**July 1, 2013 Travel Changes**

State Compensation Plan Changes

The recently approved Compensation Plan included a few changes for travelers. Effective for travel on or after July 1, 2013, the following rates are in effect:

**Meals**  In-State travel Out-of-State travel

Breakfast $8.00 $10.00

Lunch $10.00 $15.00

Dinner $20.00 $25.00

**International telephone calls**: personal telephone calls while in a foreign country on business are reimbursable up to $10 per day. No reimbursement is provided for personal calls while on a domestic business trip.

UW System Policy Changes – Airfare purchases on or after July 1, 2013

With the implementation of the new UW System Travel Management Program, effective July 1, 2013 all university business airfare purchases for individual domestic travel must go through the contracted provider, Fox World Travel. These purchases can use either the on-line booking tool or their full service agents. Travelers will need to set up a profile within the booking tool to use it. This is the link to the new Travel Management Services website <http://www.uwsa.edu/travel/> Because the tool is behind a secure site to enable only UW System employees to use it, you will need to log into the secure site with your university login and password. From the home page click on the self register link on the right. While in the site, feel free to take a look at the many guides, FAQs, and other links to assist you.

Some of the benefits of this new channeled airfare policy include:

* Airfare discounts on major airlines
* Consolidated spending so larger discounts/reduce fees can be negotiated with vendors ,
* Administration’s ability to identify traveler location in the event of a disaster or emergency,
* Provider ability to track and salvage unused tickets, and
* Travelers access to 24/7 services.

Exceptions to the requirement to use the contracted provider: Groups of 5 or more individuals traveling together and booking at the same time on the same flight, and complex international trips (those with multi-leg or multi-destination activity that are not typically booked on-line due to complexity). These two types of travel can still go through a travel agency of choice, but it is highly recommended that the contracted agency is used for these as well so the benefits above are received for those purchases.

Savings demonstrated through this portion of the travel program will hopefully offset future increases in reimbursement rates for hotels, meals, and mileage which are currently under review.

Link to other current travel policies <http://www.uwsa.edu/fadmin/fppp/fppp36.htm>

Policies are being moved to the new Travel Management Services site as they are updated.

If you have any questions about these changes, please contact the Travel Office at 472-3912 or travel@uww.edu