

## **State of Wisconsin Enterprise Travel Program**

During 2005-2006, the State of Wisconsin is implementing a new “enterprise travel program” that will affect UW System travelers in significant new ways. Components of the enterprise travel program at this time consist of contracted travel agencies, car rental companies, in-state lodging, and the state’s charge cards. In the near future the state Department of Administration intends to add airline and out-of-state lodging contracts to the program.

### **Applicability**

Enterprise Travel Program contracts must be used where the travel is paid through UW accounts, even when the costs are being reimbursed in whole or in part by third party organizations or where a portion of the travel is self-funded by the traveler. Use of these contracts is required for employee travel, student travel, and non-employee travel booked by the Department, that is paid for through UW accounts regardless of funding source.

### **Travel agencies**

*New state policies affecting UW travelers:*

1. For all trips involving air travel use of one of the four contract vendors is required. Effective November 1, 2005, WorldTek Travel is to be used for athletic team travel and STA Travel for student travel. Effective January 1, 2006, other air travel must be booked either through Orbitz for Business, which is primarily intended to be used as an online service, or through Adelman Travel Group, a traditional travel agency.

Note: As of September 19, 2005, DOA has not yet awarded a contract for non-student group travel as was anticipated when the state did its RFP for travel agency services. Until further notice, personnel responsible for arranging non-employee and non-student group travel (e.g., educational travel targeted to alumni) should continue making these types of travel arrangements as at present, while giving first consideration to the state’s four contract travel agencies.

2. Prior to each trip the traveler and/or travel arranger will choose which travel agency (Adelman or Orbitz) to contact for that trip. A traveler profile must be completed with the travel agency prior to making reservations for the first time.

Note: As of September 19, 2005, procedures for establishing traveler profiles have not been finalized. Until further notice, travelers should continue making airline reservations as at present.

3. The state's contracted fees with travel agencies and any other contract discounts negotiated by the state will only be used by the state/UW employee for official state/UW-related travel. When a family member or friend is traveling with the employee, the travel agencies will charge the state-contracted service fee for the employee's travel and the general public service fee for the non-employee. Employees utilizing the contracted travel agencies for purely personal travel will not receive the state's contracted service fee.
4. When there is an accompanying traveler whose expenses are not reimbursable, Adelman should be used or Orbitz should be called (\$15 fee) since there is no way to specify alternate payment arrangements when using Orbitz for Business online.

### **In-state lodging**

*New state policies affecting UW travelers:*

1. The state has contracted room rates with approximately 325 hotels in Wisconsin. The listing of these hotels may be found at <http://vendornet.state.wi.us/vendornet/travel/LodgingInfo.asp>. Effectively immediately, UW employees traveling on official business are required to stay in contracted hotels whenever available and conveniently located. **Note that some properties listed have contracted rates in excess of the maximum generally allowed. The state lodging allowance may never be exceeded except as provided in the UW System Travel Regulations.** See the UW System Travel Regulations at <http://www.uwsa.edu/fadmin/fppp/fppp36.htm>.

NOTE: Contracts with the Wisconsin hotels also guarantee last room availability within 48 hours of arrival. This means if a state employee contacts a contracted hotel within 48 hours of arrival and the hotel has a

standard room available, it must reserve it for the employee. This will save state employees hours of time often spent contacting multiple hotels for a room. **However, if you contact a hotel more than 48 hours before your arrival date the hotels are not required to offer you a room at the contract rate.**

Some contracted hotels have blackout dates. The contracted hotels are not required to offer rooms at the contract rates during these periods. When a hotel has blackout dates, you will find “Blackout dates apply” annotated at the bottom of the hotel’s display on the state’s lodging Web page. You will then need to contact the hotel directly for the actual blackout dates.

Typically, blackout dates apply during periods of heavy travel for holidays, festivals, sporting events, etc.

2. Personal use of contracted hotel rates is not allowed. Employees must be in official travel status when using a contracted rate or requesting a non-contracted hotel to honor the state’s contracted rate.
3. Appropriate UW identification must be displayed by employees upon check-in to secure the state rate and avoid paying the state tax. See <http://www.uwsa.edu/fadmin/fppp/fppp36h.htm> for a sample form.
4. Non-employees conducting official business for the state/UW, where state/UW funds or accounts are used to pay for the hotel may use contracted rates.
5. A state/UW-owned/leased/operated facility should be used whenever possible for meeting and conference needs. When suitable state/UW facilities are not available, a contracted hotel should be used whenever possible.

## **Rental cars**

*New and newly re-emphasized state policies affecting **in-state rentals**:*

1. Travelers should always check for the availability of a state vehicle first.
2. Use of the state’s contract with Enterprise is required for in-state rentals.

3. The state's Fleet Driver and Management Policies and Procedures [http://www.doa.state.wi.us/docs\\_view2.asp?docid=3962](http://www.doa.state.wi.us/docs_view2.asp?docid=3962) apply to all vehicles driven for official state/UW business including rental cars.
4. The size of the vehicle rental is determined by the number of travelers and amount of equipment to be carried. If one or two travelers are using the vehicle, an economy sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state/UW business or extra equipment. Claims for larger vehicles must be justified in writing.
5. Traveler/arranger should call Enterprise directly or use the Enterprise web site. See <http://www.uwsa.edu/fadmin/fppp/enter.htm> for contact information.
6. Always decline insurance since it is included in the state negotiated contract.
7. Fill up tank with gas just before returning rental car.
8. Employees may be required to show UW ID at time of rental pick-up to secure rate. Non-employees traveling must present a letter on institutional letterhead to secure the contract rate.
9. No personal use of the state's contract rate is allowed.
10. Rentals over 29 days are not allowed.

*New and newly re-emphasized state policies affecting **out-of-state rentals**:*

1. Use of the state's contract with National is required.
2. The state's Fleet Driver and Management Policies and Procedures [http://www.doa.state.wi.us/docs\\_view2.asp?docid=3962](http://www.doa.state.wi.us/docs_view2.asp?docid=3962) apply to all vehicles driven for official state/UW business including rental cars.
3. Traveler / arranger can contact the contract travel agency to reserve a National vehicle when an airline ticket is involved. When no airline ticket is involved the vehicle should be reserved directly with National either online or by calling. See <http://www.uwsa.edu/fadmin/fppp/nat.htm> for contact information.
4. The size of the vehicle rental is determined by the number of travelers and amount of equipment to be carried. If one or two travelers are using the vehicle, an economy sized vehicle shall be rented. A larger size vehicle may

be rented and fully reimbursed if there are three or more travelers involved in state/UW business or extra equipment. Claims for larger vehicles must be justified in writing.

5. Decline collision and theft insurance for all domestic rentals since it is included in the state negotiated contract. However, that insurance should be accepted for all foreign rentals in those countries where National does not provide coverage in the contract.
6. Fill up tank with gas just before returning rental car.
7. Employees may be required to show UW ID at time of rental pick-up to secure the contract rate. Non-employees traveling must present a letter on institutional letterhead to secure the contract rate.
8. No personal use of the state's contract rate is allowed.

### **State charge cards:**

*New state policies affecting UW travelers:*

1. **Effective October 17, 2005**, use of cash or personal credit cards will no longer be allowed for all reimbursable airline tickets, travel agency service fees, hotel room rates and car rental costs. UW-Extension employees are strongly encouraged to obtain a US Bank Travel Card for the payment of these costs. Application forms are available at the Business Service's Travel web site <http://www.uwex.edu/business-services/travel/>. All employees are eligible for the Travel Card, regardless of their credit history. The credit check for employees applying for the US Bank Travel Card is non-invasive. US Bank does not perform an initial credit check on any prospective cardholder. Therefore all employees applying for a Travel Card, should receive it. However, this is a personal liability card. The balances on it are the personal responsibility of the individual. If balances are not paid in full in 120 days, the card will be cancelled and it will affect your credit report at that time.

A departmental Purchasing Card could be used for these costs referenced above when authorized by the Department Chair. **Due to the significant administrative workload associated with using departmental Purchasing Cards, UW-Extension strongly encourages all travelers to obtain and use the US Bank Travel Card.**

The Travel Card, personal credit cards, and cash may continue to be used for meals and incidental travel expenses not listed above.

Beginning October 17, 2005, UW-Extension will also be discontinuing the direct payment of invoices to travel service suppliers.

2. When a purchasing card is used for lodging, only the room rate and any applicable taxes may be charged. Other charges for room service, telephone calls, movies, etc. may not be charged to the purchasing card.

Note: UW Extension travelers should continue submitting Travel Expense Reports (TER) that include all trip costs, noting those that have been paid directly by filling in the grey "Direct Billed Expenses (Omit from Total)" column on the TER.

3. No personal charges may be made to the institutional liability purchasing card.
4. The state-provided personal liability travel card may be used for non-reimbursable expenses that are reasonably incidental to business related travel expenses where it is not practical for a merchant to separate the non-reimbursable charges onto a different bill (e.g., a meal that exceeds the maximum allowed where only part of the cost will be reimbursed).