

## Compliance Feedback for ESE Monthly Meeting 2/12/26

### Frontier Bundles vs Basic Fare only:

Frontier Airlines offers bundled ticket packages (Economy, Premium, Business) and UW Travel is aware of these options. The Economy bundle is allowed as the equivalent of the standard Economy fare. But if a traveler chooses not to purchase a bundled package and only purchases a basic fare ticket, then you will need to add the following info into the Expense Report.

In Workday, you need to add the following note to the memo line:

- "No bundles or extras were purchased so it is a base Frontier ticket."

**Link for more info:** <https://faq.flyfrontier.com/help/what-is-the-difference-between-economy-premium-and-business-bundles>

### Comparison Airfare Topics:

#### 1. **When multiple locations or events are for one trip and personal time:**

If there are multiple conferences/meetings AND personal time, then you will need to have a comparison airfare for each conference or location.

#### 2. **At two different conferences (domestic or international) and NO personal time:**

If the traveler is at two different conferences/meetings and the flight time would require them to turn right around and get on another plane once they got back to Seattle then provide a comparison flight showing that it wouldn't be possible for the traveler to get to the second location in time if they flew back to Seattle.

#### 3. **Preparing and submitting a copy of the comparison airfare.**

- a. Reminder: required details must be visible in the document provided.
  - i. Origin and Destination
  - ii. Flight dates
  - iii. Flight class
  - iv. Total amount
- b. If the provided comparison has multiple comparisons listed (such as a flight search result), then UW Travel expects the lowest cost shown to be used for the comparison."
  - i. If you don't select the lowest cost/amount listed, then please add a comment to the memo line, why the lowest amount wasn't selected.
    1. Such as long layover, arrival time doesn't work for the conference.
- c. One suggestion is to provide the chosen itinerary for the comparison instead of the full search results, by selecting the departure and return legs. Finally, be sure to expand all sections to show all the required details as mentioned above.

### Ride Share – Lowest cost ride upgrade chosen:

Reminder, if the traveler decides to select an upgraded ride, because it is the same or less expensive than a non-upgraded ride (Uber X or Lyft Standard), then they will need to take a screenshot of the list at the time of booking.

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- The screenshot list should match the amount of the ride that is selected and the timeframe should coincide with the time of the ride.

## Lodging per Diem – only reimbursing up to the maximum per diem daily room rate:

If the traveler is only asking for the daily room rate to be reimbursed because they do not have an allowed overage exception to claim, then the room tax should be calculated and adjusted to match the daily room rate amount entered in Workday.

### **Calculate the tax rate using the hotel folio:**

1. Using the subtotal of the hotel folio and tax amount.
  - a. Divide the total taxes by the subtotal of the hotel folio = tax rate
  - b. Take the tax rate calculated and multiply the per diem room rate to get the daily room tax amount.
  - c. Use this calculated room tax with the per diem room rate to enter into Workday.

## Meals Paid for Others Reminder:

A copy of the itemized receipt is required when using the expense item “Meals paid for others”.

- Per UW Travel:
  - On the website, it states “itemized receipts regardless of cost” are required.
  - A self-itemized list is not acceptable, if there is no valid receipt available.

## New UW Travel Conference Expenses website:

There is a new Conference Expenses' page on the UW Travel Website regarding how the new taxable conference/registration fees are applied in WA state.

### **A couple of highlights from this page:**

- It breaks down how the fees work if a conference is in Washington State or if someone is attending a virtual conference and they are physically located in WA state.
- It mentions there will be a new expense item category, currently this category is pending. At this time, we don't know the specifics of this new expense item.
  - "Registration/Conf. Fees - Washington State"

**Link to the new page:** <https://finance.uw.edu/travel/registration>

## New WA State Sales Tax Update

There is an update page where you can find more info regarding the new WA state sale tax changes implemented on 10/1/25.

Here are some highlights you can find on the page:

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- There is a list of spend categories affected by this change.
- It is important to select the correct spend category, matching the taxability of the purchase.
- Here is a list of the most commonly used categories, but not all of the spend categories that are now taxed:
  - Software Consulting Services (SC1149)
  - Background Checks (SC2044)
  - Advertising and Promotional Services (SC1036)
  - Data Processing Services (SC1037)
    - Fees for services such as cloud computing, data storage and IT support.
  - Computer & Information Services (SC1018)
    - Includes costs associated with obtaining, maintaining and utilizing computer hardware, software and IT services.

**Link to page:** [Washington State Sales Tax Update 2025 | Procurement Services](#)