

Sr. BA Meeting
Travel Updates
May 3, 2021





Traveling During COVID

Summer Travel Announcement - Beginning May 18, 2021, Penn will move from suspended to restricted travel.

- **COVID-19 vaccination will be required for [Penn-affiliated](#)** travel, both domestic and international, unless an exception has been granted for medical or religious reasons.
- All domestic and some international travel will no longer require a petition if the travelers are fully vaccinated.
- S/C may not ask the vaccination status of a Penn employee or student.
- University relies on its approvers to ensure that all policies are enforced by School/Center administration
- Stay up-to-date, find information and FAQ's regarding the temporary procedures at the [Coronavirus Travel Guidelines and Procedures](#) website.
- Questions pertaining to guidance should be directed to travelsafety@pobox.upenn.edu.



Unused Tickets Guidance

Unused Tickets are Non-refundable tickets purchased on our account that were not used on the originally booked travel dates.

- During COVID, Travel Services has worked to refund thousands of dollars to schools or extend the validity of the unused tickets.
- **1,500** COVID affected unused tickets - 75% to expire **March 2022**
 - Most of these tickets are eligible to be used by the original traveler or apply the funds to other employees' travel.



Unused Tickets Guidance

Unused Ticket Management and Budgetary Assistance

- Travel Services will send schools' senior BAs a list of unused tickets with recommendations and a process for reviewing the tickets.
- Schools will need to determine the utilization of the funds and timeframe to act:
 1. Indicate the Future Usage:
 - Tickets that will be used by the original traveler
 - Tickets that can be applied to a different traveler
 - Tickets that cannot be used – grant funded or other
 2. Indicate Timeframe:
 - Use prior to expiration date
 - Indicate when to apply to a different traveler - within 90 days of expiration

Unused Tickets Guidance

Apply an unused ticket to a single new booking


- Individuals will see whether they have an unused ticket within their Concur Travel profile. World Travel agents also have access to this information.
- Add a note in the **Comments for the Travel Agent** section in the Trip Summary page or inform a World Travel agent when booking via phone.
- During COVID, many change fees have been waived

The screenshot displays the SAP Concur Travel interface. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area is divided into two sections: 'Trip Summary' and 'Trip Booking Information'. The 'Trip Summary' section on the left has a 'Finalize Trip' button and a list of actions: 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The 'Trip Booking Information' section on the right contains a 'Trip Name' field with the text 'Trip from Philadelphia to Berlin', a 'Trip Description (optional)' field, and a 'Comments for the Travel Agent (optional)' field. A yellow highlight is present under the 'Comments for the Travel Agent' label, with a note below it stating 'Special Requests may incur a higher service fee.'



Air Travel Sustainability

- Air Travel Working Group, comprised of Penn Sustainability, Procurement Services, Travel Services, faculty and staff, have been working to find the best solutions for achieving carbon neutrality for air travel at Penn.
- This working group has established a *Travel Sustainability Fund* which will invest in best-fit sustainability projects to fully offset the carbon impact of the University's air travel.



Air Travel Sustainability

Beginning FY22, the Air Travel Sustainability program will be rolled out and include:


- Publishing of 2350-series TEM policy
- An Air Travel Sustainability Investment Fee will be applied to air travel, whether booked or expensed through Concur.
 - A nominal fee will be applied to round-trip airfare of \$11 for domestic flights and \$25 for international flights.
 - This fee will be used to generate funding to offset Penn's carbon emissions through purchased offsets given today's market.



Air Travel Sustainability

Next Steps

- Issue policy/program communications and marketing to staff, faculty - May
- Finalize messaging in Concur and on Travel Services website - May
- Trigger offset awareness language within Concur, effective 7/1/2021 – June
- Explore local offset opportunities – FY 2022



Business Ride Share Program @ Penn

- RFP Fall 2019 – Lyft selected
- Key differentiating factors in favor of Lyft were:
 - local program infrastructure support
 - immediate sustainability impact and demonstrated commitment to sustainability – offsets every ride
 - commitment to diversity
 - Philadelphia municipal and community engagement
- Lyft is in alignment with Penn’s mission and core objectives
- Ride share program with Lyft is currently in pilot
 - 5 programs currently participating



Business Ride Share Program @ Penn

- Departments can utilize Lyft for official business:
 - Business travel direct billing and Auto-Payment expensing
 - Campus visitor transportation
 - Patient or healthcare transportation to support research
- How to use:
 - **Lyft Credits**: An automated program for rides that recur regularly
 - **Lyft Auto Pay**: Allows faculty and staff to direct bill rides to a corporate account
 - **Lyft Concierge**: Web-based portal for booking trips on a rider's behalf
 - **Lyft Events Codes**: For single events or non-recurring rides
- The direct-bill option allows oversight and lessens the need for expense reports.
- See Penn's [Ride Share Program](#) for additional information or to enroll your department in a Lyft Program, please [submit a program inquiry](#) or email Penn Travel Services at travel@upenn.edu



Questions