# TRAVELER TIPS

## BEFORE Travel

* Review the [UW Seattle Travel website](http://f2.washington.edu/fm/travel/) and [UW Bothell Travel website](http://www.uwb.edu/finance/travel).
* Complete the [Pre-Travel Approval Form](https://www.uwb.edu/finance/travel) for travel outside of Washington, Oregon or Idaho. The form must be completed in full then signed and dated by the Traveler, Supervisor and Budget Authority.
* Always use the most economical means of transportation (e.g. a taxi instead of a town car).
* Traveler may book using [Christopherson Business Travel](https://app.cbtat.com/authentication/sso?id=uw). Reminder: A new profile takes 24 hours to activate.
* Flights can be booked using the Fiscal and Audit Services [CTA account](http://www.uwb.edu/getattachment/finance/forms-and-guides/CTA-Tips.docx?lang=en-US), unless personal time is added to trip.
* When including personal time, save a [Comparison Airfare](http://f2.washington.edu/fm/travel/responsibility#comparison) when booking the trip and provide during reimbursement. Traveler will be reimbursed the lower amount.
* The [conference hotel exception](http://f2.washington.edu/fm/travel/lodging) allows for over per diem lodging if the lodging location is within 5 miles of the conference or meeting location. This must be pre-approved on the [Pre-Travel Approval Form](https://www.uwb.edu/finance/travel) and a map must be provided at time of reimbursement. For other [lodging exceptions](http://f2.washington.edu/fm/travel/lodging#exceptions), review guidelines and requirements before booking.
* Car share services like Lyft, Uber and Wingz are allowed for reimbursement. Submit receipt for reimbursement.
* Use discounted airport parking lots such as [WallyPark](http://corp.wallypark.com/university-of-washington/) that utilize State of Washington contract rates, instead of the SeaTac airport-parking garage.
* Review rental car information on the [UW Travel website](http://f2.washington.edu/fm/travel/cars).
* International Travel: Send itinerary to [travelregistry@uw.edu](mailto:travelregistry@uw.edu) prior to departure. The traveler is automatically registered if travel is booked through [Christopherson Business Travel](https://app.cbtat.com/authentication/sso?id=uw).

## DURING Travel

* Save all receipts.
* Do not use the ProCard for any travel expenses when in travel status.
* Keep in mind allowable reasons for [travel changes or cancellations](http://f2.washington.edu/fm/travel/responsibility#cancel).
* If combining trip with personal travel, separate business and personal expenses.

## AFTER Travel

* For reimbursement, submit the following to the point person:
  + Completed [Pre-Travel Approval Form](https://www.uwb.edu/finance/travel).
  + Receipts (airfare, lodging, transportation, etc.). For meal per diem, review the [daily meal allowance guidelines](http://finance.uw.edu/travel/meals#reimbursement).
  + Conference full schedule/agenda, hotel, and meals included information.
  + A [Comparison Airfare](http://f2.washington.edu/fm/travel/responsibility#comparison) if including personal time.
  + Adjust parking and other expenses by prorating the business portion, if personal time was taken.
  + A map for lodging exception and mileage claims (e.g. to airport and back).
* Foreign currency transaction fees and all tips (aside from transportation related tips) are not reimbursable; these are considered incidental and included in the meal per diem allowance.

# COMPARISON AIRFARE TIPS

## WHEN a Comparison Airfare is Required

* A traveler **combines personal time with a business trip**.
* Personal time is defined as arriving earlier or departing later than reasonable for the business purpose of a trip. If there is a business justification for arriving early or departing later than reasonable, this should be documented and approved prior to travel.

## WHY a Comparison Airfare is Required

* The University of Washington is a publicly funded institute and is required to ensure that tax payer dollars are used economically and only for state business.

## BEFORE Travel

* Traveler will search, print and retain a comparison airfare at time of booking. A comparison airfare shows what flight the traveler would have taken if they did not include personal time.
  + Comparison airfare must show the cabin class, travel date and travel time.
  + One way flight comparisons are allowed as long as each leg has an itemized cost. If purchasing a roundtrip flight (and each leg does not show an itemized dollar amount), the comparison airfare should be a roundtrip flight.
* If another traveler from UW is taking the same trip with no personal time, his or her travel itinerary can be used as the comparison airfare.
* If booking with a travel agent, the agent can provide a comparison airfare for documentation.

## AFTER Travel

* Submit the following for reimbursement:
  + The printed copy of the comparison airfare itinerary.
  + The actual airfare ticket that included the personal portion.
* UW will reimburse the lower of actual cost or comparison airfare.

## *Alternative* AFTER Travel Comparison Airfare Procedures

* These procedures should only be used if a comparison was not obtained at time of purchase.
* Search for a flight that is four to six weeks away. Include the same day of the week as you would have travelled on UW business.
* One way flight comparisons are allowed as long as each leg has an itemized cost. If a roundtrip flight was originally purchased (and each leg does not show an itemized dollar amount), the comparison airfare should be a roundtrip flight.
* UW will reimburse the lower of actual cost or comparison airfare.

# CHRISTOPHERSON BUSINESS TRAVEL (CBT) TIPS

Christopherson Business Travel (CBT) offers easy, yet sophisticated, booking through the Christopherson AirPortal online booking tool. This new travel-management system has been customized for the University of Washington. Christopherson AirPortal supports all of the UW-negotiated agreements that are available to UW travelers. Many of these discounts are not available through other travel agencies, Internet booking engines or direct retail websites.

## BEFORE Travel

* [Click here to create a profile on Christopherson AirPortal](https://legacy.cbtravel.com/business/profile/uwbothell/). Review the [Quick Start Guide](https://images.cbtat.com/Qsg.pdf).
* **All UW and State airline, hotel and rental car contracts** are already loaded in the Christopherson AirPortal system and available for use.
* **Fiscal and Audit Services (FAS) activates new profiles** when they are created.  The system may take up to a day to sync with the new profile. Please wait 24 hours before booking your first itinerary.
* **Book online:** Use the self-service website: [Christopherson AirPortal](https://app.cbtat.com/authentication) or contact a travel agent by e-mail or phone: [uwtravel@cbtravel.com](mailto:uwtravel@cbtravel.com) or (888)-220-1072.
* **Airfare may be booked on the** [**CTA account**](http://www.uwb.edu/getattachment/finance/forms-and-guides/CTA-Tips.docx?lang=en-US) **if no** [**personal time**](http://finance.uw.edu/travel/responsibility#personal) **is included with the trip:**
  + If traveling outside of Washington, Oregon or Idaho, a completed [Pre-Travel Approval Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/Pre-Travel-Approval-Form.pdf) must be sent to [uwbtrav@uw.edu](mailto:uwbtrav@uw.edu) prior to booking.
  + Bookings on the CTA account **require approval from Fiscal and Audit Services** before it is confirmed.
  + **Bookings must be received by FAS for approval by 2pm** Monday - Friday to ensure booking price does not change. If these hours are not convenient, you may book your trip separately from CBT.
  + Select “UW Bothell CTA” when booking airfare.
* **Airfare that includes personal time** require travelers to use their own credit card and claim reimbursement. **A** [**comparison airfare**](http://www.uwb.edu/getattachment/finance/forms-and-guides/Comparison-Airfare-Tips.docx) **is required.**
* **Hotel and rental car bookings** require travelers to use their own credit card and claim reimbursement.
* **When booking international travel,** calling a CBT travel agent for assistance is recommended.
* ***Change flight reservation***: If you have to change your airfare reservation once it is confirmed/ticketed. Please contact the CBT agents at (888) 220-1072 or email at [uwtravel@cbtravel.com](mailto:uwtravel@cbtravel.com). Click here for allowable reasons for [travel changes or cancellations](http://f2.washington.edu/fm/travel/responsibility#cancel).
* ***Technical Issues***: While booking in CBT Air portal in concur if you have issues/errors that the reservation is in progress or not complete. Please contact the Online Support at (888) 535-0179 or email [onlinesupport@cbtravel.com](mailto:onlinesupport@cbtravel.com)

## DURING Travel

* **Utilize intelligent itineraries** with links to online check-in, driving directions to a chosen hotel (when booked with rental car reservation), smartphone apps and more.
* **Duty of care:** The Christopherson AirPortal’s centralized database helps identify, locate and support travelers.
* **24/7 support:** CBT itineraries are supported with around-the-clock service and for after-hours assistance please contact **Toll Free:** 888-220-1072, **Emergency After Hours Assistance:** 800-960-7862 **or Emergency International After Hours Assistance:** 682-233-1914 call collect.

## AFTER Travel

* **For reimbursement,** submit the following documentation to the point person:
* Completed Pre-Travel Approval Form.
* A copy of itinerary and conference brochure.
* Comparison Airfare (if traveler included personal time).