

Summary of Travel Updates

(unless noted, all other related policies and procedures remain the same for these expense types):

Car Rentals

- Domestic, Big Ten Contract, UW business car rentals are now available to drivers 18 years old and up (previously, 25 and up)
- To reserve car rentals (non-local), **always use the Big Ten Contract, unless it is not available and use the following booking methods:**
 - Online – Must be booked through Concur (note: select “most preferred”, if available – these are the Big Ten Contract Vendors)
 - By phone – Must be booked by calling Fox World Travel
 - “Last Minute at the Airport” (e.g. due to flight cancellation from ORD & no bus available) – **With contract number** (provided in business travel checklist), book at airport counter

Lodging

- Reservations **MUST** be made via the University’s contracted travel agency, Fox World Travel (either directly with an agent or via the online booking tool, Concur), or via a conference website** (if available). Please note the following, when reserving lodging:
 - The UW now has contracts with various hotels in many locations, providing cost-saving opportunities. These rates are only available when booking thru Concur or by calling Fox World Travel. Contract rates are to be utilized when available, for lodging reservations. NOTE: Some out-of-state contracts allow personal use! Please check property listings in UW System’s [Contract Hotel Directory](#) for properties/contracts that state: “This contract allows personal use”. Concur & agents at Fox World Travel also have access to other cost-saving contracts UW is able to use (not listed in the directory). Please search Concur or contact Fox, for available rates
 - Lodging reservations may only be booked through the travel contract vendor. For potential exceptions, the following applies for booking lodging directly w/hotel properties & conf. sites*:
 - More cost effective rates are available outside of Concur/Fox World Travel, thru the hotel directly** or thru a conference website only (conference rates are not available in Concur)
 - All non-Concur/Fox World Travel reservations for lodging must be researched in Concur or by calling Fox World Travel, to check for better rates, before completing the booking**
 - ALL lodging, even if booked thru Fox World Travel/Concur, is subject to a location’s Maximum Lodging Rate (except, as always, if it’s the conference rate, at a conference hotel)

Reference:

Contract Hotel Directory URL:

<https://www.sabrehotelfrp.com/directories/View/7326/a7cfd820c37b64325c7f1a808f6f867>

*Use of internet-based lodging brokers and 3rd party vendors is still prohibited.

**If completing an exception booking thru hotel directly and rate to be paid exceeds location’s Maximum Lodging Rate, as always, alternates/travelers must provide confirmation (via screenshot or pdf of page from Concur or e-mail from Fox Travel Agent, showing rates) that rates for dates of stay are more expensive in Concur/sent by Fox World Travel