

## TRAVEL-RELATED NEWS

### TRAVEL REGULATION REVISIONS

None of the UW System's recommendations (April 1995 *FAN*) to the Department of Employment Relations (DER) for changes to the State's travel regulations were accepted and forwarded on to the Joint Committee on Employment Relations. DER made only two recommendations. One was to increase the lodging maximum from \$49 to \$52 in the second year of the biennium (July 1996). There were no changes proposed for meal maximums. DER's other recommendation was to change the Statutes to permit the establishment of a per diem method of travel expense reimbursement.

DOA, which has responsibility for establishing the turnaround mileage reimbursement rates, has increased the rate from 17¢ to 18¢ effective July 1, 1995.

Many other changes which occurred in the travel industry during the past two years have an impact on, and necessitate revision to, the UW Travel Regulations. A draft of the travel regulations showing the proposed changes will be sent to institutions this month. Printing of that document will occur as soon as the State's compensation plan is approved.

### CAR RENTAL CONTRACT EXTENSIONS

Both the Big 10 and the State of Wisconsin have extended their contracts with National Car Rental through May 1996. The Big 10 contract (5766241) contains no rate increases, while the State's contract (5004463) includes small rate increases for rentals within the State of Wisconsin.

A revised Appendix C will be soon be sent to institutions and updated on the Gopher network.

### HOUSEHOLD MOVING CONTRACT VENDOR


By the time this newsletter is received, UW System Administration will have selected a contracted vendor for employe household moves. We were very pleased with the responses to the RFP. The discounts and services proposed by the vendor or vendors are substantially better than those observed based on a review of moving claims.

Since the moves for this coming fall semester will be occurring soon, and because it will take some time to disseminate the terms and conditions of the contract to the institutions after it is signed, we recommend that departments at the various institutions be instructed to contact the UW System Travel Office (608-262-3235 or 262-0243) directly for advice and assistance in the vendor selection process.

Selection of a contract vendor(s) will also necessitate a revision to Financial Policy and Procedure Paper #19 "Reimbursement for Moving Expenses." This will occur during the coming weeks.

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**HOTEL UPDATES****Contract Extensions**  **Madison Properties**

The contract with The Concourse expired June 30, 1995. Contracts with five of six Madison preferred hotels (Best Western - Inn on the Park; Comfort Inn; Howard Johnson Plaza Hotel; Madison Inn; Ramada Inn) have been extended through June 1996.

Recent changes and improvements at the contract properties include:

**Comfort Inn:** A \$3.5 million renovation has just been completed on the interior and exterior of the hotel. Interior improvements include new carpeting, wall coverings, furniture, windows, plumbing fixtures, bedspreads, drapes in sleeping rooms, renovated pool, whirlpool and lobby area. The free continental breakfast has been expanded and complimentary coffee and fruit is now available in the lobby area 24 hours a day.

**Howard Johnson Plaza Hotel:** All 163 rooms recently renovated with new carpeting, wallpaper, bedspreads and paint. Largest meeting room has also been completely remodeled.

**Inn on the Park:** Has begun shuttle service between campus and hotel. Shuttles depart hotel 7:30, 8:00 and 8:30 a.m. Pick-up service from campus locations is available by phone

**TRAVEL INFORMATION ON INTERNET**

Most UW employees now have access to the Department of State **foreign per diem rates**, as well as **currency exchange rates**, on the Internet. Department of State foreign per diems are the lodging and meal maximums used for UW employee foreign travel. Currency exchange rates are used to convert claims in foreign currencies to U.S. dollars.

The rates may be accessed through Worldwide Web or the Gopher network. UW System Administration has moved this information to the UW System server. To access it there, go to (6) Business & Finance; (2) Travel Regulations. Foreign exchange rates are found in menu item (3).

The locator to access the information on Worldwide Web is either: <http://dosfan.lib.uic.edu/dosfan.html> or [gopher://dosfan.lib.uic.edu/](http://gopher://dosfan.lib.uic.edu/).

Once there, click on (11) Consular & Travel Information; (3) Foreign Per diem rates, and select the month desired. It is recommended that the information be "bookmarked" after access to permit quicker and easier future access.

Current Department of State **travel advisories** are also available on Gopher through the UW System server, by going to: (6) Business & Finance; (2) Travel Regulations; (4) U.S. Dept. of State Travel Advisories.

The Worldwide Web access for travel advisories is: <http://www.stolaf.edu/network/travel-advisories.html>.

call. New drapes are being installed in the sleeping rooms, and wallpaper in the second largest meeting room at this time.

**Madison Inn:** Redecorated halls and lobby areas. Continental breakfast now included in contract rate.

**Ramada Limited:** Enhanced the Club Room area by making games available during complimentary cocktail hour (5-7:00 p.m.). Installed a volleyball net in courtyard area. Televisions in all rooms have been replaced with color remote televisions.

**Contract Extension**  **Super 8**

UW System Administration and Super 8 have extended their corporate rate agreement through September 30, 1995, to coincide with Super 8's summer/winter rate changes. Super 8 has agreed to extend the rates for almost all Wisconsin properties at the amounts currently listed in the hotel directory insert. The discount at other than Wisconsin properties will remain at 10% when booked under the UW's corporate ID #8800-102165.

Remember that the favorable rates and services negotiated are based on the Big 10/UW's ability to move market share toward the preferred properties. We recommend that employees be encouraged to use the contract properties for their business as well as pleasure needs.

Communication of this information to UW travelers should reduce the number of calls to Institution Travel Coordinators and to the UW System Travel Office and may negate the need for continued paper subscriptions of the document from the Government Printing Office.

**AIRLINE IN-FLIGHT MEAL SERVICE**

There has been a downward trend with regard to frequency, volume and quality of meal service on domestic flights for the past few years. This is due to airlines' efforts to reduce costs and compete with low-cost carriers.

Whether a snack or meal is served is no longer based on time of day, but on factors such as length of flight (breakfast, lunch or dinner is rarely served on flights of less than two hours), size of crew and what the competition is doing.

Based on this change and the fact that travel agencies' profit margins have been cut (see related article in this issue), it is recommended that preauditors not call travel agencies or spend time researching other sources to challenge a claim for a meal which may have been served aboard domestic flights.

## TRAVEL AGENCY SERVICE FEES

Developments in recent months, which started when major airlines capped and reduced commissions paid to travel agencies, may have an impact on the UW's procurement of airfare. Some agencies have already started to charge fees for certain types of services.

To assess the impact on the UW of potential service fees and to gather feedback from travel agencies on other airfare procurement issues, the UW System Travel Office recently surveyed travel agencies in the Madison area. The survey was also made available to UW Institutions to distribute to travel agencies in their communities.

A brief synopsis of the 15 responses received to date is as follows:

**Service Fees:** Only one agency stated they have or are going to charge fees for ticket issuance. Others stated they are considering charging fees for services such as overnight ticket delivery, ticket exchanges/reissues or for tickets issued using discount coupons. *Note:* The subject of travel agency fees is not currently addressed in the UW Travel Regulations. Until such time as it is, any such fees should be considered part of the cost of the ticket when applying the five tests for determining "lowest logical fare" as outlined in section III A., UW System Travel Regulations.

**Timely Payment:** Responses varied from "timely" to "very slow." The range of payment time extended from 10 to 90 days. *Note:* Travel agencies have 10 days from ticket issuance until their payment is due the airlines.

**Processing a reservation more efficiently:** Agencies indicated that the keys to an efficient reservation were: having it made by the traveler, not someone else; flexibility in the range of dates/times when travel must occur; willingness to stay over a Saturday night; preference of carrier, hotel or car rental company already known; booking far enough ahead but only when fairly certain trip will not be cancelled; home and work phone numbers of traveler; having charge card and frequent flyer account numbers available; up front notification of discount coupons/special requirements. *Note:* Much of the above can be accomplished by having travelers complete a profile with their preferred travel agency(s).

**Should the UW or State contract for travel agency services?** The unanimous response, as one might imagine, was an emphatic **NO!** Although two UW Institutions (Milwaukee and Stevens Point) have contract travel agencies, it is unlikely that the State or UW System will undertake such a project in the foreseeable future.

## MEETING PLANNING

The UW-Madison Office of Outreach Development has developed a comprehensive document titled *Guide to Conference Planning*, which covers many facets of planning and conducting an organized event. Although the guide is structured for use by UW-Madison employees, the bulk of the information is generic enough to be used by meeting planners from any institution.

Some of the many subjects covered in the guide include logistics, promotion, registration, evaluation, ancillary programs, financial management, ADA, legal issues, etc.

The Guide is available on the Gopher network and can be found on the UW-Madison server by accessing "Information for Faculty & Staff".

UW System Administration recommends use of the information as a supplement to its *Guide For Planning, Conducting, and Paying for UW System-sponsored Meetings, Conferences and Events*.

A hard copy can be obtained by contacting Miriam Simmons at 608/262-9970.

## ENJOY YOUR



## SUMMER TRAVELS

**MAKING SENSE OUT OF CAR INSURANCES**

LDW, PAI, PEC, SLI...Travelers might know that these initials have something to do with car rental options, but may not know what they stand for. All are supplemental coverage options available to the renter. Some may be included or duplicated through individual's corporate or credit cards or personal car insurance policies. Individuals should be aware

of coverage they do and do not have. LDW on domestic rentals, for example, is included in the UW's contracts with National Car Rental, as is liability insurance coverage in the amounts of \$100,000/300,000/25,000. Below is a primer which should be helpful in guiding employees through the various insurance options.

<b>NATIONAL'S SUPPLEMENTAL COVERAGE OPTIONS</b>				
	<b>PAI Personal Accident Insurance</b>	<b>PEC Personal Effects Coverage</b>	<b>LDW Loss Damage Waiver</b>	<b>SLI Supplemental Liability Insurance</b>
<b>What Is It?</b>	Protects you for the duration of your rental against incurred medical expenses for bodily injury and for accidental death.	Covers theft or damage to personal effects that occur while you are traveling or in any hotel or building enroute during a trip with a rental car.	It is NOT insurance. It gives you the opportunity to protect yourself against financial loss in the event the rental car suffers loss, is stolen or returned damaged.	Covers your liability to third parties, resulting from an auto accident in a rented vehicle, for bodily injury and property damage, other than to the rental vehicle.
<b>Who Is Covered?</b>	Renter is covered at all times, whether in the car or not; passengers are covered only while entering, occupying or leaving the car.	Covers personal effects owned by the renter, their immediate family members that reside with them, and their business associates for the duration of the rental.	Renters who purchase this option and comply with terms of rental agreement.	You (the Renter) and Additional Authorized Drivers as defined in the rental agreement.
<b>When Doesn't It Apply?</b>	If you have violated the Rental Agreement, or if loss results from intentionally self-inflicted injury, aircraft travel, while committing or attempting to commit an assault or felony, in consequence of being intoxicated or under the influence of any narcotic.	Excludes loss or damage due to theft unless reported to police or due to mysterious disappearance while in care, custody or control of a common carrier, also wear and tear, gradual deterioration, and government action. Excludes the following types of personal effects: animals, automobile equipment, motorcycles, boats, motors, household furniture, artificial teeth or limbs, currency, coins, deeds, bullion, stamps, securities, tickets, documents, perishables, and contact lenses.	If you have violated the terms of the Rental Agreement or if you decline the LDW option and National's rental car suffers loss, is stolen or sustains damage, you are responsible.	Exclusions and limitations do apply. This does not provide any insured or underinsured motorist's coverage nor any basic or supplementary no-fault benefits. Coverage does not apply to you or any Authorized Driver or to the family members of either who are related by blood, marriage or adoption and reside in the same household. It also does not apply if the renter has violated the terms of the rental agreement.
<b>What Is the Benefit?</b>	<b>To Renter:</b> \$175,000 loss of life \$3,000 medical expenses \$200 ambulance <b>To Each Passenger:</b> \$17,500 loss of life \$3,000 medical expenses \$200 ambulance <b>Total liability of \$225,000 per accident</b>	<b>To Renter:</b> \$525 (\$25 deductible) <b>Each Covered Person:</b> \$525 (\$25 deductible) <b>Total aggregate insurance of \$1,500 per rental period.</b>	Relieves you of your responsibility for loss, theft, or damage to the rental vehicle.	Maximum protection of \$1,000,000 for each occurrence applies to rentals of 30 days or less in the U.S. or Canada.
<b>Is It Reimbursable Under UW Policy?</b>	No.	No.	Included in UW contract rates for domestic rentals. Reimbursable for rentals from noncontract and foreign rentals.	No.

## ACCOUNTING NEWS

### MARILYN VANDRELL RETIRES AFTER 26 YEARS WITH SYSTEM ADMINISTRATION

Marilyn Vandrell retired June 2, after 26 years as UW System Building Program Accountant. In addition to monitoring the UW System building program budget and processing payments for the former WARF institutions, Marilyn was also responsible for the debt service payments and allocation to the institutions.

Tom Stodola, UWPC (608-262-6160), has assumed her duties related to payment processing, closeout and building program accounts receivable. Bryan Peters (608-262-7957) now has responsibility for the debt service payment processing and allocation to the institutions. Questions that previously would have been referred to Marilyn should be directed to either Tom, Bryan, or Jan Robertson.

Marilyn plans to spend time with her three grand-daughters who live in Milwaukee and to spend time traveling (her favorite destination is the western U.S.). We wish Marilyn a healthy and happy retirement!

### RECEIPTS WITH BALANCE DUE

A receipt is generally a document that indicates that payment was received. However, due to the wide variety of check-out procedures now available at lodging establishments, the lodging folio often indicates a "balance due" after the individual has checked out. When the lodging establishment is contacted to verify that the lodging was paid, invariably payment is confirmed. Consequently, it is reasonable to discontinue the preaudit verification of lodging folios that indicate a "balance due" when the employee's name appears on the folio and the folio is appropriately itemized.

### FPPPS SOON TO BE ON GOPHER

System Administration is in the final stages of proofing all of the Financial Policy and Procedure Papers in order to place them on the Gopher server. Institutions will be notified as soon as the FPPPs are available on Gopher.

### FISCAL YEAR CODING - DIRECT BILLED TRAVEL

Questions have recently been raised regarding the UW System policy on the fiscal year coding of direct-billed travel. The current policy, as stated in the UW System Preaudit Manual, Section III.A.2, is to code the transaction to the fiscal year of the invoice date if that is earlier than the departure date. We agree that the departure/event date should be the main factor in determining the fiscal year. The changes will be as follows:

UW System Preaudit Manual, Section III.A.2, will be revised as follows:

✎ The heading will be changed to: Direct-Billed Travel Invoices

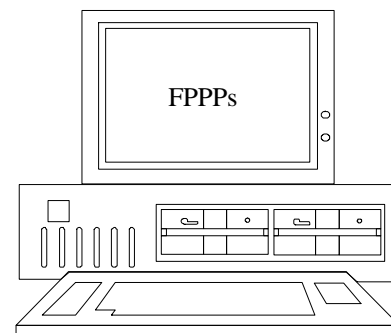
✎ Line a. will state:

Code to fiscal year of the date of the event (date of departure if invoice is for airfare). However, if an invoice is received and payment is required before that fiscal year is open, code to the fiscal year of the invoice date. NOTE: Travel agency invoices should not be delayed for fiscal-year coding purposes because travel agencies have only 10 days from ticket issuance to pay the airline.

Also, the following addition will need to be made to Section III.B. (Travel Expense Reports) of the manual to make it consistent with the above changes:

✎ Allowable prepaid expenses (e.g. discounted airfares) may be charged to the fiscal year of the date of reimbursement if the claimant was required to pay the expense before the opening of the fiscal year of the date of travel.

Please notate your copy of the manual.



**MORE CHANGES FOR THE BUSINESS OFFICES DIRECTORIES**

All pages: Centers' fax number should now be 608/265-5770

Pages 1 & 2: Centers☞ Tony Kucera retired June 30. Christopher Forrest will assume the IBR and Budget Officer functions on July 24. The phone number remains the same; fax will be 608/265-5770; and e-mail address will be cforrest@uwcmail.uwc.edu

Page 3: Stevens Point☞ Ron Lostetter's fax number should be 715/346-4011

Pages 4, 5 & 16: Oshkosh☞ Gary Moeller's e-mail address should be moellerg@vaxa.cis.uwosh.edu

Pages 6 & 7: Whitewater☞ Greg Roehl has replaced Vivian Ching as Accounts Payable Supervisor and Preaudit Supervisor. His phone number is 414/472-1191; the fax number remains the same; and his e-mail address is roehlg@uwwvax.uww.edu

Page 10: System Administration☞ Joan Behrnd's fax number is 608/262-5316

Page 11: Madison☞ Bill Vance's e-mail address should be wvance@mailsrvr.bussvc.wisc.edu

Centers☞ Marie Pederson replaced Laurie Fox as Grants Accounting Contact; her telephone number is 608/262-2363, fax number is 608/265-5770, and e-mail address is mpederso@uwcmail.uwc.edu

Page 15: Stevens Point☞ Kate Wodyn's telephone number is 715/364-4299

Centers☞ Todd Anderson will be leaving effective July 6. Wendy York will replace him as Interim Travel Payments Contact. Her phone number is 608/263-1697; fax number is 608/265-5770; and e-mail address is wyork@uwcmail.uwc.edu

Page 18: Superior☞ Margi Filteau replaced Sharon Carignan as payroll inquiries contact. Margi's telephone number is 715/394-8366, fax number remains the same, and e-mail address is mfilteau@wpo.uwsuper.edu

**DUE DATES ☞ July 1-October 31, 1995**

Quarterly Position Control Report .....	July 7	AFIR for Summer Session .....	Sept. 8
Fee Remissions Year-end Report.....	July 21	Annual Report on Prompt Payment Interest .....	Sept. 15
Quarterly Spouse Travel Report .....	July 31	Business Education Expenditure Report .....	Sept. 15
Bank Statements☞Year-end Report .....	Aug. 1	Equipment Inventories ☞Year-end Reporting Requirement .....	Sept. 15
Update of Current Year's Subactivity		Federal Grants & Contracts (WARF Units) ☞	
Crosswalk File (FY96MAP) .....	Aug. 15	Year-end Reporting Requirement .....	Sept. 15
Program Revenue Overdraft Report .....	Aug. 25	Leases☞Year-end Reporting Requirement .....	Sept. 15
Accounts Payable☞Year-end Reporting Requirement .....	Aug. 31	Private Gifts, Grants & Contracts (WARF Units) Year-end Reporting Requirement .....	Sept. 15
Accounts Receivable☞Year-end Reporting Requirement .....	Aug. 31	Distinguished Professorships Expenditure Report.....	Sept. 15
Agency Funds☞Year-end Reporting Requirement .....	Aug. 31	Statement of Institution Business Officer ☞	
Deferred Expenses (WARF Units)☞		Year-end Reporting Requirement .....	Sept. 30
Year-end Reporting Requirement .....	Aug. 31	Unrelated Business Income FY95-96 ☞	
Deferred Revenue☞Year-end Reporting Requirement .....	Aug. 31	Estimates.....	Sept. 30
Installment Purchases ☞Year-end Reporting Requirement .....	Aug. 31	Insurance Loss (FPPP #35).....	Oct. 1
Loan Funds☞Year-end Reporting Requirement ....	Aug. 31	Update on Prior Year's Subactivity Crosswalk File (FY95MAP).....	Oct. 15
Prepaid Items☞Year-end Reporting Requirement .....	Aug. 31	Unrelated Business Income ☞	
Supplies Inventory☞Year-end Reporting Requirement .....	Aug. 31	FY94-95 Actual .....	Oct. 15
		AFIR for Fall Session (Tentative) .....	Oct. 20
		Quarterly Position Control Report .....	Oct. 20
		Quarterly Spouse Travel Report .....	Oct. 30