

Travel Updates and Reminders

October 2019 Divisionsl Travel Coordinators Meeting

Important Reminders:

Service Payments Processed via E-reimbursement – Services payments to vendors or individuals are non-reimbursable via e-reimbursement because they are tax reportable payments. These payments are typically coded as 2620. Depending on the amount and situation, services payments can be paid via direct payment (DP), payment to individual (PIR), or via the purchasing card.

Exceptions exist for international travel. Before traveling and reimbursing an entity, verify appropriateness with the divisional contact to avoid a non-reimbursable situation.

Business and Personal Travel – You **MUST** call Fox World Travel for airfare comparison prior to travel. Lodging and other expenses during personal travel are non-reimbursable. Campus Business Services will introduce new policy in January 2020 in regards to arranging, paying for, and documenting mixed purpose travel.

Gift Cards – There are only two ways to purchase gift cards: purchasing card and custodial fund, and are limited to one \$25 card per person. **Note: Prior approval is required for all gift card purchases, plastic or electronic.**

Travel and Reimbursement Updates:

More information about updates and other travel information can be found at <https://uw.foxworldtravel.com/>.

Federal GSA Rate Update – There have been Lodging and Meal Per Diem changes. Federal GSA rates were updated on October 1, 2019. New rates have been loaded into e-reimbursement and the Lodging and Per Diem Calculator has been updated.

<https://bussvc.cals.wisc.edu/announcements/gsa%20rate%20changes/>

Wisconsin Lodging Rates –

- Increased standard rate for all locations within Wisconsin not classified as a “high cost” country from \$94 to \$96
- Continued a seasonal differential rate for Madison from the current seasonal rate of \$107 – \$127 to \$111 – \$131
- Increased Milwaukee rate from \$120 to \$125
- Increased Appleton rate from \$100 to \$102
- Decreased Brookfield/Racine from \$107 to \$103
- Increased the seasonal differential for Sturgeon Bay (current range of \$94 – \$98) to \$96-\$100

- Discontinued the seasonal differential for Wisconsin Dells (current range of \$100 and \$120) to a fixed rate \$112
- Note: the rates for high cost Wisconsin locations (and the same for other high cost locations outside of Wisconsin) extend beyond the city limits and apply to the **entire county**.

Real ID – On October 1, 2020 every air traveler will need REAL ID compliant driver’s license or passport for air travel within the United States. Costs to become REAL ID compliant is **not** a UW reimbursable expense.

Relocation Reportable Tax – A new account code will be implemented to deduct withholding amount during reimbursement process. The date it will take place has not yet been announced, but will likely go live on January 1, 2020. The UW System will require all personal move relocation payments to have 30 percent withheld from the reimbursement. The current process deducts tax from the paycheck and has caused some tax and paycheck issues.

E-Reimbursement System Updates

Standard Workflow – On August 27, E-reimbursement was updated to allow for additional level of approvals. With the change came two important things to note :

1. Unintended glitch – Single approvals taking place. Watch for this possibility if, as an auditor, a report is reassigned as an approver. When the report is approved, it auto approves and misses a second look.
2. Name changes made because of optional workflow addition. *Approver* is now labeled as *Required Departmental Approval* and *Auditor* is now *Required Final Approval*.

E-Reimbursement Upgrades – Update occurred October 11 – 13.

- Another link to add attachments has been added at the end before submission
- Summary Report will be at the end, for review before submission
- Stale Travel Authorizations will automatically be closed
- Reminder emails will be sent out every Monday to any approver that has reports waiting more than 7 days; one email will list all past due reports.
- Traveler Employee ID will show at the top when approving reports
- Accounting links (funding) will no longer show the long description for each field so all fields will appear on one screen. No more scrolling to get to the information most needed.
- Due to PeopleSoft switching to Classic Plus, you will see more white space between lines in the Expense WorkCenter.

