AUTHORITY: Wis. Stats. 16.001
16.003(1)
16.70(1) and (3)
16.705
16.71

SCOPE: - purchasing individual employee travel and travel for seven or fewer employees when state funds or funds processed through state/university accounts totaling $5,000 or less per traveler are used

DEFINITIONS:

I. "Travel" means air, bus, rail, boat, lodging and rental cars.

II. "State agency" means an executive branch agency or the University of Wisconsin.

III. "Commercial carrier" means a passenger airline other than charter or private aircraft.

IV. "Travel agency" means a traditional or Internet-based travel company licensed to sell commercial airline tickets.

CONTENT:

I. Transportation

A. Employees will use best judgment in selecting a travel agency to provide air transportation.

B. When the state implements the Internet-based travel agency contract, employees will use this contract for air transportation Internet reservations.

C. Employees have the opportunity to compare the air transportation pricing by obtaining one quote for commercial carrier air transportation from an implemented contract travel agency.

D. Employees may also obtain quote(s) for commercial carrier air transportation from a non-contract travel agency or commercial

carrier. Employees are encouraged to contact minority-owned, women-owned, veteran-owned and/or small travel agencies when obtaining travel quotes.

E. When obtaining and comparing quotes, employees will use consistent requirements for destination and departure date and time requirements.

F. Employees will utilize the lowest total cost provider from quotes provided through paragraphs C. and D. above. Employees will include service fees in comparisons to determine the lowest total cost provider.

G. Employees are required to document all quotes whenever non-contract travel agencies or commercial carriers are used. Documentation may be submitted at the time of purchase via e-mail to travel.quotes@doa.state.wi.us. Or, if an agency so chooses, it may coordinate the required documentation for the entire state agency and send documented quotes on a draft Department of Administration form template to travel.quotes@doa.state.wi.us at the time it reviews the purchasing card report. In such case, the agency traveler or arranger will attach other quote(s) to their purchasing card report. One of these two processes will be followed.

H. When employees are traveling via bus, rail and/or boat, the employee will contact the transportation provider(s) directly. The contracted travel agencies will not be used.

II. In-State Hotels

A. Whenever contracts exist for in-state hotels, employees will use such properties whenever possible provided the property meets the business needs of the traveling employee (per 5.08 of the Uniform Travel Schedule Amounts).

B. When employees are traveling within the state, the hotel will be contacted directly. The contracted travel agencies will not be used to reserve in-state hotels.

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C. The state's lodging allowance may never be exceeded unless the provisions for exceeding maximums in the Uniform Travel Schedule Amounts are met.

III. Out-of-State Hotels

A. Employees may book out-of-state hotel rooms through a contracted travel agency, a non-contract travel agency or directly with a hotel property. When using a non-contract travel agency, employees are encouraged to contact minority-owned, women-owned, veteran-owned and/or small travel agencies.

B. Employees will adhere to the nightly rate allowance as established in the Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities Bulletin.

C. The state's lodging allowance may never be exceeded unless the provisions for exceeding maximums in the Uniform Travel Schedule Amounts are met.

IV. Car Rentals

A. State-owned fleet vehicles will be used before the in-state rental car contract(s) whenever possible.

B. When contract(s) exist for car rentals originating in-state or out-of-state, employees will use such contracts whenever possible. In-state rentals may not exceed 29 consecutive days.

C. When employees are traveling in-state, the contracted car rental company will be contacted directly. Contracted travel agencies will not be used to reserve car rentals originating in-state. When it is not possible to utilize state-owned fleet vehicles or in-state car rental contract(s), employees may utilize an off-contract rental car company.

D. When using the state's in-state car rental contract(s), employees will decline insurance at the time of rental agreement completion. Collision damage waiver/loss damage waiver, liability and comprehensive insurance are included in the state's contract(s). However, employees will accept liability and collision insurance when not using the state's contract(s).

E. Whenever a contract exists for car rentals originating out-of-state, employees will use such contracts whenever possible. Employees may contact the contracted car rental company or utilize the travel agency that issued the airline ticket and/or hotel for each trip. When using the state's out-of-state car rental contract(s) within the United States and Canada, insurance will be declined by employees at the time of rental agreement completion. Loss damage waiver and liability insurance are included in the state's contract(s). Employees will accept all insurance coverages when traveling outside of the United States and Canada. When it is not possible to utilize out-of-state car rental contract(s), employees may utilize an off-contract rental car company. However, the employees will accept liability and collision insurance when not using the state's contract(s).

F. Employees will sign a car rental agreement prior to driving any rented vehicle whenever required by the vendor.

V. Purchasing and Travel Cards

A. The state's purchasing card will be used for all commercial carrier fares, travel agency service fees, hotel room rates and car rentals.

B. The purchasing card may be used for other travel expenses as established in the State Procurement Manual PRO-E-23, Purchasing Card, and the State Accounting Manual, Section V, Subsection 13.

C. Employees are responsible for following all purchasing card policies and procedures as established in the State Procurement Manual and the State Accounting Manual.

D. If they so choose, employees may use the state's travel card in place of or in addition to the state's purchasing card. The state's travel card will be optional to employees. The state's travel card may be used for all travel expenses incidental to a trip while employees are in official travel status.

E. Employees are responsible for following all travel card policies and procedures as established in the State of Wisconsin Travel Card Policies and Procedures Manual.

VI. Compliance

A. Employees will follow all more stringent policies and procedures in place at his/her agency.

B. State agencies are responsible for contract compliance and audit.

C. Vehicle leasing is exempt from PRO-D-32. Refer to PRO-E-12, Lease and Rental Agreements, and PRO-E-22, Leasing/Rental, Passenger Sedans; Vans and Station Wagons; Work Vans, Trucks and Buses; Airplanes; and Motorcycles.

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