University Travel Changes, July 1, 2010

Travel Contracts – New Delta Discounts available for Airfare

The Travel Department, in conjunction with the State of Utah Travel Office, our Agency partner Christopherson Business Travel, and Delta Airlines has implemented contracts to provide better value to our University business travelers.
To maximize services and reduce costs, we recommend use of our Onsite Travel Agents to make appropriate use of all our contracts and vendor benefits; such as:

• Discounted Delta airfare available ONLY through our Onsite Agents:
  • 2% Delta discount on published domestic airfare.
  • Up to 7% Delta discount on published international airfare, varying by class of service.
  Delta Discounts are typically lower than public internet fares found at Delta.com, and have the potential to save the University approximately $100,000 this fiscal year.
  • State Contracted airfare can be higher in price than regular published fares, but provides the following flexibility benefits:
    • Upgrades for our more frequent travelers
    • Schedule changes without penalty fees
    • Full refunds when travel plans change
    • Group airfare benefits where 10 or more are traveling on the same itinerary; Request a Call from a Travel Agent for more information.

• Special hotel rates available through Christopherson affiliates when an Onsite Travel Agent is used to make the reservation.

• Car Rental Contracts which include appropriate insurances for use while on official University business:
  Hertz, contract number: 0198552
  National, contract number: XZ47075

Travel Documentation: Reminders & Requirements

New Documentation Requirements

Beginning with trips where the return date is after July 1, 2010, Travel Accounting will begin requiring copies of brochures or registration materials as part of the final reimbursement documentation.

We understand that departments typically keep a copy with their Purchasing Card (PCard) receipts, and we are requiring an additional copy be submitted with the Final Reimbursement. PCard auditors will continue to require a copy be kept with the PCard statement when registration fees are paid for using the PCard.
Travel Accounting is implementing this change to address concerns raised by the Internal Auditors who have recommended we better document:

- Names and dates of conferences, meetings, or other functions when attendance at those functions is a primary purpose of the travel.
- Dates required for travel and University business vs. any interim periods of time scheduled primarily for the convenience of the traveler, including side trips, layovers, and late returns that are not necessary to the conduct of University business.

**Documentation Reminders**

In accordance with Travel Policy and IRS Guidelines, Travel Accounting is only able to reimburse an employee traveler for his/her own expenses. We are unable to reimburse persons other than those identified on the attached, original receipts. We will not reimburse University employees for another employee’s expenses. Each University employee should pay for his/her own hotel, meals, transportation, and other travel related expenses for themselves, and should submit a Final Reimbursement request with a unique Travel number for reimbursement and to close the trip. Students being paid through University Payroll are considered employees under this policy.