



Travel Information Meeting

December 2022



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

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 is Back

INTERNATIONAL TRAVEL IN...

2020

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

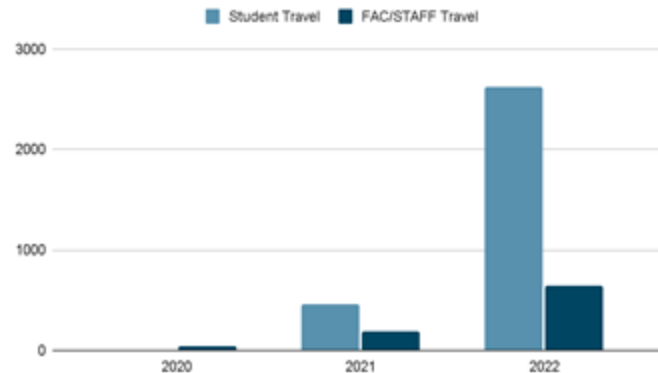
2021

- 646 travelers
- 190 faculty/staff trips registered

2022

- 3,273 travelers
- 647 faculty/staff trips registered

International Travel at UW 2020-2022





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.

A photograph of two paragliders flying over a mountain range under a cloudy sky. The paragliders are silhouetted against the sky, and the mountains below are partially obscured by mist or low clouds. The overall scene is serene and scenic.

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



May 2, 2022





Registering Travel

Visit: <https://www.washington.edu/globalaffairs>



Office of Global Affairs > UW Global Travel

UW Global Travel

We support the health & safety of UW employees and students who are traveling abroad for work, learning, or research.

Travel Registration

Travel Insurance

Emergency Assistance

Graduate and undergraduate students

Students studying on exchanges, faculty-led programs, global internships, or other study abroad programs: please go to [UW Study Abroad](#).

Curricular travel

Examples: Dissertation or thesis research, internships, practicum, clinical electives, fellowship programs (whether or not you plan to earn credit).

[START HERE](#) >

Non-curricular travel

Examples: Travel to conferences, any other travel that is not curricular or not degree-related, or travel with a UW Registered Student Organization (RSO).

[START HERE](#) >

Faculty, other academic personnel, and staff

For faculty leading study abroad programs: please visit [UW Study Abroad](#).

Individual official travel

Examples: faculty traveling for research (including sabbatical), travel by research staff, travel to conferences, or travel on official UW business.

[START HERE](#) >

Leading non-curricular programs for students

Examples: MBA Study Tours, travel by UW performing arts groups, other group travel that is not for credit or not for degree purposes

[START HERE](#) >



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.

Questions



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



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

Procard or CTA?



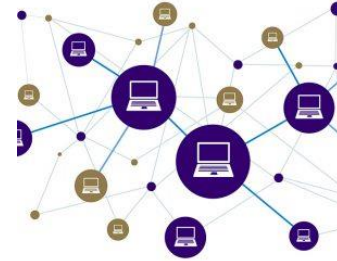
- > **What can I purchase on a CTA?**
- > **Is lodging okay on a CTA?**
- > **Can the CTA be used to rent a car?**
- > **Can I use my CTA for an Airbnb?**
- > **If there is faculty member and students staying at the same hotel can I use my CTA?**
- > **If conference fees and lodging are combined do I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

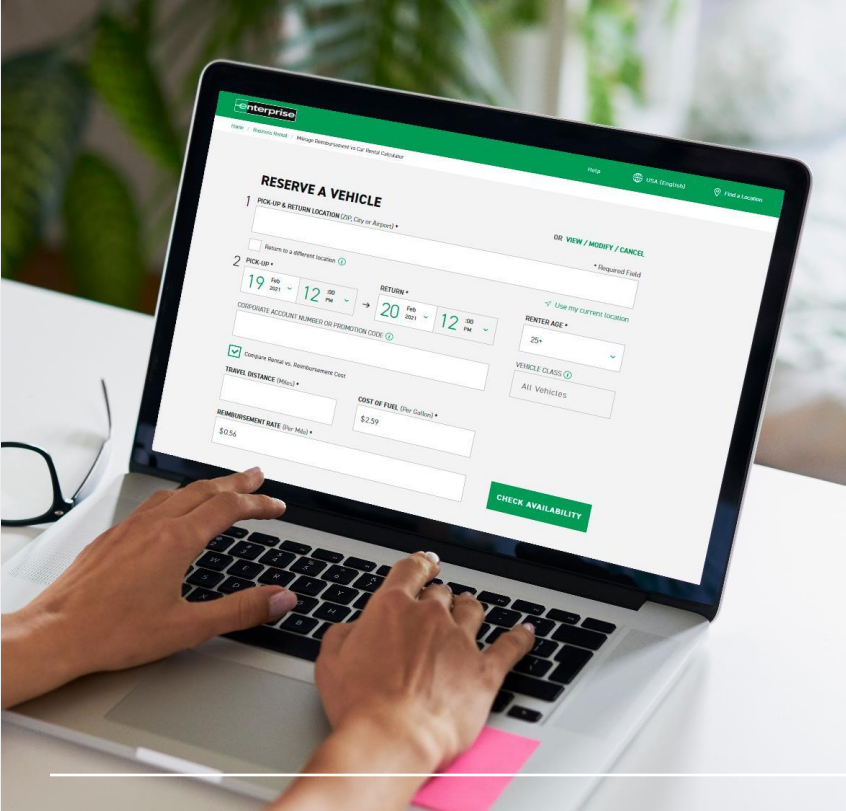


- > **We will be transitioning to the full version of connect on Monday the 12th.**
- > **There will be no disruption to service.**
- > **Any remaining tickets will be transitioned to the full version as requests.**



UNIVERSITY OF WASHINGTON

- 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

See for yourself at
[https://www.enterprise.com/
en/business-car-
rental-reimbursement/
deeplink.html](https://www.enterprise.com/en/business-car-rental-reimbursement/deeplink.html)



ER OF



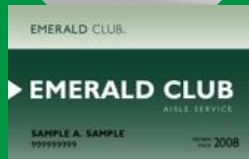
TWO BRANDS TO MEET ANY NEED

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

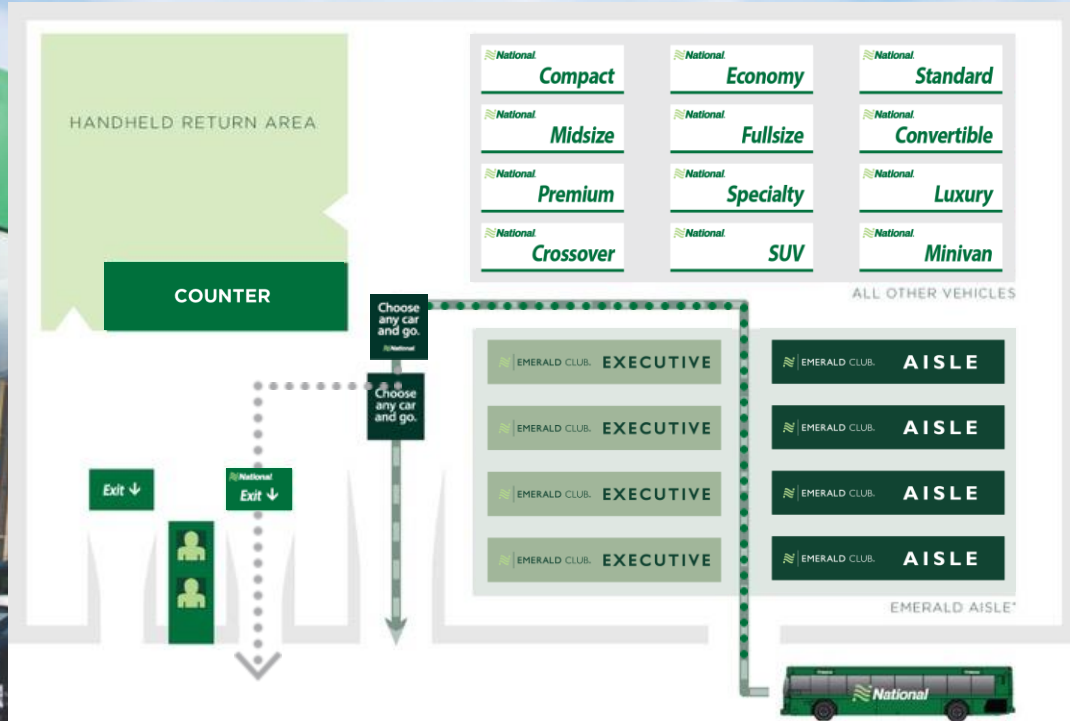
Bypass the
counter

3

Choose any car



EMERALD CLUB LOT DESIGN



This is an example for illustration purposes; not all lots will look the same.

EMERALD CLUB MEMBERSHIP

EMERALD CLUB.	EMERALD CLUB.	EMERALD CLUB.
EMERALD CLUB AISLE SERVICE SAMPLE A. SAMPLE 999999999 MEMBER SINCE 2008	EXECUTIVE SAMPLE A. SAMPLE 999999999 MEMBER SINCE 2008	EXECUTIVE ELITE SAMPLE A. SAMPLE 999999999 MEMBER SINCE 2008
<ul style="list-style-type: none">● Free for every traveler● 0-11 rentals or 0-39 days● Bypass the counter, choose your own car● Automatic upgrades, no blackout dates● Drop & GoSM car return	<ul style="list-style-type: none">● Earned membership● 12-24 rentals or 40-84 days● Executive selection● Guaranteed upgrade	<ul style="list-style-type: none">● Earned or invited membership● 25+ rentals or 85+ days● Guaranteed upgrade● Guaranteed car with 24-hour notice
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

W

Questions?



UNIVERSITY *of* WASHINGTON