

Wartburg College
Travel Reservation Policy
September 2009

Wartburg has a partnership with Best Travel for all college business related travel. All travel must be arranged through them with exceptions identified in this document.

Overview:

The Best Travel Portal website allows you to make reservations for airfare, lodging, and rental cars, as well as providing access to restaurant reservations, purchasing of entertainment, and scheduling airport parking. The link is available on our web site at <http://www.wartburg.edu/controller> named "Wartburg Travel Portal".

It is preferred that you arrange travel electronically if possible. You may also contact an agent directly Monday through Friday from 8 a.m. – 6 p.m. CST at 800-847-2343. Identify yourself as a Wartburg employee. The 24 hour emergency hotline is 866-579-4405 – you will need to provide them with our ID code "SO6". This code and number will also appear on your itinerary.

First time users contact Cathi Duitsman at 8276 or e-mail cathi.duitsman@wartburg.edu to request log-in information. Best Travel will e-mail a link to the portal along with log-in information and password instructions to activate your travel profile

The following procedures should be followed when making reservations:

AIRFARE:

1. All employees using air travel paid for by the College must use Best Travel for individual reservations. Air travel booked outside of Best Travel will be considered a personal expense. An exception would relate to group travel arranged for students, alumni etc.
2. Utilize the *online* Best Travel site when possible but don't hesitate to call an agent if travel plans are complicated or you believe there is a substantially less expensive fare available than identified by the search engine. To arrange multiple travelers, you must contact an agent.
3. If there is another airline carrier not included in Best Travel's airline search (e.g. Allegiant Air or Southwest Airlines) which has a less expensive airfare possible, please contact Cathi Duitsman for additional options.
4. When possible flights should be booked at a minimum of 14 days in advance of the flight.
5. Employees should fly coach class for domestic air travel unless upgraded by airline programs held personally. The college will not pay for upgrades. Individual users may still collect frequent flyer mileage & awards.
6. Employees should not select carriers based on personal preferences, seat selection, or frequent flier programs. Selection should be based on cost (economy) and appropriate time/flight requirements (layovers, stops, etc.).
7. Air Travel is charged to a College credit card that Best Travel has on file. Do not use personal or college issued credit cards to assign charges FOR AIRFARE. However, you must know the appropriate **twelve digit department account number** that will be charged when making your reservations.

8. The College will not reimburse employees for airline club membership and who use mileage awards for business travel.
9. When traveling from the local area, please compare the affordability of Waterloo and other possible convenient departures considering mileage, airport parking fees, and your time.
10. Booking fees will be covered by the college when air travel is charged to a Department. The college will not cover the booking fee when charging to Agency or Restricted accounts.

RENTAL CARS:

1. All employees flying to another city that have a need for a rental car for business purposes should use Best Travel for their reservations.
2. Utilize the *online* site whenever possible (instead of calling a Best travel agent).
3. Rental vehicles should be booked at least 48 hours prior to the scheduled pick-up time.
4. Economy or compact cars should be rented unless business needs dictate otherwise such as three or more people traveling together.
5. A College issued credit card (Wells Fargo MasterCard) should be used to rent a vehicle. Please sign your name followed by "on behalf of Wartburg College." The insurance offered by the rental company should be waived.
6. If a College issued credit card is not an option, a personal credit card would need to be used. Please sign your name followed by "on behalf of Wartburg College." Insurance offered by the rental company should be waived. If there is damage to the vehicle, your personal credit card will most likely be charge You can request a reimbursement through the College.
7. Rental usage longer than the duration of business travel necessary should be reported as a personal expense and the related expenses should be reimbursed to the College.
8. You should inspect the vehicle before leaving the rental agency for any damage (e.g. dents, scratches, cracked windshield, tears in seats, etc.).
9. The vehicle should be returned with a full tank of gas to the rental agency.

LODGING:

1. All lodging paid for by the College may use Best Travel for their reservations, however it is not required.
2. Utilize the *online* site whenever possible (instead of calling an agent).
3. Lodging is best booked at least 48 hours prior to the scheduled arrival time.
4. When possible, a College issued credit card (Wells Fargo MasterCard) should be used to pay for lodging.
5. If a College credit card is not an option, lodging will be reimbursed for approved business travel. The College only covers expenses during the business portion of a trip.
6. Movies, personal phone calls, fitness club fees, dry-cleaning, and other personal expenses are not considered business expenses and must be paid by the traveler.
7. Please consider sharing a room, when possible and practical, if traveling with other Wartburg faculty or staff.

The Travel Expense Policies and Procedures as well as the Wells Fargo Credit Card Procedures should continue to be followed. See these procedures and related forms at <http://www.wartburg.edu/controller>.