



Travel Information Meeting

June 2021



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

New CTA/ITC Page

- **UW Card Services has updated their Central Travel Account (CTA) and Individual Travel Card (ITC) pages**
 - <https://finance.uw.edu/ps/how-to-buy/travel-purchasing/cta-rules>
 - <https://finance.uw.edu/ps/how-to-buy/travel-purchasing/itc-rules>

International Travel Updates

- **The UW Office of Global Affairs has issued revised rules for official international travel, effective June 15, 2021**
 - <https://www.washington.edu/globalaffairs/global-travelers/travel-restriction/>

- **What should I do to stop the spread of COVID-19 before and during my trip?**
 - <https://www.washington.edu/coronavirus/faq/#travel>

Updated HR Telework Policy

- UW Human Resources has updated their policies/procedures for determining eligibility for hybrid or remote work
 - <https://hr.uw.edu/returntowork/planning-for-fall-quarter-return/determining-eligibility-for-hybrid-or-remote-work/>
- They have also provided guidance on remote work location and out-of-state work policy
 - <https://hr.uw.edu/returntowork/telework-policies-and-agreements/remote-location-and-out-of-state-work-policy/>

HR Telework Policy - Travel

- **Based on HR Telework policy, any travelers assigned as 'occasional' or 'hybrid' when traveling into work will be considered on their commute**
 - **Any expense related to commute is not reimbursable**
- **Based on HR Telework policy, any travelers assigned as 'remote', when required to come into department offices may be allowable as it could be considered a temporary duty station**
 - **Therefore, making expense allowable**

Real ID Act

- **Real ID enforcement date delayed until May 3, 2023**
 - This will affect traveler's going through Airport security as new ID standards must be met
 - A standard WA driver's license/identification card does not meet new standard
 - For more information on the delay visit:
<https://info.dol.wa.gov/real-id-enforcement-date-delayed-again/>
- **For more information on the Real ID Act visit:**
<https://id2021wa.com/>

Travel Agency Expo – August 2021

- **Hosting 2 virtual sessions (Zoom) for each agency for campus to learn more about their services and ask questions (60 min presentation & 30 min Q&A)**
 - **Corporate Travel Management**
 - **August 3rd, 2021 – 10:30 AM – 12:00 PM**
 - **August 11th, 2021 – 10:30 AM – 12:00 PM**
 - **Key Travel**
 - **August 4th, 2021 – 10:30 AM – 12:00 PM**
 - **August 12th, 2021 – 10:30 AM – 12:00 PM**
 - **Tangerine Travel**
 - **August 5th, 2021 – 10:30 AM – 12:00 PM**
 - **August 10th, 2021 – 10:30 AM – 12:00 PM**

Vendor Discount Page Updates

- Visit here: <https://finance.uw.edu/travel/uw-travel-discounts>
- With return to business travel this is a reminder of our discounts with our travel suppliers
- Alaska Airlines updates
- Delta Airlines updates

Alaska Airlines Updates

- **Membership to oneWorld and its benefits**
 - **1,000 global destinations in 170 countries, across 14 airlines with oneworld Alliance**
 - **Reciprocal lounge benefits to over 90 lounges**
 - **Reciprocal Mileage Plan benefits – earn and burn miles**
 - **Reciprocal elite benefits**
 - **Alaska Airlines continues to offer mileage based earnings making it the most generous mileage plan in the industry**

Alaska Airlines Updates

- **Food and Beverage as well as Pre orders are back on certain flights**
- **No more change fees**
- **Covid waivers**
 - **Peace of Mind Waiver**
 - **Change Fee Waiver**
 - **Ticket Validity Extension Waiver**
 - **Name Change/Transfer Waiver**

Delta Airlines Updates

- **Launching a Business Travel platform that allows travelers to purchase business airfare on the Delta.com website or the Fly Delta app while receiving UW contract rates**
- **Must have a Delta SkyMiles account**

Delta Airlines Business Travel Platform

Administrator User Experience

Delta Airlines Business Travel Platform

- Department administrators can setup their own 'Group' for their department
- Administrators will have the role of 'Division Administrator'
- Division Admins can view reporting for their group
- Division Admins can only see information within their own group
- A person can be a division admin for multiple groups
- Division Admins will have access to the 'Flightboard'



TRAVEL SERVICES

UNIVERSITY of WASHINGTON

1

Flightboard list view

See a list view of flights booked by business travelers. Use the filter to change the display.

The screenshot displays the Delta Flightboard interface. At the top, the header includes 'BUSINESS', 'ORGANIZATION Green Recycling', 'ADMINISTRATOR', and a notification bell. Below the header is a navigation bar with 'Flightboard', 'Users', 'Groups', 'Payment', 'Settings', 'Reporting', and 'Help'. The 'Flightboard' section is titled 'Flightboard' and includes a sub-header 'See all active, upcoming or past travel activity in one convenient list or map view.' A red box highlights the 'Active Trips (9) for All groups' filter. Below this, a search bar is labeled 'Find a trip' with the instruction 'Search by confirmation number, airport code, or traveler name'. The main content area shows 'Displaying 9 out of 9 results' and a list of flights. The first flight is for 'CFTEN SILVERDDCFBD' on 'Thu, Jan 16' from 'MSP' to 'ATL' on 'DL 1122', with a status of 'ARRIVED'. The second flight is for 'CFTEN SILVERDDCFBD' on 'Fri, Jan 31' from 'ATL' to 'MSP' on 'DL 1536'. A red 'List' button and a red 'Map' button are visible. A 'Display options & filters' overlay is shown on the right, with 'Groups' set to 'All groups' and 'Sort by' set to 'Day/Time (Ascending)'. The 'Trip type' section has 'Active' selected, and 'All flights' is selected under the 'Impacted flights only' section. 'APPLY ALL' and 'RESET FILTERS' buttons are at the bottom of the overlay.

BUSINESS ORGANIZATION Green Recycling ADMINISTRATOR

Flightboard Users Groups Payment Settings Reporting Help **DELTA**

Flightboard

See all active, upcoming or past travel activity in one convenient list or map view.

Active Trips (9) for All groups

Find a trip

Search by confirmation number, airport code, or traveler name

Displaying 9 out of 9 results

CFTEN SILVERDDCFBD **GBO6SN**

Thu, Jan 16 **06:20 AM - 09:53 AM** MSP ATL

DL 1122
ARRIVED

DL 1122 MSP to ATL

CFTEN SILVERDDCFBD

Departs in 19 hours

Fri, Jan 31 **09:00 AM - 10:40 AM** ATL MSP

DL 1536

List Map

Display options & filters

Groups: All groups Sort by: Day/Time (Ascending)

Trip type: Active Upcoming Past

Active trips are scheduled to depart within the next 24 hrs or have completed within the last 24 hrs. Upcoming trips are all other scheduled trips.

All flights Impacted flights only

APPLY ALL

RESET FILTERS

2

Flightboard map view

Navigate to the map view to see active or upcoming flights going in/out of the respective airports.

Note: The map view does not display past flights.

The screenshot shows the Flightboard interface. At the top, there is a navigation bar with "BUSINESS" on the left, "ORGANIZATION Green Recycling State of Georgia" in the center, and "ADMINISTRATOR" and a bell icon on the right. Below this is a secondary navigation bar with "Flightboard", "Users", "Groups", "Payment", "Settings", "Reporting", and "Help". The main content area has a "Flightboard" heading and a sub-heading "See all active, upcoming or past travel activity in one convenient list or map view." Below this is a filter button "Active Trips (14) for All groups" and a prompt "Scroll, Zoom IN or OUT to explore...". The map view shows a dark blue map of the United States with two green location markers: "MSP Minneapolis" and "ORD Chicago". A white circle with the number "2" is overlaid on the Chicago marker. In the top right corner of the map area, there are "List" and "Map" buttons.

The screenshot shows the flight details for ORD (Chicago). The top bar indicates "ORD (Chicago)" and "6 Trips". Below this, there are three flight entries:

Flight ID	Origin	Destination	Time	Status
AMEIGHT SILVERDORFBLL	ATL	ORD	08:26 AM - 09:31 AM	ON TIME
CGONE GOLDDORFBFQ	ATL	ORD	12:50 PM - 01:55 PM	ON TIME
CGONE GOLDDORFBFQ	ATL	ORD	12:50 PM - 01:55 PM	ON TIME

Delta Airlines Business Travel Platform

Traveler User Experience

Getting started and using the new business experience is simple

1 Register⁺ your SkyMiles account

- Click on the link provided by your company and enter your business email.
- An email will be sent to you with a link to register for the program.
- Input your name and SkyMiles* number to link your business profile to your SkyMiles account and continue earning miles.

BUSINESS 

WELCOME. LET'S GET STARTED.

Hi, Michael Scott. You've been invited to join the Green Room Business experience on delta.com.

What's next? Link your SkyMiles® account.

Users must have a SkyMiles account to register. Please enter your name and SkyMiles number below. If you do not yet have a SkyMiles number, [CLICK HERE](#) to sign up.

First name Last name SkyMiles number

[If you have forgotten your SkyMiles number, CLICK HERE.](#)

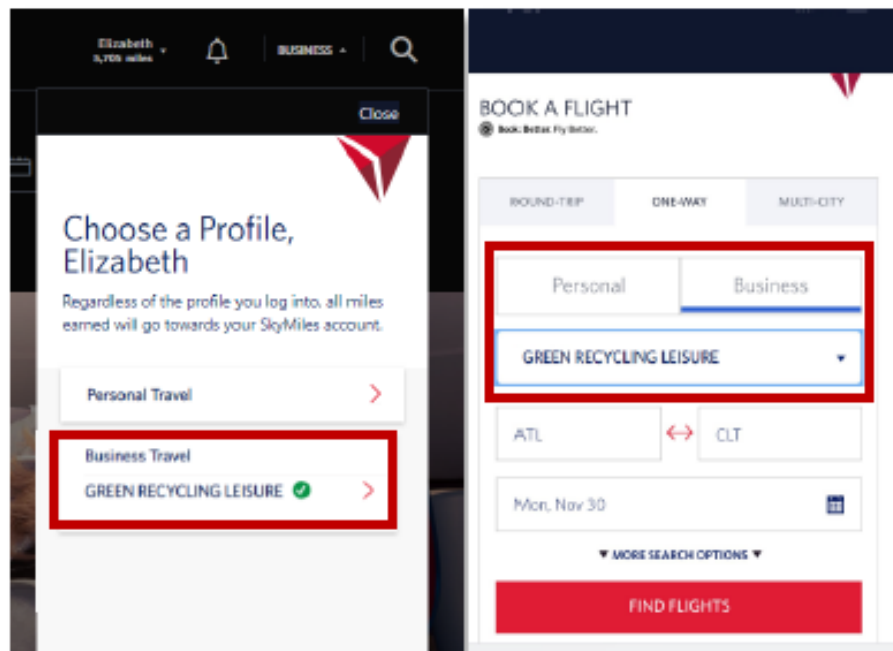
[REGISTER NOW](#)

* If your SkyBonus member number is saved under the "flight preferences" in your SkyMiles profile, please delete before registering

*In order to register you must be a SkyMiles Member. If you're not already a SkyMiles Member, please join by registering [here](#).

2 Select your Business Travel Profile

- Log into delta.com or the Fly Delta App with your SkyMiles account.
- Proceed down the 'Business Travel' path to book your business trips.
- Toggle between your personal and business profiles using the menu in the top right corner on delta.com or on the "Book a Flight" page in the Fly Delta app.



BUSINESS

SEA - LAX

Round Trip

Jul 12-14

1 Passenger

MODIFY



Outbound SEA · LAX

Sort & Filter

FLIGHTS FOR UNIVERSITY OF WASHINGTON

It's Simple: No Change Fees

Book your next trip now and enjoy more peace of mind with no change fees when you purchase a Main Cabin ticket or higher.

Terms apply.



Mon, Jul 12, 2021

Round trip price includes taxes and fees. Baggage fee may apply. Services and amenities may vary or change.

Basic

No Changes
No Refunds

Main



Comfort+



First



		Basic	Main	Comfort+	First
DL430	2h 53m	Sold Out	Main (K)	Comfort+ (W)	First (I)
7:32am	10:25am		From	From	From
SEA	LAX		\$395	\$452	\$583
Nonstop			Round Trip	Round Trip	Round Trip
Details Seats			Negotiated Fare	Negotiated Fare	Negotiated Fare
DL2119	2h 49m	Sold Out	Main (K)	Comfort+ (W)	First (I)
9:25am	12:14pm		From	From	From
			\$395	\$452	\$583

① Passenger Info

Please make sure your full name is entered exactly as it appears on your government-issued identification. When booking a reservation, this Secure Flight Passenger Data is required for compliance with U.S. and foreign government regulatory programs, including TSA Secure Flight.

Passenger 1

All fields required unless noted

I'm not traveling

Saved Companions

Select Saved Companion ▼

First Name	Middle Name (optional)	Last Name	Suffix
<input type="text" value="First Name"/>	<input type="text" value="Middle Name (optional)"/>	<input type="text" value="Last Name"/>	<input type="text" value="--"/> ▼
Frequent Flyer Program (optional)	Frequent Flyer Number	Date of Birth	
<input type="text" value="Delta Air Lines/SkyMiles"/> ▼	<input type="text"/>	<input type="text" value="MM"/> ▼	<input type="text" value="DD"/> ▼ <input type="text" value="YYYY"/> ▼
Gender	Known Traveler # (optional)	Redress # (optional)	
<input type="text" value="Select Gender"/> ▼	<input type="text" value="Known Traveler #(optional)"/>	<input type="text" value="Redress # (optional)"/>	

Save as Companion for Faster Future Checkout

By selecting save I affirm that I have obtained permission from this person to store their information. [View More](#)

- The “I’m not traveling” option allows a traveler to book on behalf of other passenger(s)
- The “save a companion” allows the ability to store other traveler information for future bookings

Select the payment option of your choice and complete your booking

Note: If your company administrator has assigned a form of payment for you to use for business travel purchases, it will display for selection in the payment section. If the payment option is mandatory you will not be able to change your form of payment.

BUSINESS

MSP - ATL

One Way

Nov 19

1 Passenger

MODIFY

FCFivejan



Request Upgrade for First Class

Request Upgrade for Delta Comfort+®

Contact Info

(1)533-887-4442

d.lpr.oje.cttest@gmail.com

Edit

You will receive flight and mishandled baggage notifications via the contact information entered above.

Your email is provided by your organization

Trip Total

Currency Calculator

1 Passenger

Flights

\$169.54

Taxes, Fees & Charges

\$10.10

Amount Due

\$179.64 USD

Payment

Use other forms of payment



My Wallet (1)



*0016 08/23

Joe Brown

32nd Street
Eagan, MN 55122

Saved Cards



Dinersclub *0016 FDP32

+ Add new card

Your organization's payment methods are available for selection.

By selecting Complete Purchase, you agree to all the Terms and Conditions, Delta's Privacy Policy and the Hazardous Material Policy outlined below.

You acknowledge that you are at least 16 years of age.

Federal law forbids the carriage of hazardous materials aboard the aircraft, in your luggage, or on your person. Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. E-cigarettes are not permitted in checked baggage and must be transported in carry on baggage only.

FCfivejan Silverddcfb, you'll earn

1,190 Miles

| 906 MQMs

| \$170 MQDs

This trip will be shared with your organization



CANCELLATION

COMPLETE PURCHASE

New business experience supports self-service on delta.com or the Fly Delta app

Servicing Options

- Trips automatically added to the My Trips section of your SkyMiles profile and labeled as “Business Travel”
- Access trips on delta.com or the Fly Delta app to make any required changes including the purchase of a seat upgrade with miles
- Any changes to your trip will be automatically synced* with your organization for duty of care

* Excludes multiple passenger bookings

The screenshot shows the Delta Fly Delta app interface. At the top, the time is 3:43 and the signal strength is LTE. Below the time, there are four menu items: SKYMILES, MY TRIPS, MY WALLET, and PROFILE. The main content area shows a date selector for "Fri, Dec 20, 2019" with an airplane icon. Below this is a "BUSINESS TRAVEL" label. The trip details are "Minneapolis/St Paul" with a red arrow icon to the right. Below the destination, it says "16 Days and 15 Hours Until Check-in". A large button labeled "SELECT YOUR ENTRÉE" is centered below the trip details. At the bottom, there is a "Mileage Booster™" section with the text "Give your miles a boost and get closer to your next".

Delta Airlines Business Travel Platform

If you are interested in setting up a group, becoming a Division Administrator or have questions regarding the business travel platform, please fill out the intake form found on the UW Airline Discounts page.

➤ <https://finance.uw.edu/travel/netid-uw-airline-discounts>

UW Airline Discounts

Vendor Name	Contact	Information Link
Alaska Airlines	Gina Olan	More information/booking
Delta Airlines	Ernie Perez	More information/ intake form
Emirates	Nikeeta Sharan	