

Compliance Feedback for ESE Monthly Meeting 11/14/24

Meals Per Diem & Personal Time – Establishing start and end times

When establishing meal per diem start and end times when there is personal time involved in the travel there are two options:

1. Use the actual dates and times of travel and exclude all personal time.
 - a. This means for example if there was personal time after a conference, then meal per diem stops at the end of the conference (considered the end of UW business).
 - b. Meal per diem can then be re-started when the traveler starts actively traveling back home after their personal time.
 - i. Starting up to 3 hrs before a domestic flight or 4 hours before an international flight.
 - ii. Ending up to 1 hr. post domestic flight landing or 2 hrs post international flight landing.
2. Use the times of the flights from the comparison airfare that reflects only the dates of travel as if there was no personal time. If you are using the comparison airfare to establish meal per diem start and end times, please leave a note in the memo line explaining that.
 - a. If your comparison airfare was made after the fact, please be sure to use the DATES for meal per diem that coincide with the actual event and only use the comparison airfare for the TIMES.

EXAMPLE: Traveler’s domestic flight to the conference was on 8/31 at 5pm and the conference took place 9/1~9/6/24 at 5pm. Traveler then took personal time on 9/7 and 9/8 and flew back to Seattle on 9/9 starting at 1pm and landing at 6pm:

1. Meal per diem is entered in two parts. Part 1 starts as early as 2pm on 8/31 and ends 9/6 at 5pm (exact end of conference). Meal per diem Part 2 starts as early as 10am on 9/9 and ends at 7pm.
2. Meal per diem is entered according to the comparison airfare that was provided:
 - a. Pre-travel comparison: Using the actual dates and times on the comparison as if they had flown that flight instead.
 - b. Post-travel comparison: Using the dates that correspond to the event and the times of the flights on the comparison airfare as if they had flown that flight on the actual dates that correspond with the event instead.

Promotions & Discounts on Ride Shares

If a promotional or discounted amount on a traveler’s ride share is enough to “cancel out” or “cover” the amount of an **itemized upgrade fee** (like a Wait Time fee), then no upgrade form or justification is needed, but please note this in the memo line.

This does not apply to upgraded classes of fare like “Uber Comfort” or “Lyft XL” as these are not itemized fees that can be compared directly to the discount.

Southwest Fare Classes “Wanna Get Away+” & “Anytime”

Per Travel Services, Southwest’s fare classes “Wanna Get Away+” and “Anytime” are both considered “Premium Economy” upgrades and would require administrator or higher approval and a justification. Some examples of acceptable justifications for each class would be:

Wanna Get Away+ : Would ensure the traveler had flexibility for same day changes that would not be allowed on the base fare “Wanna Get Away”/Economy

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Anytime: Would ensure refundable Economy airfare as Southwest does not offer refundable economy on their base “Wanna Get Away”/Economy fare. Refundable Economy fare is strongly recommended for UW business, especially on federal funds.

Cost Center Managers/Grant Manager send backs

Please pass the word along to your Cost Center Managers and Grant Managers, that when they are sending back an ER that it needs to go back to the Initiator’s step. We are seeing a growing number of send backs that are accidentally being sent back to the compliance reviewer and not the initiator and while we can then further send it back to the correct person, it does delay the corrections since it is having to wait for a compliance check before getting back to the person who can correct the issue.

Per Diem Rates & Breakdown Percentage Changes

As of Oct. 1st, there was an update to per diem rates for many locations, Seattle included!

Seattle is now a **\$92/day** city for meals, previously it was \$79/day.

Additionally, the percentage breakdowns that the UW uses for Breakfast (26%), Lunch (29%), and Dinner (45%) have also changed.

Current Seattle per diem rates:

Breakfast	Lunch	Dinner
\$23.92	\$26.68	\$41.40

No Links/URLs as documentation in ERs

Please attach copies of the documentation you are trying to provide that resides at the link, not just the URL. URLs can be broken once a website changes or the content can be completely different from when it was initially provided. Copies can be printed-to-PDF attachments or screenshots of the website showing the information you need to be documented and attached to the ER.

Monthly Meeting Compliance Feedback notes

These feedback notes will be posted on the website going forward, not sent out via email.