



WashU

2025 Preferred Travel Partner Webinar

Agenda

- Resource Management Overview
- WashU Business Expense/Travel Policy
- Preferred Hotel Partners
- Preferred Rental Car Partners
- The Parking Spot
- TravelPlex
- Southwest Airlines
- Q&A



Resource Management exists to help our faculty, students and staff fulfill the university's teaching, research, and patient care missions. We are a service organization responsible for:

- Procurement
- Furniture & Design
- Mail services
- Vending
- Copy centers
- Out-sourced contracting

Special areas of focus include:

- Expense reduction
- Logistics
- Supplier Diversity
- Compliance with federal regulations
- Import/Export assistance
- Contract negotiation and development



[Resource Management Webpage](#)

Questions? PurchasingServices@wustl.edu

Financial Services- Business Expense Policy Page

The screenshot shows a web page for Washington University in St. Louis. At the top is a red header with the university's name. Below it is a dark navigation bar with links: TOPICS, FORMS, OFFICES AND CONTACTS, INSTITUTIONAL DATA, and STUDENT ACCOUNTS. The main heading is "Financial Services". The page title is "Business Expense Policy". The text explains that the policy outlines guidelines for business expenses, including travel, and notes that more restrictive policies may apply when grant funding is used. It mentions the "Sponsored Projects Accounting" topic and states that the department or school is responsible for enforcing any restrictions. It also emphasizes the university's role as a steward of funds and the importance of individual judgment. A paragraph states that the policy applies to all faculty, staff, students, and researchers seeking reimbursement. A link to a PDF version is provided. At the bottom, there are four sections: "Compliance & Controls" (expense reimbursements and procurement card transactions), "Financial Transaction Approvals" (workday transaction approvals), "Supporting Documentation" (definition and requirements), and "Travel & Non-Travel Business Expenses" (policies and guidelines).

Washington University in St. Louis

Financial Services

TOPICS FORMS OFFICES AND CONTACTS INSTITUTIONAL DATA STUDENT ACCOUNTS

Business Expense Policy

The Business Expense Policy outlines policies and guidelines for business expenses, including travel related expenses. It is stated in general terms and is not intended to cover every possible situation. More restrictive policies and guidance when grant funding is used may apply and may not be expressly stated in this document. For details see the [Sponsored Projects Accounting](#) topic available on the Financial Services website. Likewise, more restrictive policies may be set at the department or school level. However, it is the responsibility of the department or school to document, communicate, and enforce any restrictions they impose.

It is essential that Washington University has a strong accounting control environment and guards its image as a careful steward of charitable and public funds. Given the decentralized nature of the university, Senior Management relies heavily upon individual judgment at all levels of the organization in determining when expenses are necessary and reasonable. Unauthorized business expenses that do not comply with university policies, or expenses deemed to be excessive may not be reimbursed or may result in taxable income to the employee.

This policy applies to all faculty and staff, as well as students, guest lecturers or researchers, consultants, prospective employees and any others seeking reimbursement for university approved business expenses. For non-faculty and staff, no commitment for reimbursing such expenses should be made before ascertaining that this policy authorizes such activities. To ensure compliance, departments are responsible for informing all non-employees about this policy, prior to their visit.

For a pdf version of the full policy [click here](#) or navigate the pages below.

<u>Compliance & Controls</u>	<u>Financial Transaction Approvals</u>
For expense reimbursements and substantiation of procurement card transactions	Workday transaction approvals
<u>Supporting Documentation</u>	<u>Travel & Non-Travel Business Expenses</u>
Definition and requirements	Policies & Guidelines

2025 Preferred Hotel Partners

COURTYARD
BY MARRIOTT


THE RITZ-CARLTON
ST. LOUIS

The
ROYAL
SONESTA
CHASE PARK PLAZA
ST. LOUIS



**TOWNEPLACE
SUITES**
MARRIOTT


FOUR SEASONS
HOTEL
ST. LOUIS


THE CHESHIRE
SAINT LOUIS



MOONRISE
Hotel

AC
HOTELS
MARRIOTT®

HOMEWOOD
SUITES by Hilton®

element
INSPIRED BY WILSON



2025 Preferred Car Rental Partners

AVIS[®]  **Budget[®]**

 **enterprise**

 ***National***



February 3
2025

The Parking Spot & Washington University



WashU

theParkingSpot[®]



We have the most spots, nationwide.

○ ATLANTA

| ATL The Parking Spot 1
| ATL The Parking Spot 2
| ATL The Parking Spot Fly
| ATL The Parking Spot Plus

○ AUSTIN

| AUS The Parking Spot East
| AUS The Parking Spot West

○ BALTIMORE

| BWI The Parking Spot North
| BWI The Parking Spot West

○ BUFFALO

| BUF The Parking Spot

○ CHARLOTTE

| CLT The Parking Spot

○ CHICAGO

| MDW The Parking Spot

○ CLEVELAND

| CLE The Parking Spot

○ DALLAS

| DFW North
| DFW Premium
| DFW South
| DAL Love Field 1
| DAL Love Field 2

○ DENVER

| DEN The Parking Spot

○ HARTFORD

| BDL The Parking Spot

○ HOUSTON

| HOU The Parking Spot 1
| HOU The Parking Spot 2

| IAH The Parking Spot, JFK Blvd.
| IAH Will Clayton 1
| IAH Will Clayton 2

○ KANSAS CITY

| MCI The Parking Spot

○ LOS ANGELES

| LAX Century
| LAX Sepulveda

○ MIAMI

| Park 'N Fly by The Parking Spot

○ MINNEAPOLIS

| Park 'N Fly by The Parking Spot

○ NASHVILLE

| BNA The Parking Spot

○ NEWARK

| EWR The Parking Spot, Haynes

○ OAKLAND

| Park 'N Fly by The Parking Spot

○ ORLANDO

| MCO The Parking Spot

○ PHILADELPHIA

| PHL The Parking Spot North
| PHL The Parking Spot South

○ PHOENIX

| PHX The Parking Spot 1
| PHX The Parking Spot 2
| PHX The Parking Spot South

○ PITTSBURGH

| PIT The Parking Spot

○ SALT LAKE CITY

| SLC The Parking Spot

○ SAN FRANCISCO

| Park 'N Fly by The Parking Spot

○ ST. LOUIS

| STL The Parking Spot 1
| STL The Parking Spot 2
| STL The Parking Spot 3
| STL The Parking Spot East

**OVER
100,000
Spaces**

46
Locations

28
Airports

**Covering the most ground
for your travel.**

St. Louis - Lambert Airport (STL)

1

The Parking Spot

Top-tier garage parking
closest to the airport



Parking Garage



Valet Parking



Car Care

2

The Parking Spot 2

Outdoor covered parking



Covered Parking



Uncovered Parking

3

The Parking Spot 3

Outdoor covered parking



Covered Parking



Uncovered Parking



The Parking Spot East

Quick access to Terminal 2
(Southwest Airlines)



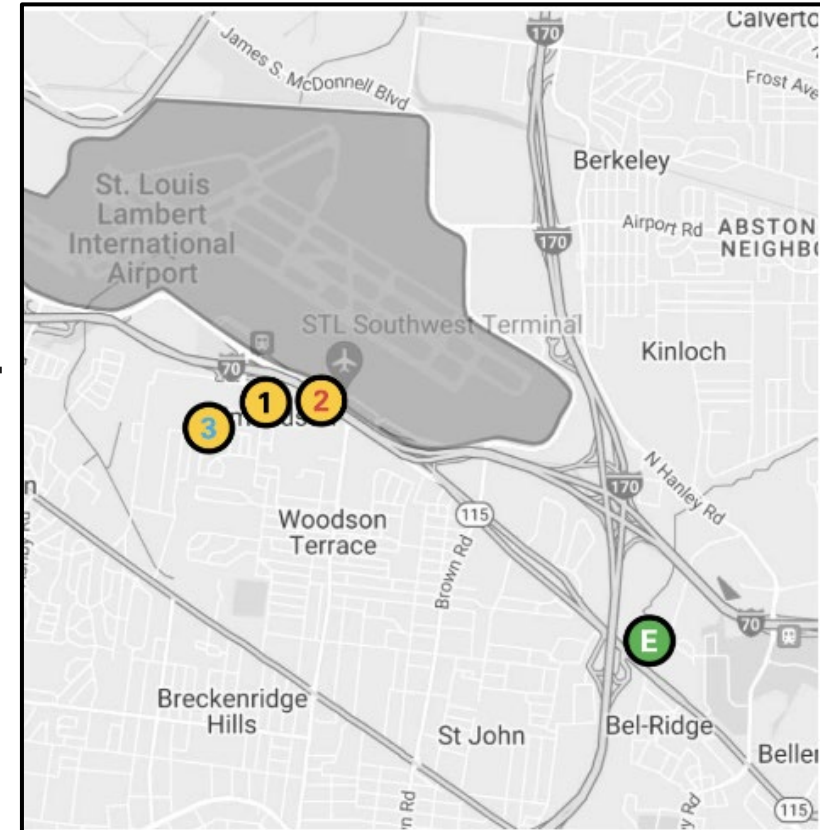
Parking Garage



Premium Parking



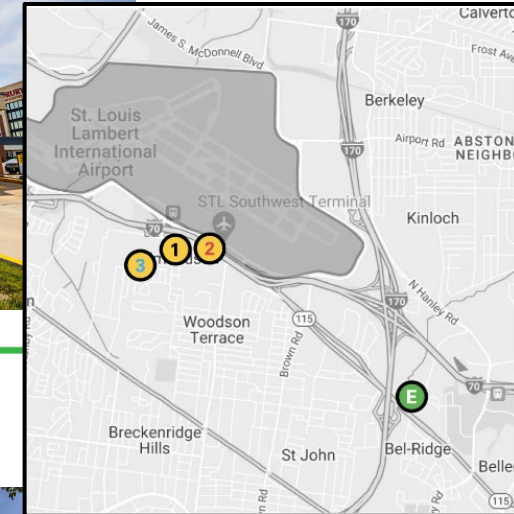
EV Charging Available



1 The Parking Spot 1



2 The Parking Spot 2



3 The Parking Spot 3



E The Parking Spot East



Amenities to ease your travel

We make traveling even
easier for travel pros.



Covered, Uncovered,
Valet, Premium Parking
(varies by location)



Always Open



Luggage
Assistance



Quick Shuttle Service



Shuttle Tracking App



Free Bottled Water



Car Care,
available by location

The mobile app

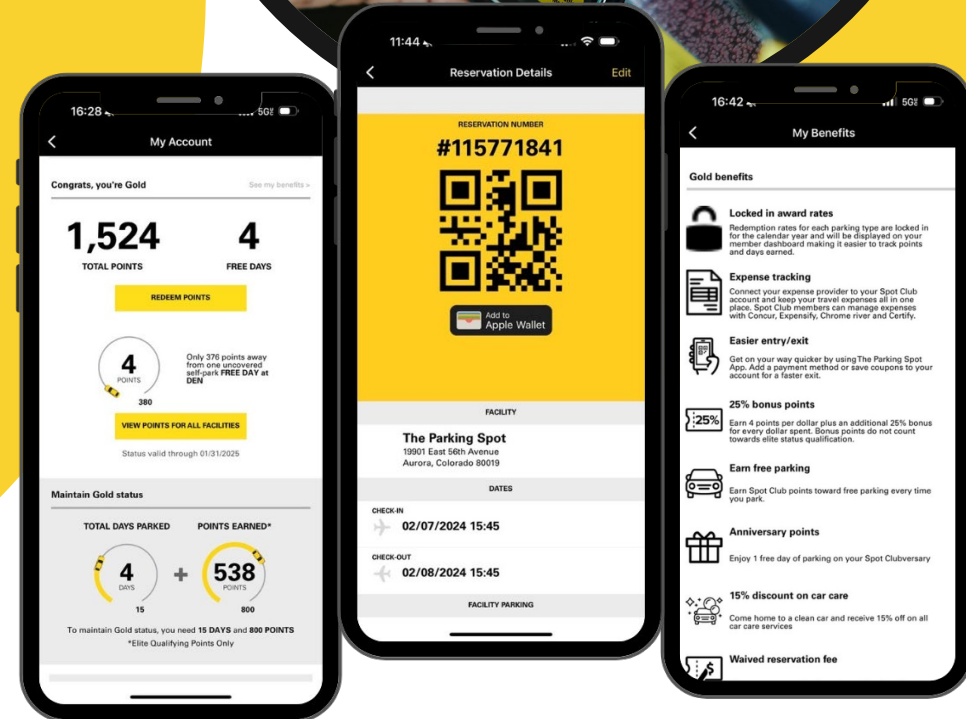
Where pro travelers can do it all.

With our app, travelers can record where they have parked on the lot, track shuttles upon their arrival, and earn Spot Club points.

The Parking Spot App

- Track shuttles
- Contactless entry and exit
- Manage and book reservations
- Redeem points for free parking
- Mobile Fast Exit – once you've added a credit card, just scan your QR code at exit and go!
- Find My Shuttle & Pick Me Up
- Emailed receipts

Download The Parking Spot App available on the App store or Google Play



Welcome Washington University Fac/Admin/Staff

Earn free airport parking. The more you park, the more you save.

[Join Now](#)

Already a member? [Log in](#)

Benefits of Corporate Accounts

Earn Free Parking

The more you park the more you save

Save Money on Parking

Use your corporate discount for personal and business travel expenses

Faster Entry and Exit

Save time getting in and out with our app

Join the Washington University Fac/Admin/Staff Spot Club®

First Name

First Name

Last Name

Last Name

Zip Code

50690 or L7J 1M7

Mobile Phone

(555)-555-5555

Email

Email



Park 'N Fly members use the same email address for your frequent parker account to join the Spot Club and your points and status will automatically transfer.

☒ Receive communication from The Parking Spot, alerts when you've unlocked Spot Club benefits, and monthly statement emails.

Password

Password



Preferred Parking Location

Select Preferred Location



Corporate Account / AAA Membership (optional)

Corporate Account Code



Corporate Account Code (optional)

Wash0152

☐ I agree to the [theSpotClub® Program Terms and Conditions](#) and [Privacy Policy](#)

Join For Free

**Get two FREE days
when you join now
through March 31st!**

Program Snapshot:



Washington University Discount

Save year-round on business and personal travel.



Earn Free Parking – The more you park, the more you save.



Faster Entry & Exit with the Parking Spot app and shuttle tracking.



Special Offer for Wash U:

Receive two FREE days of parking when you join by March 31st!



[Join Today!](#)

Use corporate account code **Wash0152** during sign up.



WashU



The Benefits of Utilizing



For All Your Travel Needs

Washington University Traveler Benefits



✚ Access to lowest possible business fares

- ✚ Does NOT include Basic Economy fares. Too restrictive for university travelers
- ✚ Fares do not allow changes; no seat selection; no FF points; last boarding group

✚ Access to Concur On-Line Booking Tool

- ✚ See every possible airfare for every airline within seconds
- ✚ All personal information loaded just once for convenience
- ✚ Data security. Information encrypted 3X a week
- ✚ Ability to make a reservation in a couple of minutes

✚ Only travel agency to offer the university's airline discounts

- ✚ As well as hotel and car discounts

✚ 24-Hour Emergency Assistance

- ✚ We're there when YOU need help 24/7/365

✚ We monitor travelers unused tickets so they don't go to waste.

- ✚ Many times we can get waivers for expired tickets

✚ We monitor fares up until 24 hours of departure

Washington University Traveler Benefits



- ✚ **Travel advisors that average over 31 years experience**
 - ✚ All advisors are STL based. Some have worked with Washington University for over 20 years
- ✚ **Affiliation with Tzell Travel, one of the largest travel companies in the world**
 - ✚ Provides access to discounts at over 36,000 hotels and 55 international airlines
- ✚ **Search dozens of airlines to find the best route and fare that makes sense for the traveler**
- ✚ **No charge for cancellations or voiding air tickets**
- ✚ **We want to make your travel experience as positive as we can.**
 - ✚ Our experts have been doing this for decades
 - ✚ Let our experts do what they do best and find you the best flights & fares

Washington University Travel Advisors Numbers



<u>TRAVEL ADVISOR</u>	<u>DIRECT DIAL #</u>	<u>EXT.</u>
Amber Oliver	314.645.4858	113
Connie Brauch	314.569.1902	145
Susan Mellor	314.569.1907	138
Kathleen Altpeter	314.858.9065	106
Bonnie Sacco-Meyer	314.991.5424	102
Jean Walters	314.858.9074	124

TravelPlex Main Number – 314.569.1900



Thank you

for the opportunity to be your travel management partner.

We look forward to continuing to provide
Washington University excellent customer service, travel
savings and a proactive travel management program.

We LUV STL!

Southwest is committed to serving STL, connecting WashU to what matters most.



Quick Facts:

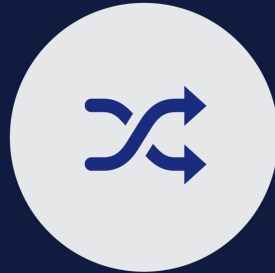
- Started service in 1985 as Southwest's 22nd city
- Service to 62 cities with 137 departures a day
- Almost 50% of the market share in STL
- STL is a "gateway" to the rest of our network

The most flexible airline

Southwest® offers the most flexibility out of all U.S.-based carriers.



Bags fly free



No change fees



**Same-day
change/standby**



No cancel fees



**Flight credits don't
expire**



**Rapid Rewards points
don't expire**



**No blackout dates for
Rapid Rewards award
bookings**

Our Rapid Rewards® program gets you to the fun stuff faster.

Earn reward flights faster and easier with Rapid Rewards®. Every business trip gets you closer to a weekend getaway or much-needed vacation.

∞ Our points don't expire

⊘ No blackout dates

✈️ Unlimited reward seats

★ **Freddie Awards' Program of the Year for the past eight years***

*Since 2001, Southwest Airlines® has won more Freddies than any airline in the world. Southwest Airlines Rapid Rewards has won Program of the Year for eight years from 2016–2023.

Earning points is easy!

Sign up at

[Southwest.com/](https://Southwest.com/RapidRewards)

[RapidRewards](https://Southwest.com/RapidRewards) or scan the QR code below!



Southwest
Business

thwest
Business

We're committed to modernizing your Customer Experience in the years to come

Southwest® has launched a two-billion dollar plan to transform the Customer Experience. Visit Southwest.com/experience for more information.



Enhanced WiFi

Upgraded WiFi hardware on our entire fleet for a major boost in bandwidth, delivering speeds up to 10X faster than before.



Larger overhead bins

All new 737 MAX 8 aircraft being delivered to Southwest feature larger overhead bins.



In-seat power

In-seat power ports on all new -8 aircraft delivered to Southwest, with plans to add them to our existing -8 and 737-800 planes.



Digital platform

Continued improvements to our digital platform to improve and simplify self-service options.



New seats

A refreshed look to our cabins and new seats designed to maximize your comfort will be in our planes starting as early as 2025.



Airport wayfinding

We have launched new airport signage to make it easier to navigate airport lobbies, and are continuing this rollout in 2024.



Digital bag tracking

Pre-check your bags and track your checked bags in the mobile app or at **Southwest.com®**.



NEW! Assigned & Premium Seating

Starting in 2025, we will begin to assign seats and offer premium seating options. More details coming in late September!

*On flights less than 175 miles, food and beverage service will be limited to water only.

Our transformational journey

Join us on our journey to become an Even Better Southwest



Bags fly free is here to stay.

You and your Travelers love Bags fly free, and we're keeping our industry-leading policy. Every ticket with us comes with two free checked bags.



NEW: Assigned seats for an elevated cabin experience.

- We're introducing seat assignments with different options based on the experience they prefer. Our lowest fare will still come with two free checked bags, no change or cancel fees, travel credits that never expire, and a seat will be assigned to them prior to their day of travel.
- Our boarding process will be similar to what it is today—we will board in order, preserving our fast boarding process to get Travelers on their way as quickly as possible.
- We will begin selling flights with seat assignments in the second half of 2025 for travel in the first half of 2026.



NEW: More horizons on the horizon.

We're launching our first international partnership with **Icelandair**® in 2025. Customers will be allowed to book Southwest flights through Icelandair. We expect to add at least one additional partner in the next year, and this is just the beginning!



More, more, more rewards.

All Rapid Rewards® Members will continue to enjoy our industry-leading loyalty program. Members will earn and redeem points at the same rate they do today, and we will continue to offer no blackout dates, uncapped reward seat availability, and points that don't expire.

- **NEW:** A-List Preferred Members will be able to select all available seats at the time of booking, including extra legroom, at no additional cost.
- **NEW:** A-List Members will be able to select all standard legroom seats at the time of booking with the opportunity to choose an extra legroom seat within 48 hours of departure, if available, at no additional cost.

All **Tier Members** will continue to enjoy priority boarding, free sameday change, and same-day standby.

For more details on the upcoming changes, visit
[Southwest.com/experience](https://www.southwest.com/experience)

Fare Benefits

Maximizing value by purchasing the fare class that fits your business needs.

	Wanna Get Away Plus™	Wanna Get Away®
Rapid Rewards® earning formula	8x fare	6x fare
Two bags fly free	✓	✓
No change or cancel fees	✓	✓
Flight credit if you cancel	✓	✓
Transferable Flight Credit™	✓	—
Same-day confirmed change	✓	Fare difference may apply
Same-day standby list	✓	
Refundable		
Priority and Express Lanes		
Automatic check-in		

WashU Discounts

Point of Sale Discounts

Active WashU Discounts					
Origin or Destination	Origin or Destination	Business Select	Anytime	Wanna Get Away & Plus™ (0-7)	Wanna Get Away & Plus™ (10-21)
STL	ALL	10%	8%	3%	1%

Additional Benefit Information

- Discounts available on Business Select, Anytime, Wanna Get Away Plus, and Wanna Get Away fares (excluding promotional fares)
- Must book through **Managed Channels (TravelPlex, SWABIZ)**

WashU Traveler,



Take off with priority boarding¹ for auto check-in and an earlier boarding position on Southwest[®].

Between 2/1/2025 and 4/30/2025, visit the link below to enroll in Corporate Tier Experience before booking travel on Southwest to be eligible to receive promotional A-List status for 90 days.*

*Subject to restrictions. See Corporate Tier Experience Terms and Conditions for details.

Southwest.com/business-tier-experience



You'll be eligible to **extend A-List status** for an additional 12 months if you:*

- book and complete three round-trip qualifying flights¹ or six one-way qualifying flights¹, or
- earn 8,000 tier qualifying points from your qualifying flights booked and flown between your enrollment date for this promotion and the end of your 90-day promotional period.

*Subject to restrictions. See Corporate Tier Experience Terms and Conditions for details.

A-List benefits include:

- ✓ Priority boarding¹
- ✓ Priority and Express Lane access³
- ✓ 25% earning bonus on qualifying flights²
- ✓ Same-day change and standby⁴
- ✓ Dedicated A-List Member phone line

¹Boarding positions will be automatically reserved for you and the Passengers on your reservation 36 hours prior to the flight. You and Passengers on your reservation will still need to check in within 24 hours of scheduled departure to retrieve your boarding passes. Some restrictions apply. These restrictions include, but are not limited to, your reservation must be booked 36 hours prior to scheduled departure, and on group travel itineraries, priority boarding will only apply to A-List and A-List Preferred Members.

²Qualifying flights include flights booked and flown through Southwest and flights paid entirely with dollars, Southwest LUV Vouchers*, gift cards or flight credits, and with no portion of the purchase price paid for with Rapid Rewards points or Rapid Rewards Business points.

³Priority and Express Lanes, where available, are designed to speed our Business Select* and Anytime Customers, as well as A-List and A-List Preferred Members, through check-in and security lines. Priority Lane is at the Southwest* check-in counter, and Express Lane is at the security checkpoint.

⁴If there's an open seat on a different flight that departs on the same calendar day as your original flight and it's between the same cities, you can get a seat on the new flight free of airline charges. If there isn't an open seat on this different flight, you can ask a Southwest Gate Agent to add you to the same-day standby list for a flight between the same city pairs that departs on the same calendar day prior to your originally scheduled flight, and you will receive a message if you are cleared on the flight. For both the same-day change and same-day standby benefits, you must change your flight or request to be added to the same-day standby list at least 10 minutes prior to the scheduled departure of your original flight or the no-show policy will apply. Based on the flight status contact preference selected during booking, the message regarding your standby status will be an email or text message with a link to access the boarding pass via the Southwest app, mobile web, or you can visit a Southwest Gate Agent to print off the boarding pass. If there are any government taxes and fees associated with these itinerary changes, you will be required to pay those. Your original boarding position is not guaranteed. Important: A-List Preferred and A-List Members must call 1-800-FLY-SWA* or see a Southwest Gate Agent to conduct a same-day change. If they proceed to do this online or at the kiosk, they will be charged for a difference in fare.

All Rapid Rewards rules and regulations apply and can be found at Southwest.com/RTterms.

Q&A time





WashU

Thank You!