

# Travel

Offices of General Counsel, Risk Management, and Global Engagement

April 30, 2025



UNIVERSITY OF WYOMING

# Travel Policies

- UW Travel Website [www.uwyo.edu/travel](http://www.uwyo.edu/travel)



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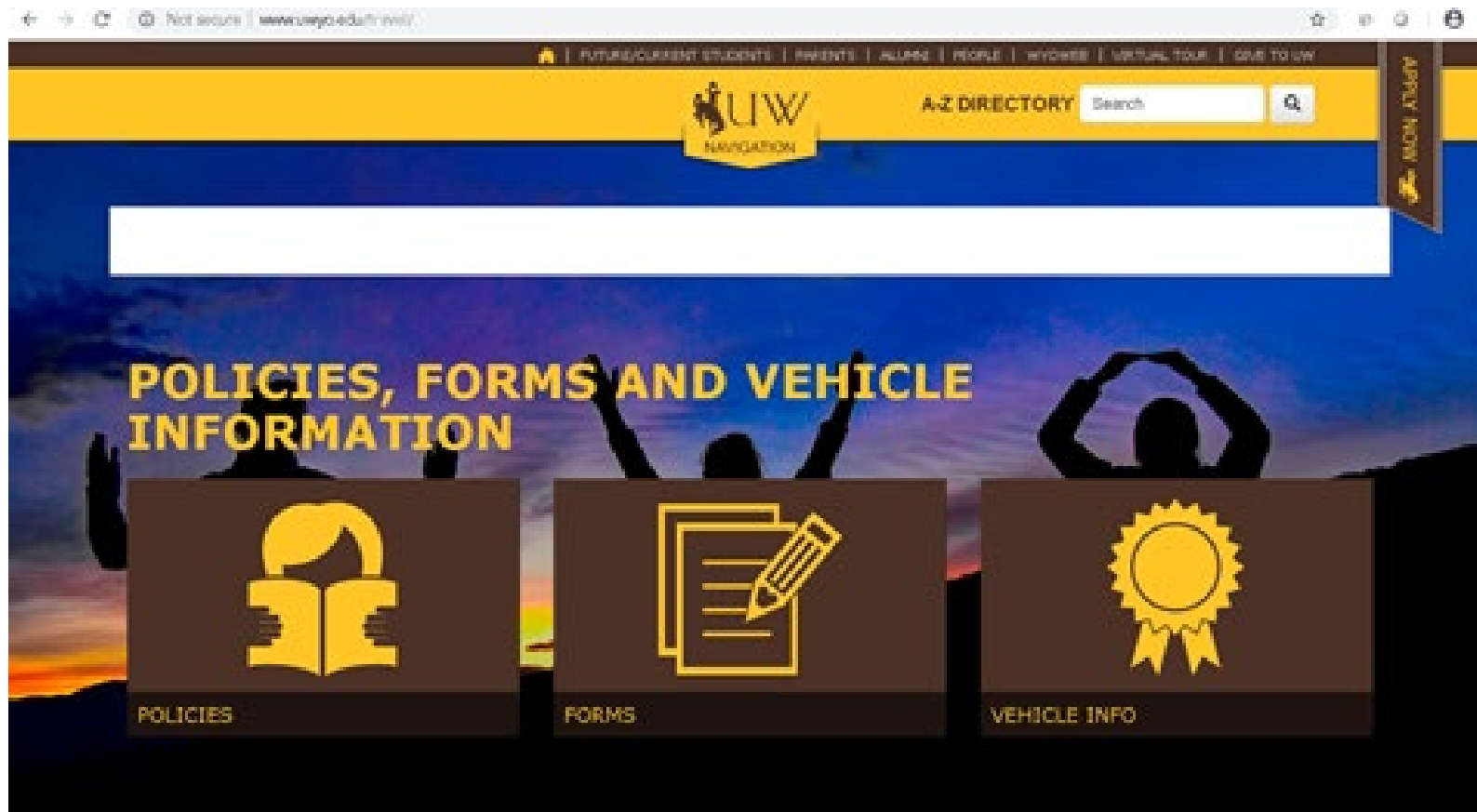


# UW Travel Website Overview

The screenshot shows the UW Travel website interface. At the top, there is a navigation bar with links for FUTURE/CURRENT STUDENTS, PARENTS, ALUMNI, PEOPLE, EMPLOYEES, VIRTUAL TOUR, and GO TO UW. The UW logo and 'NAVIGATION' text are centered in the header. To the right, there is an 'A-Z DIRECTORY' search bar. A vertical banner on the right side says 'APPLY NOW' with a downward arrow. The main content area is titled 'TRAVEL DESTINATIONS' and features four travel options:

- IN STATE TRAVEL**: Anywhere in Wyoming. Icon: A cowboy on a bucking horse.
- DOMESTIC TRAVEL**: Excluding Wyoming, Including U.S. Territories. Icon: A laptop with a hand cursor pointing at it.
- INTERNATIONAL TRAVEL**: to Countries with NO Travel Warnings (U.S. State Department Advisory Level 1). Icon: An open map with a location pin.
- INTERNATIONAL TRAVEL**: to Countries WITH Travel Warnings (State Department Advisory Levels 2-4). Icon: A location pin.

# UW Travel Website Overview



# Before You Travel – All Destinations

## Approval

Employees

Students

### UNIVERSITY OF WYOMING TRAVEL REQUEST

Must be completed prior to the commencement of all work related travel independent of reimbursement status.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Travel Dates & Times: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Funding Source(s) (if travel is to be paid): \_\_\_\_\_

#### Mode(s) of Transportation

- UW Fleet Vehicle (Reservation # \_\_\_\_\_/must save itemized gas receipts for reimbursement)  
 Personal Vehicle (must provide license plate number and odometer readings for indirect routing & terminal mileage)  
 Commercial Airplane     Rental Vehicle     Other: \_\_\_\_\_

#### Reimbursement Method

- Actual lodging only (must save all itemized lodging receipts)  
 Actual lodging plus M&IE (must save all itemized lodging receipts)  
 Actual lodging plus actual meals (must save all itemized lodging and meal receipts)  
 Actual lodging plus combo of M&IE and actual meals (must save all itemized lodging and meal receipts)  
 M&IE or actual meals only (must save all itemized meal receipts for actual meals)

#### Estimated Travel Expenditures

Registration \_\_\_\_\_  
 Airfare \_\_\_\_\_  
 Other Transportation \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 M&IE \_\_\_\_\_  
 Actual Meals \_\_\_\_\_  
 Parking/Other \_\_\_\_\_

#### PCARD Expense (card name, date & amount)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**TOTAL ESTIMATE \$** \_\_\_\_\_  
**PCARD TOTAL \$** \_\_\_\_\_  
**CASH ADVANCE \$** \_\_\_\_\_

ALL travel must be approved by appropriate designee prior to departure. This form will be kept on file in the department. If you are a student, please have applicable advisor sign this form before forwarding to appropriate designee for signature.

\_\_\_\_\_  
 Approved by                      Date                      Approved by                      Date

1. Student or Group seeks approval from Approver I
2. Approver I seeks approval from Approver II

Traveler	Approver I	Approver II
RSO	Faculty Advisor	Assist Dir. Union
Dept Sponsored	Dept. Head	N/A
Course	Faculty of Record	Dept. Head
Research	Faculty Sponsor	Dept. Head



# In-State Travel

- Comply with Department or Approver Requirements
- No Institutional Requirement to Report Travel
- Comply with Transportation Requirements
  - Most Commonly Driving – Vehicle Policy
- Expense Reimbursement

# Driving on UW Business

- University Vehicle Policy applies to University Vehicles and University Personal Vehicles
- Qualified Drivers Only
  - Must qualify initially then annually (December)
  - Must notify of change in status
  - Must be 18 years old
  - Held a valid license for **at least one year prior**
  - Has an acceptable MVR (checked by Risk/vendor)
    - No major conviction in 36 months, not more than 2 at-fault accidents or moving violations in 12 months



# MVR Check Results

- Requests made via portal at [mvr.uwyo.edu](http://mvr.uwyo.edu)
- Notice of eligible status sent to supervisor as well as requester.
- Supervisors can access data through the portal.
- Data transferred electronically to Fleet System overnight

# Driving on UW Business

- Best option – University Vehicle
- Misuse of University Vehicle
  - Driving when not approved as a driver
  - Violation of law (impaired driving, traffic violations)
  - Talk/text on handheld device
  - Not having every passenger seat belted
  - Smoking,
  - Transporting alcohol, pets, firearms, or haz mat (unless specifically required for job)
  - Off-Roading unless required for job



# Driving on UW Business

- Misuse of University Vehicle
  - Failing to promptly **report any accident**
  - Failing to promptly report damage to University Vehicle (not University Personal Vehicle)
  - Personal use of a University Vehicle (not University Personal Vehicle)
  - Transporting unauthorized **passengers** in a University Vehicle
    - Department determination of work-related
    - Exception Form
    - Use University Personal Vehicle



# UW Vehicle Passenger Exception

## Single Trip

UW Vehicle Passenger Exception Request  
One Time Form

Please complete this form in its entirety if you wish to have a passenger who is not an official University of Wyoming business accompany you on University business travel. Pursuant to UW's vehicle Use Policy, passengers are not allowed to travel in UW vehicles unless they are participating in official University business. Exceptions may be granted by the UW Risk Manager under certain limited circumstances where the passenger is necessary and in the best interests of the University (for example, the passenger will be providing you necessary medical assistance or other accommodation to allow your work related travel).

Name of UW Driver \_\_\_\_\_

Purpose of UW Related Travel \_\_\_\_\_

Name of Proposed Passenger \_\_\_\_\_

Travel Dates and Destination \_\_\_\_\_

Reason for Exception Request (provide a detailed explanation for the need to travel with a passenger including but not limited to what role the passenger will play, why the passenger is a necessity, the consequences of the passenger not traveling with you, etc.)

\_\_\_\_\_

Approved:   
Denied:

\_\_\_\_\_  
UW Vehicle Driver's Signature and Date

\_\_\_\_\_  
Risk Manager's Signature and Date

Return form to Risk Management, 247 Knight Hall, Box 3077, Laramie, WY 82002-3077

## Multi-Trip/Extended Duration

UW Vehicle Passenger Exception Request  
Extended Duration Form

Please complete this form in its entirety if you wish to have a passenger who is not on official University of Wyoming business accompany you on University business travel for a stated period of time. Pursuant to UW's Vehicle Use Policy, passengers are not allowed to travel in UW vehicles unless they are participating in official University business. Exceptions may be granted by the UW Risk Manager under certain limited circumstances where the passenger is necessary and in the best interests of the University (for example, the passenger will be providing you necessary medical assistance or other accommodation to allow your work related travel). This form is to be used if you are requesting that an exception be granted for an extended period of time for the same passenger (i.e., this person will be traveling with you numerous times over the next year, semester, etc.)

Name of UW Driver \_\_\_\_\_

Purpose of UW Related Travel \_\_\_\_\_

Name of Proposed Passenger \_\_\_\_\_

Requested Duration of Exception (i.e. Fall Semester 20XX, Fiscal Year 20XX, Calendar Year 20XX, specified dates)  
\_\_\_\_\_

Reason for Exception Request (provide a detailed explanation for the need to travel with a passenger including but not limited to what role the passenger will play, why the passenger is a necessity, the consequences of the passenger not traveling with you, etc.)

\_\_\_\_\_

Approved:   
Denied:

\_\_\_\_\_  
UW Vehicle Driver's Signature and Date

\_\_\_\_\_  
Risk Manager's Signature and Date

Return form to Risk Management, 247 Knight Hall, Box 3077, Laramie, WY 82002-3077, email risk@uwyo.edu



# Personal Vehicle Passenger Waivers

## Single Trip

### WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT FOR TRAVEL IN A PERSONAL VEHICLE BEING USED FOR UNIVERSITY BUSINESS

I \_\_\_\_\_ (guest name) desire to travel in a personal vehicle while it is being used for the business of the University of Wyoming (herein after "University") traveling from \_\_\_\_\_ (start location) to \_\_\_\_\_ (end/destination location) on \_\_\_\_\_ (date). I understand and acknowledge that I am not required to travel. My travel is wholly voluntary. In consideration of the University of Wyoming's agreement to permit me to travel, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

1) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities), from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys fees, which arise out of, result from, occur during or are connected in any manner with my travel identified above or any associated activity at the destination or any stops between the origin location and the destination, whether sponsored by the University or not.

2) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities), from any and all liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys fees, which arise out of, occur during, or are in any way connected with my travel identified above or any associated activity at the destination or any stops between the origin location and the destination, whether sponsored by the University or not.

3) I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Wyoming including, but not limited to, the Wyoming Governmental Claims Act, and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Relationship to guest identified above (if the document is being signed on behalf of the guest, for example by a parent or guardian of a minor)

## Multi-Trip/Extended Duration

### WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT FOR MULTI-TRIP TRAVEL IN A PERSONAL VEHICLE BEING USED FOR UNIVERSITY BUSINESS

I \_\_\_\_\_ (guest name) desire to travel in a personal vehicle while it is being used for University of Wyoming (herein after "University") business. I anticipate I will make multiple trips during the period beginning \_\_\_\_\_ (start date of the period for which the waiver is being filed) and ending \_\_\_\_\_ (end date of the period for which the waiver is being filed). I have completed the attached estimate of the travel I will attend in a personal vehicle and understand that this waiver will apply to all trips in a personal vehicle being used for University business during the waiver period identified above, whether they are included in the attached estimate or not. I understand and acknowledge that I am not required to travel. My travel is wholly voluntary. In consideration of the University of Wyoming's agreement to permit me to travel, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

### MULTI-TRIP WAIVER ATTACHMENT ESTIMATE OF TRAVEL

I \_\_\_\_\_ (guest name) am completing this estimate to accompany my waiver for the period beginning \_\_\_\_\_ (start date of the period for which the waiver is being filed) and ending \_\_\_\_\_ (end date of the period for which the waiver is being filed). I estimate I will travel in a personal vehicle being used for University business during the waiver period as follows:

Number of estimated days of travel during the waiver period: \_\_\_\_\_

I will be accompanying this (these) University driver(s): \_\_\_\_\_

Known destinations or activities: \_\_\_\_\_



# Vehicle Accident Reporting

- Stop, prevent further accident, call 911 if emergency otherwise UWPD or local police
- If a UW Vehicle is unsafe to operate call Fleet (UWPD afterhours).
- Promptly report to police, file any forms required by law, report to Risk as soon as practicable not more than 10 days.
- Exchange info, don't make statements/admit fault.
- Do talk to Police, Risk, and UW insurer.
- Refer lawyers, the other party, etc. to Risk (personal insurer if your vehicle).



# At-Fault Department Deductibles

## University Owned Vehicle

- 1<sup>st</sup> accident - \$100
- 2<sup>nd</sup> accident - \$250
- 3<sup>rd</sup> accident - \$500
- Subsequent - \$500

## Rented/Leased Vehicles

- 1<sup>st</sup> accident - \$200
- 2<sup>nd</sup> accident - \$350
- 3<sup>rd</sup> accident - \$700
- Subsequent - \$700

Failure to timely report increases the deductible by one level



# Domestic Travel (not WY)

- Travel Approval from Department or Student Approver
- Record Travel
  - Each person traveling (even if it's group travel)
  - Electronic survey
  - Even if required to report travel to department, study abroad (for national exchange), campus activity center, etc.

# Record Travel

← → ↻ <https://survey.uwyo.edu/TakeSurvey.aspx?SurveyID=m4K38m432#> 

Foreign/Domestic Travel Notification - University of Wyoming

Page 1 of 1

**Please fill out this form if you are traveling away on UW business.**

If you are traveling internationally, please consider also registering at the Smart Traveler Enrollment Program (STEP) website as it provides you with real-time safety and security updates in your travel destination. Registering with the STEP program offers additional travel guidance and contact information for the local embassy and also alerts their staff that you are in the area. <https://step.state.gov/> (opens in a new window)

**Students** traveling on study abroad courses, research/fieldwork, internships and other UW credit-bearing programs **MUST** also register with the International Programs Office through the [Cowboys Abroad Portal](#).

1. I am traveling:\*

If traveling only within Wyoming, no need to fill out this form.

Within the United States, including U.S. Territories (ex. Puerto Rico)

Outside the United States

2. Traveler name:\*

3. Traveler UW Email address\*

4. Departure date:\*

5. Rate of return:\*



# Domestic Travel (not WY)

- Reserve transportation (flight, fleet, etc.)
- Report any accidents (vehicle, injury, etc.)
- Upon return complete appropriate expense reimbursement documents

# Procurement and P-Cards



UNIVERSITY  
of WYOMING | Procurement and  
Payment Services

**“Know before you Go”**

*Traveling with your UW P-Card*

This document serves as an overview of the travel expenses information found in the [Procurement Card Policies and Procedures](#) manual and the [University Travel and Reimbursement Policy](#).

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The Individual and Travel (ghost) P-Cards are both available for travel related expenses.

- **A university p-card cannot be used to pay for individual employee meals while on travel status.** Meals for individual employees on travel status will be reimbursed on a per diem (M&IE) basis.
- **A university p-card cannot be used to pay expenses for family members or any individual not traveling on official university business.**
- No university payment method, including a p-card, may be used for unallowable expenses.

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**INDIVIDUAL P-CARD** *An employee should always check the available credit on their p-card before traveling and request a temporary increase from Procurement Services if necessary.*

#### Conference Registration Fees

- Optional meals and/or lodging may be paid if located on the registration form and payable to the conference. Those meals must be deducted from any per diem requests.
- Membership fees may also be paid if needed and part of the registration.
- Optional entertainment fees or options that include alcohol cannot be paid with the individual card.

#### **INDIVIDUAL and TRAVEL (Ghost) P-CARDS**

##### Commercial Transportation

- Such as airline tickets, baggage fees, shuttles, buses, taxis, ferries, rideshares, and rental cars.
- Please check rental car company requirements for reservations made on a card other than in the traveler's name.

##### Lodging Expenses

- Lodging expenses are limited to room and tax charges, business related phone, internet, and parking charges.
- In the State of Wyoming, [University of Wyoming is exempt](#) from paying sales and lodging taxes. This information should be provided when procuring a room. The tax-exempt number is printed on the p-card.
- Incidental travel related expenses, including personal charges (meals, movies, laundry, etc.), are not allowed and will be the responsibility of the traveler.

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**STUDENT TRAVEL.** **In lieu of cash advances for student travel, the p-cards may be used to pay for related commercial transportation, lodging, and meal expenses.**

- Student travel includes expenses for students and the accompanying faculty/staff/administrators that are traveling to attend a university sanctioned event.
- Employee meals may be included in the group meals and will need to be deducted from the employee's per diem reimbursement.

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For additional assistance please contact [pcard@uwyo.edu](mailto:pcard@uwyo.edu) or 307-766-5717.

[know-before-you-go.pdf](#)



# P-Cards

- **Individual and Travel (ghost) P-Cards** are available for travel related expenses and must **ONLY** be used on allowable expenses as defined in UW SAP 7-9.15.
- P-Cards **cannot** be used to pay for individual employee meals while on travel status. Meals for individual employees on travel status will be reimbursed on a per diem (M&IE) basis.
- P-Cards **cannot** be used to pay expenses for family members or any individual not traveling on official university business.

# Individual P-Cards

- An employee should always check the available credit on their P-Card before traveling and request a temporary increase from Procurement Services if necessary.
- Individual P-Cards may be used for Conference Registration Fees
  - Optional meals and/or lodging may be paid if located on the registration form and payable to the conference. Those meals must be deducted from any per diem requests.
  - Membership fees may also be paid if needed and part of the registration.
  - Optional entertainment fees or options that include alcohol **cannot** be paid with the individual card.

Alcohol is an unallowable expense and University funds cannot be used. Reimbursement will be requested if alcohol is purchased on a University P-Card.



# Individual and Travel P-Cards

- Commercial Transportation: Such as airline tickets, baggage fees, shuttles, buses, taxis, ferries, rideshares, and rental cars can be purchased with a P-Card.
  - Please check rental car company requirements for reservations made on a card other than in the traveler's name before booking.
- Lodging Expenses
  - Lodging expenses are limited to room and tax charges, business related phone, internet, and parking charges.
  - In the State of Wyoming, University of Wyoming is exempt from paying sales and lodging taxes. This information should be provided when procuring a room. The tax-exempt number is printed on the p-card.
  - Incidental travel related expenses, including personal charges (meals, movies, laundry, etc.), are **not allowed** and will be the responsibility of the traveler.



# Student Travel Expenses

*In lieu of cash advances for student travel, the p-cards may be used to pay for related commercial transportation, lodging, and meal expenses.*

- Student travel includes expenses for students and the accompanying faculty/staff/administrators that are traveling to attend a university sanctioned event.
- Employee meals may be included in the group meals and will need to be deducted from the employee's per diem reimbursement.



# International Travel

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WYOGLOBAL



UNIVERSITY  
OF WYOMING

Global  
Engagement  
Office

Shelley Jewell  
Education Abroad Director  
[sjewell1@uwyo.edu](mailto:sjewell1@uwyo.edu)  
(307) 766-3678



# International Travel

Review the US Dept. of State Travel Advisory for the destination country or countries to determine if your destination is heightened risk or not:

- Level 1 – Considered no advisory/warning
- Level 3 & 4 – Considered Heightened Risk
- Level 2 – If any areas within the country are identified as “do not travel” or “reconsider travel” – Considered Heightened Risk

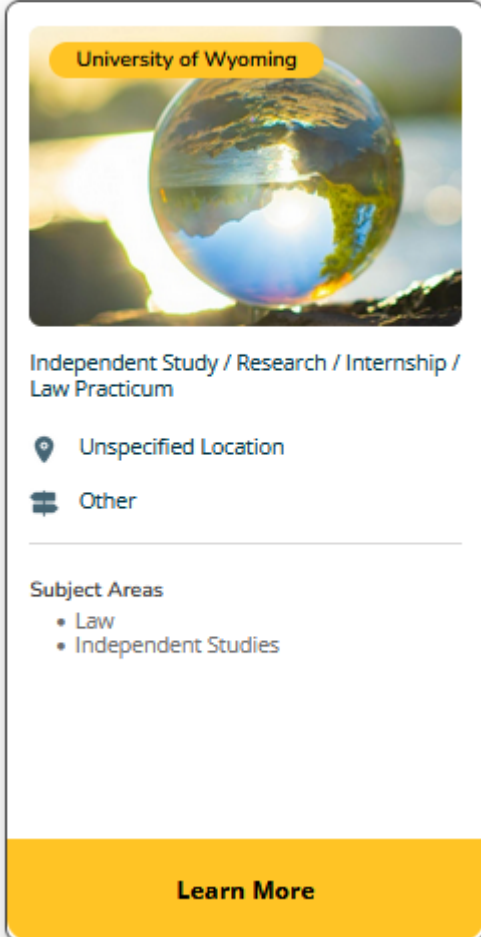
# International Travel – No Advisories

- Travel approval (same as domestic travel)
- Record Travel (same as domestic travel)
- Students traveling for credit also record on Cowboys Abroad Site
- US Department of State Smart Traveler Enrollment Program (STEP)  
(<https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html/>)
- International Travel Checklist
  - Passport & Visa
  - CDC
  - Export Control
  - Procurement (p-card)




# International Travel – Undergrad & Graduate Student Travel

- *CowboysAbroad* [Registration](#)
  - *Credit bearing International Programs*
  - *Non-credit bearing programs*
    - *Independent Research, Study, Internship, etc.*
  - *Allows us to gather:*
    - *Emergency Contact Information*
    - *Passport Information*
    - *Medical Information*
    - *Liability & Release Forms*
    - *Data for insurance and reporting*



University of Wyoming



Independent Study / Research / Internship / Law Practicum

📍 Unspecified Location

☰ Other

Subject Areas

- Law
- Independent Studies

[Learn More](#)

# International Travel – Heightened Risk

- Mandatory Process for Student, Faculty & Staff Travel
  - *The International Travel Risk Assessment Committee (ITRAC) is responsible for the review and authorization of University-sponsored international travel to locations identified as presenting a heightened risk to the health and safety of University students, staff and faculty*
  - *For all locations listed as heightened risk, the traveler must submit the [Request for Exception to Travel form](#). This form should be completed as soon as possible, but no later than 30 days prior to travel.*



# International Travel – Heightened Risk

- Heightened Risk Travel Request Form ([via InfoReady](#))
  - Program information
  - Detailed itinerary (dates, locations, transportation, movement, excursions, facilities, housing, contractors, vetting, payment methods, etc.)
  - Medical & emergency facilities
  - Compelling reason for location
  - Faculty and participant profile, familiarity
  - Travel risk awareness

# Travel Assistance

- 24/7 travel assist contact
- Evacuation (natural, man-made, medical)
- Medical (accident, sickness, work comp)
- Medical referral, translation, \$ advance
- Travel assistance
- Legal/Liability
- Print travel card on Risk website or Ed Abroad website

# Travel Assistance

## *Health & Safety*

Whether you are engaging in study, research, internships or community engagement abroad, you are required to have UW International Insurance, or to be participating on a program through one of our approved partner programs where insurance is included as part of your fee.

### **OVERVIEW & [PRINT YOUR INSURANCE CARD](#)**

The **UW International Insurance** plan through AIG Travel Guard Global Assistance provides travel accident insurance along with travel assistance services to help with travel mishaps or emergencies. This insurance coverage is provided by the University of Wyoming. Whether it's a medical emergency, flight delay or lost luggage, assistance is available 24 hours a day, 7 days a week to support you.

Here is an overview of services provided by the plan:

- Medical Assistance
- Travel Assistance and Mobile App
- Security Assistance
- Personal Assistance

### **PLAN COVERAGE**

#### **Medical Assistance**

- Hospital and provider assistance
- Emergency prescription replacement assistance
- Medical Monitoring
- Medical Evacuation
- Comprehensive medical assistance services over the phone
- Repatriation of Remains

\*The program will cover certain costs associated with these travel services; subject to the stated limitations.



<https://www.uwyo.edu/uwyoabroad/safety/international-insurance.html>

\*Information on plan coverage, how to report a claim, etc.



# Travel Assistance

Please detach the card below and carry it with you during the course of your trip.



**Travel Guard**®

## TRAVELER ID CARD

Policyholder: Policyholder: University of Wyoming

Policy Number: 9162904

Toll-Free/Free Phone (within the U.S.): [1-877-832-3523](tel:1-877-832-3523)

Collect/Reverse Charge (outside the U.S.): [+1-715-295-1194](tel:+1-715-295-1194)

Email: [assistance@aig.com](mailto:assistance@aig.com)

[aig.com/us/travelguardassistance](http://aig.com/us/travelguardassistance)

\*Print [travel](#) card on Risk or [Ed Abroad website](#)



# Questions ?

Risk Management

[risk@uwyo.edu](mailto:risk@uwyo.edu)

**Kimberly Flowers**

Director, Risk & Claims  
office (307) 766-5767

Education Abroad

[uwyoabd@uwyo.edu](mailto:uwyoabd@uwyo.edu)

Main office: (307) 766-  
3677

Office of General  
Counsel

Main Office: (307) 766  
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Procurement and Payment  
Services

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