](#).
- On August 6th, 2020 the global travel advisories by the U.S. Department of State and the CDC were rescinded and both organizations are reverting to national level advisories for each country. **The UW travel restriction is still in effect.**
- Faculty and staff researchers and graduate students may apply for an exceptional waiver to the current official travel restrictions. The Provost and the [UW International Travel Risk Assessment and Safety Committee](#) (ITRASC) will review applications on a case-by-case basis. Please follow [steps outlined here](#) to request a waiver.
- **These restrictions do not apply to personal travel. However, we strongly encourage you to avoid travel and review applicable travel warnings.**

Domestic travel

- All employees are strongly encouraged to cancel or postpone domestic university travel that is not essential to business, academic or research continuity. Supervisors approving travel for employees should use their best judgement.
- UW Medicine **restricted work-related travel for all employees effective Nov. 20, 2020**, until further notice, in order to protect and preserve its workforce to serve patients and communities in the Puget Sound region and across the state. These restrictions include travel for conferences and meetings related to professional membership societies and associations as well as meetings or gatherings related to grants.