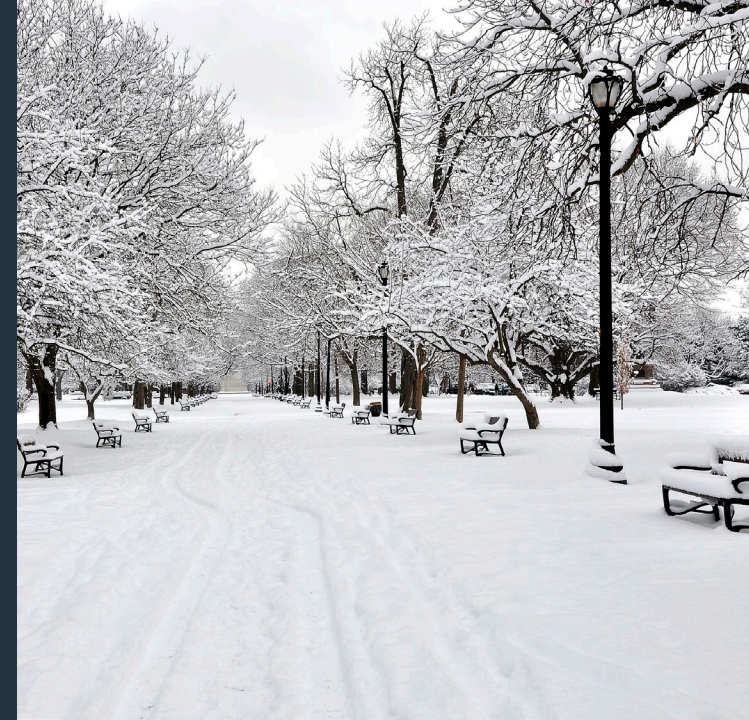


USU - Travel Forum

January 5, 2023

... I mean **April 5, 2023**

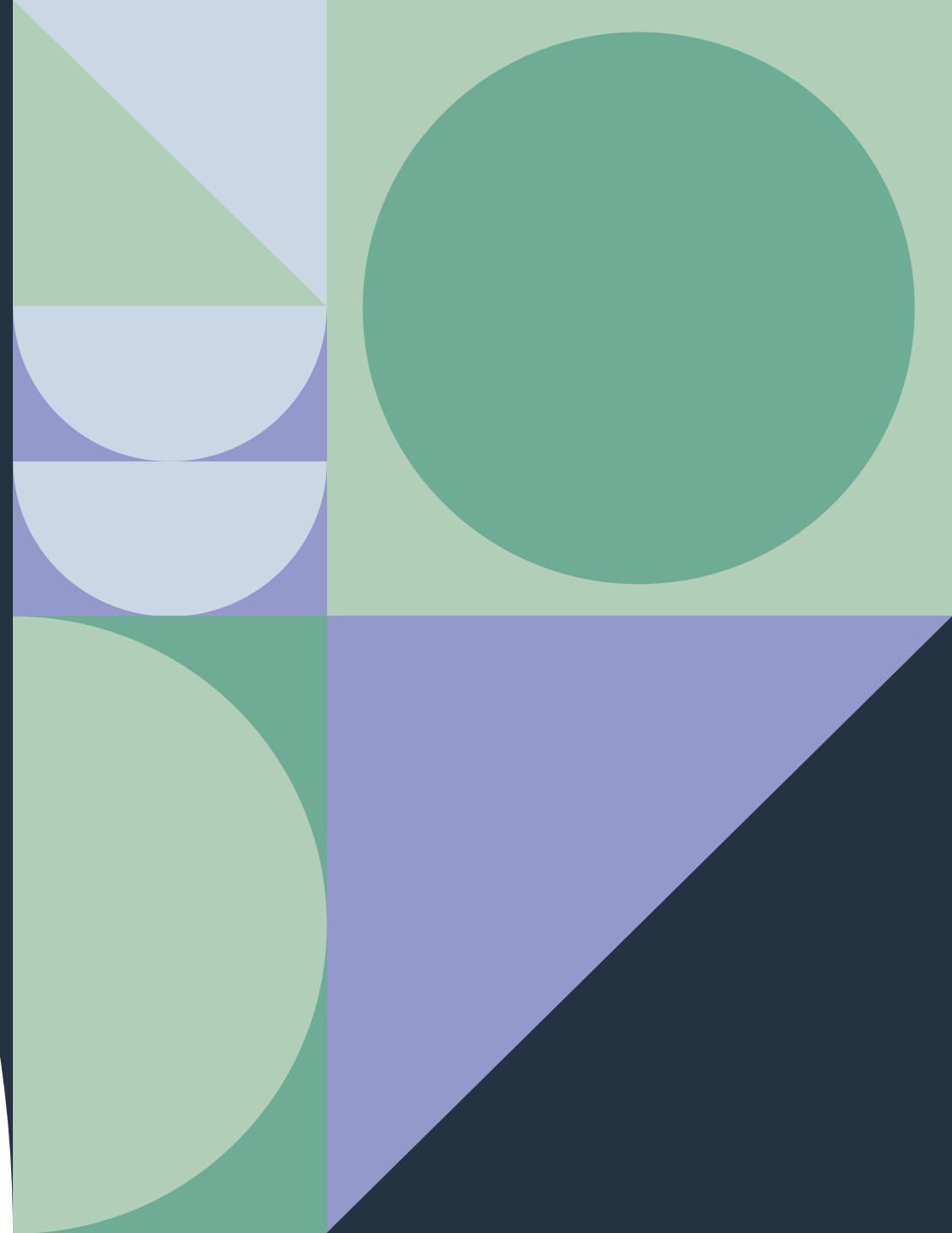


Changes to International SOS Insurance (ISOS)

Mike George & Jarrod Larsen -
Risk Management



A new per diem rate will apply to all travel beginning on or after **March 22, 2023**. The daily travel rate will be increased to **\$57.00 per day**. Current percentage rates will still apply to travel days and meal breakdowns. The mileage rate will be increased to **\$0.59 per mile** for personal vehicles.



Updates to Travel Policy 515:



515.2 Policy

- 2.1.1.3 Rental Vehicles
- Allowed expenses for rental vehicles will be based on actual receipts with reductions for any personal use outside of the University travel period.
- Travelers should always use the car rental agencies which are under contract with the State of Utah (listed within Travel Procedures) These contracts include insurance coverage for damage to the rental vehicle and liability coverage for third party property damage and injuries. If non-contracted rental agencies are used, both the damage and liability insurance offered by the rental agency should be procured, otherwise there is a \$10,000 deductible with State Risk that would be the responsibility of the department.

-



515.3 Airbnb, VRBO or Other

- 3.1 Travelers may use services such as Airbnb or VRBO, but it is important to note that the University is not the contracting party for any agreements (electronic or otherwise). Instead, the agreement will be between the service and the individual, since it is the individual choosing this method of service, and the individual is responsible for **any and all** liability associated with the use of such services.
- 3.2 Hotels and other commercial properties offer insurance that cover their guests in case of injury or property loss. The type of properties offered via Airbnb and similar services vary widely in the type of coverage available for guests. Because of this we do not recommend their use for university business. However, if you choose to utilize these services, please be aware that you are accepting personal responsibility for any incidents that may occur during your stay.



Can I use my Travel or All-Card to rent an Airbnb?

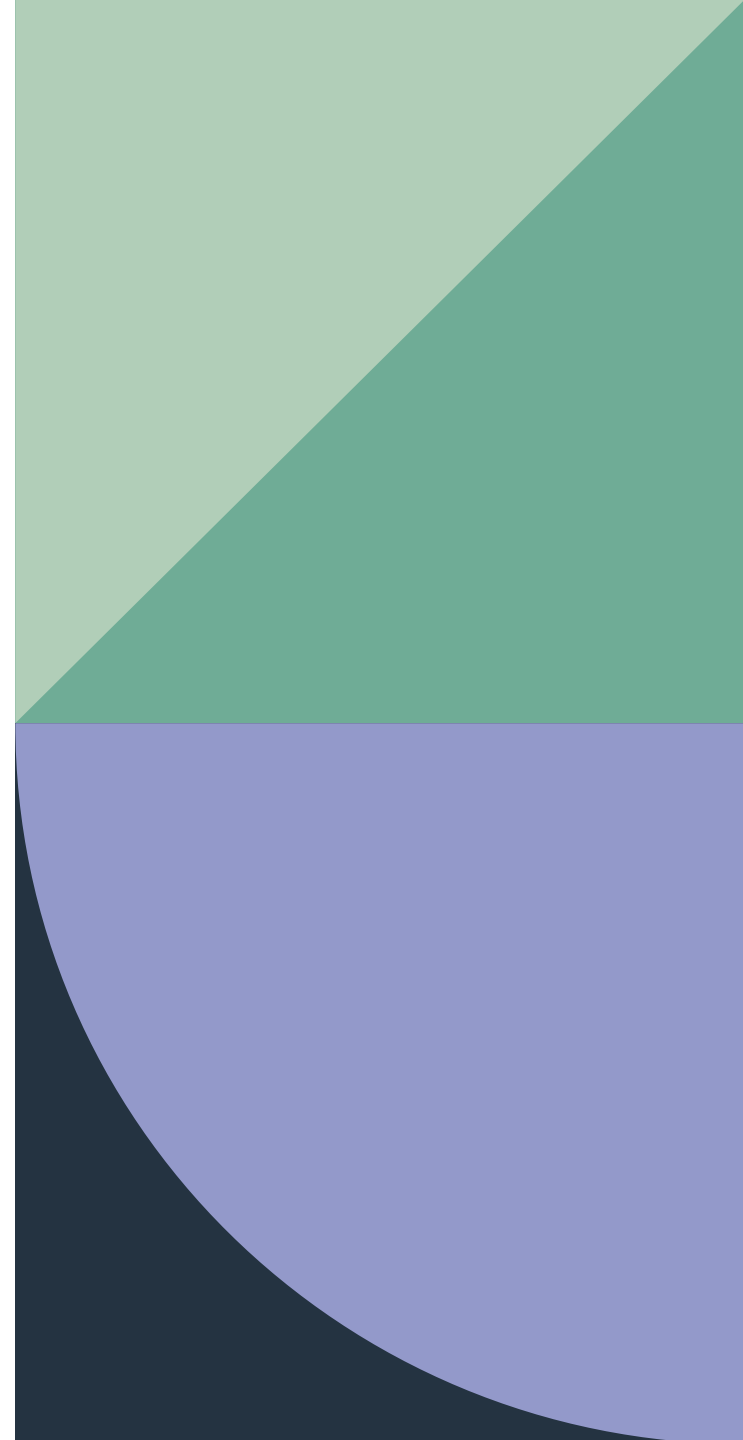
- Policy states that the University cannot be the contracting party for any agreements (electronic or otherwise).
- The use of a University credit card does not establish a contract between USU and the lodging.
- A Purchase Order (PO) IS a contract however and sets up USU as the contracting party and therefore cannot be used to reserve or pay for Airbnbs or VRBOs.



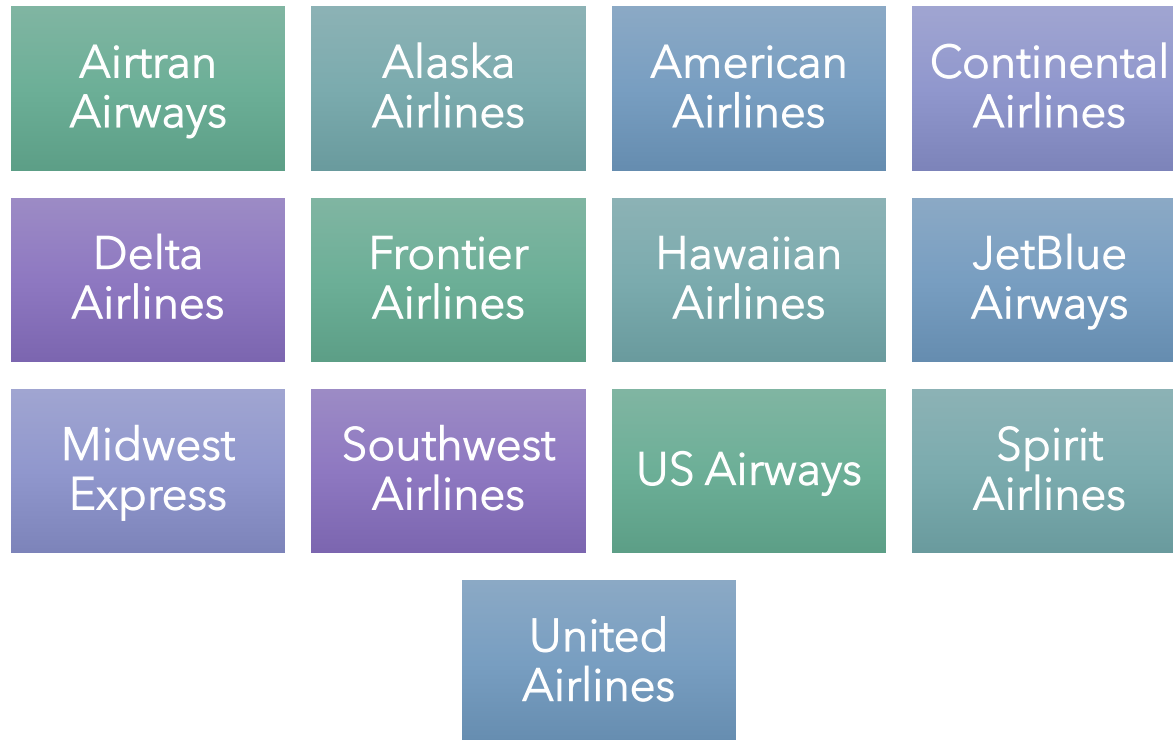


New Procedures Fly America Act

When using federal funds (Fund types 22 & 25) to fly internationally, a US owned airline must be used unless an allowable exception is documented.



US Owned Airlines



Fly America Act Waiver Checklist

Can be found on the travel website under "Before the Trip" > "Fly America Guidance" > Then scroll to Exceptions to the Fly America Act section

OR

Under Quick Links on the travel website:
Travel.usu.edu

FLY AMERICA ACT WAIVER CHECKLIST

Please provide documentation for all checked items

(To assist in determining qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below.)

- Use of foreign air carrier is a matter of necessity because of. (**Must check one below**)
- U.S. flag air carrier cannot provide the air transportation needed, for example:
 - Use of foreign air carrier is necessary for medical reasons.
 - Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety. (See 41 CFR 301-10.138(b)(2) for supporting evidence needed.)
 - Seat on U.S. air carrier in authorized class of service is unavailable; seat on foreign air carrier in authorized class of service is available.
 - Other (Provide detailed justification.)
- Code sharing agreement exists. This two letter alpha code of a U.S. flag air carrier is clearly noted as part of the flight number on the airline ticket, flight coupon (boarding pass), or passenger receipt.
- Bilateral or multilateral air transportation agreement. U.S. is a party and Dept. of Transportation determines agreement meets requirements of Fly America Act.
- No U.S. flag air carrier provides service on a particular leg of your route (Travelers can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier).
- A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
- Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.
- Air travel is between the U.S. and another country and use of a U.S. carrier on a nonstop flight extends travel time by 24 hours or more.
- Any other air travel (You must check at least one of the following statements to qualify for a waiver of the Fly America Act restrictions in this section)
- Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by two or more.
 - Use of a U.S. carrier extends travel time by six hours or more.
 - Use of a U.S. carrier requires a connecting time of four hours or more at an overseas interchange point.

Remember, you **must use a U.S. flag air carrier on every portion of the route where it provides service** unless you qualify for a waiver. If a travel expense is disallowed, the department accepts liability of charges with departmental funds or identifies a suitable non-federal funding source to cover the disallowance.

Name and Dept. of Traveler

Dept. Head Signature

Signature of Traveler

Date



**When Federal money
is used to
purchase international
airfare:**

- Personally Paid - Documentation should be on the TR
- University Paid - Documentation should be attached on the P-card expense

FLY AMERICA ACT RESPONSIBILITIES - TRAVEL SPECIALIST/TRAVEL BUSINESS MANAGER

1) Inform traveler about the Fly America Act and the requirements to purchase airfare from a US owned carrier. Assist when necessary.

2) If traveler qualifies for an exception, fill out the Fly America Waiver Checklist and attach it to the TR or P-card.

3) If airfare has already been purchased from a non-US owned carrier and does not qualify for an exception, let them know they will need to find additional non-federal funding.

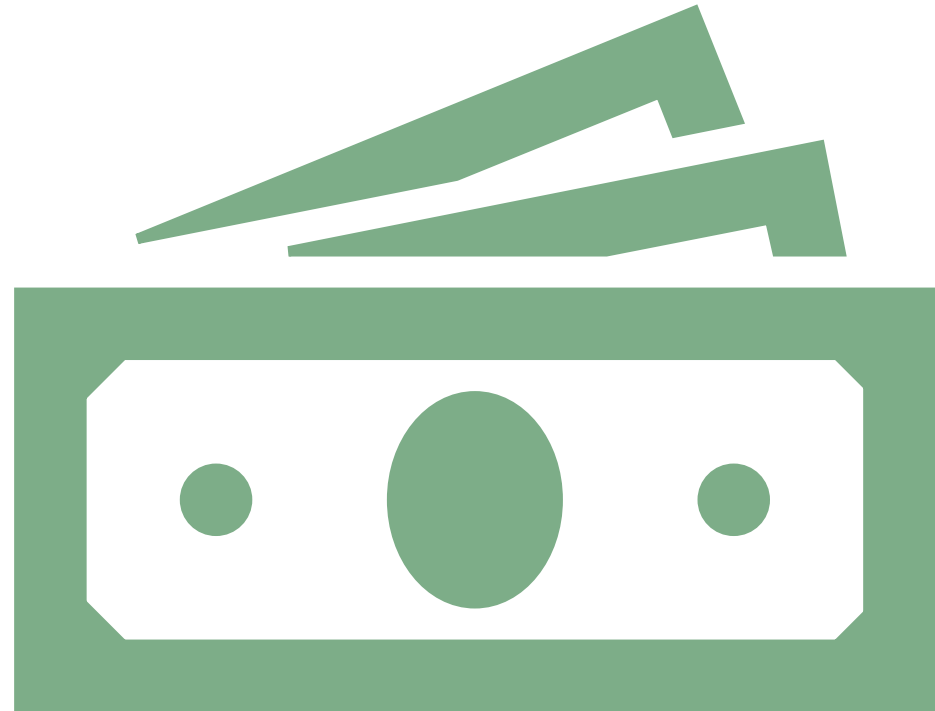
Enterprise/National Direct Bill

- Our contract with Enterprise/National no longer includes **international** rentals. It also does not allow us to book **hybrid** vehicles.
- **IF** the traveler would prefer a hybrid vehicle, they can ask about availability when picking up their rental vehicle.



Cash Advances

- Anyone traveling internationally, students or employees traveling with students are eligible for a cash advance
- Cash advances **DO NOT** pay out until 10 days (domestic) or 14 days (international) prior to the departure date on the TA and therefore should **NOT** be used to reimburse expenses prior to travel such as airfare or registration.
- TA's that have advances tied to them cannot be archived until the advance is reconciled. Archiving a TA does **NOT** cancel the advance. If a trip tied to a cash advance is cancelled, please notify the Travel Office so we can cancel the advance in ServiceNow (only applies if the advance has not paid out yet).





FAQ's -

**I need to cancel
the rental car reservation
that the Travel Office
booked for me:**

Travel Specialists - Travelers :

Can View/Modify/Cancel their reservation at any time prior to pick-up.

Just let someone in Travel know -



How do I know if a traveler is signed up for Direct Deposit in Banner?

All students and employees are required to sign up for Direct Deposit for Accounts Payable (AP) within Banner. If they aren't, you will see this notice on the TA:

IMPORTANT: No accounts payable - direct deposit found for this traveler. An [accounts payable - direct deposit](#) is required for cash advances or reimbursement on a TR.

How do I know where a check is being sent?

- If we are reimbursing a non-student/non-employee and direct deposit is not required – you will see this notice on the TR:
- Click on the "Show" Box to see the MA in Banner



Please verify that the MA in Banner is correct and current before submitting TR.

Returned checks cost the University time and money.

Traveler's Mailing Address ✕


User	<input type="text" value="REDACTED"/> ⓘ	Type	<input type="text" value="MA"/>
Description	<input type="text" value="Mailing"/>	City	<input type="text" value="Cary"/>
Line 1	<input type="text" value="REDACTED"/>	State	<input type="text" value="Illinois"/> ⓘ
Line 2	<input type="text"/>	Postal Code	<input type="text" value="60013-2278"/>
Line 3	<input type="text"/>	County Description	<input type="text" value="Barceloneta"/>
Line 4	<input type="text"/>	Nation Description	<input type="text"/>
Start Date	<input type="text" value="2007-08-16"/>	End Date	<input type="text"/>

Archive vs Cancel

What is the difference between canceling a TA and archiving it?

You can only cancel a TA IF it is NOT approved. It will not complete the approval process and no encumbrance is ever tied to it.

If the TA has already been approved, it needs to be archived. If the trip is cancelled, please let the Travel Office know so we can leave comments on the TA.



A trip was canceled but the TA was already approved and was charged Green House Gas fees and/or SOS insurance. What can I do to get the money back?

- Send an email to Elizabeth Monaco with the name and A# of the traveler as well as the TA # in question. I will process a refund of those expenses which you can then see on the bottom of the TA. Under the Travel Refund Tab.

All Attachments (3)

Travel Reimbursements (1)

Travel Cash Advances

Travel Cash Advance Recoveries

Travel Refunds (1)

Travel RTBs



Travel Refunds

New

Search

Created



Search



1 to 1 of 1



Travel Refunds



GHG Number

SOS Number

Traveler's Name or A-Number

Travel Authorization

GHG Refund Amount

SOS Refund Amount

Created

Updated



GR000044

SR000031

[REDACTED]

[REDACTED]

\$10.00

\$75.00

2023-01-27 13:20:34

2023-01-27 13:20:34

I don't want an itinerary or notification of approvals to go to a non-student/non-employee. How do I prevent that?

TRAVELER

* Traveler's Name or A-Number

Email

Traveler's Role

Do not send itinerary to traveler



Please remember to archive TA's.

Not only does it release any encumbrances, but it will also keep you from getting reminders from us to either process a TR and archive the TA - OR, if no reimbursement is needed, just archive the TA.

Archiving TA's saves lives.

Any

Questions