

**TO:** W&M and VIMS Colleagues  
**FROM:** LaDonna Brown, Travel Program Manager  
**SUBJECT:** Travel News and IMPORTANT POLICY UPDATES!  
**DATE:** February 11, 2025 (**Revised on 6/5/25 – Bed & Breakfast Updates**)

Happy New Year, Team! We hope you're returning from your well-deserved break feeling rested and recharged. As we step into a new year, we're excited to bring you the latest travel updates. As more updates become available, we will keep you informed of any further changes or important reminders.

### New Travel Requirements for 2025: Key Updates for Travelers!

To ensure smooth travels in 2025, please review the following new requirements for domestic and international travel:

<b>REAL-ID for Domestic Flights</b>	<b>UK Electronic Travel Authorization (ETA)</b>	<b>ETIAS for Travel to EU</b>	<b>New Airline Protections</b>
<b>Effective:</b> May 7, 2025	<b>Effective:</b> January 8, 2025	<b>Expected Launch:</b> May 2025	<b>Effective:</b> May 16, 2024
All U.S. travelers aged 18 and older must present a REAL-ID compliant identification to board domestic flights or access certain federal facilities.	Travelers to the UK must register for an ETA, which allows UK authorities to pre-screen visitors.	U.S. travelers will need ETIAS authorization to visit European Union countries.	The new rule makes it easy for passengers to obtain refunds when airlines cancel or significantly change their flights, significantly delay their checked bags, or fail to provide extra services they purchased.
<b>Action Required:</b> Update your identification to REAL ID before this date.	<b>Details:</b> <ul style="list-style-type: none"> <li>The ETA costs approximately \$13 and is valid for two years.</li> <li>It is not a Visa and does not replace any existing visa requirements.</li> <li>Applications can be made on the UK government's official website or the ETA app.</li> </ul>	<b>Details:</b> <ul style="list-style-type: none"> <li>Valid for up to three years for multiple short-term entries (up to 90 days within 180 days).</li> <li>Requires reapplication if the associated passport expires.</li> </ul>	<b>Current Updates Include:</b> <ul style="list-style-type: none"> <li>Automatic refunds for significant delays or cancellations.</li> <li>Refunds for delayed baggage and nonfunctional ancillary services like WiFi.</li> <li>24/7 customer service support.</li> </ul>
<b>Website:</b> <a href="#">DMV – REAL-ID</a>	<b>Website:</b> <a href="#">UK ETA</a>	<b>Website:</b> <a href="#">ETIAS</a>	<b>Website:</b> <a href="#">Department of Transportation</a>

For more information on these changes, visit the appropriate government website or contact your department travel coordinator. Plan ahead to ensure compliance and avoid disruptions. Safe Travels!

## NEW Updates to Travel Policy

As of January 2025, the State Travel Regulations have been updated, reflected in the new publication of CAPP Topic 20335. These changes are effective immediately. The updated policy details are available on the Travel Website and Chrome River has been updated accordingly to align with the new regulations.

Please review the changes to ensure compliance with the updated travel policy.

Policy Topic	Prior Policy	Updated Policy
Pre-Approval Requirements	Pre-Approval required for day trips that exceed \$1000.	Pre-Approval required for day trips that exceed <b>\$1500.</b>
Third-Party Lodging	Third-Party Lodging to include Airbnb, VRBO, HomeAway, Placemakr, etc.	Third-Party will now include Bed and Breakfast lodging as prohibited or must align with Third-Party Lodging policy. <b>Revision: Local Bed &amp; Breakfast accommodations (Cedars, Fife &amp; Drum , etc.) are allowable using Local or Grant Funds Only. Third-Party Lodging policy documentation is not required. If B&amp;B is outside the local aread, all Third-Party rules and documentation will apply.</b>
Business Telephone Calls	Business Calls (International) are reimbursable with business justification and proper documentation under State or Local funds.	Business Calls (International) are reimbursable with business justification and proper documentation under <b>Local funds only.</b>
Overtime Meal Policy	Overtime meals with no receipt are reimbursable at \$5 (within official station) and \$10.00 (outside official station)	Overtime meals with no receipt are reimbursable at <b>\$7.50</b> (within official station) and <b>\$11.25</b> (outside of official station)
Mileage Fleet Rate	Employees who opt to use Personally owned vehicle and traveling over 200 miles in a day are reimbursed at Fleet Rate of \$0.24 per mile.	Employees who opt to use their Personally owned vehicle and traveling over 200 miles in a day are reimbursed at the GSA Private Owned Vehicle Rate of <b>\$0.21</b> per mile.
Transportation Tips	Transportation tips are capped at 15% under state funds and 20% with local funds.	Transportation tips are capped at <b>20% under State or Local funds.</b>
Rental Car Insurance for Non-State Employees (Guests) of the university	Non-State Employees (Guests) are allowed to be reimbursed for rental car	Non-State Employees (Guests) are allowed to be reimbursed for rental car

	insurance – Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) under State or Local funds.	insurance – Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) under <b>Local funds only.</b>
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If you have any questions in regards to updates, please reach out to the Travel Office.

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### Emburse Chrome River has been rebranded to “Emburse Enterprise”

The new product name aligns with Emburse’s vision to empower organizations worldwide with innovative tools for managing expenses, travel, accounts payable, payments, data and analytics. The product’s logos, login screens, and colors have been updated to reflect the unified Emburse brand.

While the product name is being unified under Emburse, the way you navigate and use the system will remain exactly the same. The only changes are to the name and colors. The Travel Office will keep you updated on future improvements, as they are presented.

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### Over 200% Lodging Requirements

Per policy, any lodging expected to exceed 200% of the standard per diem requires approval from the university’s Chief Financial Officer (CFO). This exception necessitates a cost-benefit analysis, and any overage must be allocated to a local fund.

Due to frequent submissions lacking proper documentation for the cost-benefit analysis, a **Lodging Cost Comparison Form** has been created and is now required when submitting Pre-Approvals that estimated lodging costs exceeding 200%. This form ensures that all necessary information is provided to facilitate the approval or denial of the request. This form is available on the [Travel Website](#) under-Lodging Exceptions for over 200%.

If the form is not attached or the cost-benefit analysis is insufficient, the request will be returned to the department. As a reminder, if prior approvals from the CFO are not obtained, lodging costs must be appropriately reduced in the expense report.

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### Reminders!

Per IRS requirements, Travel Reimbursement must be submitted within 60 days of the last travel day or the corresponding expense. Employees consistently submitting reimbursement beyond the 60-day timeframe must be reported as income to the employee. There are procedures for noncompliance to inform employees when their report will be reported as income to the Payroll Office.

- Travel Reimbursements submitted greater than 180 days are not eligible for reimbursement. This applies to all employees, students, and guests.
- New IRS Mileage Rates, as of January 1, 2025 – IRS rate .70 per mile



- Employees cannot pay for or request reimbursement for guest expenses. This includes lodging and transportation expenses.
- The Travel Website is your sole source of information and training documentation. User Manuals and Quick Guides can be found at <https://www.wm.edu/offices/financialoperations/travel/>
- All archived Travel Newsletters can be found on the Travel Website- Announcements <https://www.wm.edu/offices/financialoperations/travel/announcements/>