YOUR TRAVELWAYNE EXPERIENCE

TravelWayne brings together the best of technology and travel services to take you from the paper-based process we have today to an automated, service-focused travel experience. It is a front to end online travel system that provides for all of the functionality necessary to 1) estimate travel expenses 2) submit estimates for approval to travel 3) make travel reservations online or with an agent 4) use a university travel card to make payment for expenses 5) upload electronic receipts and charges to create an online expense report 6) submit the expense report for online approval 7) receive payment via direct deposit with approved card charges paid to MasterCard by the university **http://travel.wayne.edu**

Travel Request

The process begins with a Travel Request entered online to record the estimated expenses for the trip. Airfare, Lodging, Ground Transportation, Meals, Conference Fees, etc. are entered into this section and then routed to the appropriate manager based on their individual profile assignments for timely approvals. Travel requests can be prepared by the traveler or by a delegate on behalf of the traveler but can only be submitted for approval by the actual traveler. Any electronic documents regarding the trip such as conference agendas, invitations to speak at symposiums, etc., can be easily loaded into the Concur system providing the approver all of the required information at their fingertips online.

An email is sent to the noted approver to announce the submission of request for approval to travel. If the transaction is not completed by the end of the 5th day pending, the approver will receive a reminder notice on the 6th day after submission by the traveler. If the approval or denial is not completed by the 10th day, on the 11th day it will be forwarded to the approver's approver with an email advisory of the request for travel approval.

Once the travel request is approved, an email is sent announcing the change in status to the traveler. An approved travel request is required before an expense report can be submitted. Although the system does not require an approved travel request to be able to book reservations, we advise all areas to obtain the travel request approval prior to booking reservations. Travel Requests are not encumbered in Banner.

Book Trip

For travel booking needs, travelers will have the option to utilize the TravelWayne online booking solution or to contact a Conlin Travel agent at 313-577-TRIP (8747). Their online profile is used to provide the details required to purchase a ticket, etc. and either WSU travel card or their personal card (whichever is loaded to their profile as the primary card) is used to process the payment. Travelers have the option of booking outside the Concur/Conlin process however they lose to the benefit of the Delta discounts and services of the travel agency in addition to the auto loading of their detailed itinerary.

Travel Event

After reservations are made, the travel event occurs with the travel card providing the majority of the payment for travel expenses. Airfare, lodging, baggage fees, car rental, ground transportation, etc. can all be paid for using the travel card. The charges for those transactions will be sent to the traveler's Concur homepage for import to an expense report and can also be reviewed using the JPM Chase online account access.

Go mobile with free apps for iPhone®, iPad®, Android™ and BlackBerry®! The Concur Mobile Application provides users with easy, remote access to TravelWayne. TripitPro organizes the traveler's itinerary, provides travel updates and notification and monitors US economy-class airfare for airfare refund if the price drops.

Expense Report

JP Morgan Chase Bank MasterCard eases the personal cash flow for travel expenses. Additionally, with the import process, expenses incurred on the MasterCard populate the traveler's expense report which reduces data entry. Expense reports can be prepared by the traveler or by a delegate on behalf of the traveler but can only be submitted for approval by the actual traveler. Per the policy, the expense report requires receipts for all non-GSA per diem expenses over $15. These receipts and other electronic documents regarding the trip such as conference agendas, invitations to speak at symposiums, guest lists, etc., again can be easily loaded into the Concur system providing the approver all of the required information at their fingertips online.

Payment

Via the Concur Pay Process, Wayne State University provides payment to clear the approved MasterCard charges once the expense report is approved. On the fourth business day after expense report approval, an ACH or Direct Deposit transaction is sent to the Chase MasterCard account and to the employee's bank for any out-of-pocket expenses including their meal reimbursement. The employee controls via their profile where the funds are to be deposited. Employees are responsible for payment of any personal expenses made on the card.