


WASHINGTON STATE UNIVERSITY

## Travel Training

Training Takeaways:

- Policies, rules, regulations, and procedures related to traveling on WSU business;
- Travel preparation and reimbursement process; and
- Answers to frequently asked questions.





---

---

---

---

---


---

---

---

WASHINGTON STATE UNIVERSITY

## Agenda



- Travel Preparation
  - Approval
  - Travel Authority (TA)
  - Travel Advances
- Travel Expenses
  - Meals
  - Lodging
  - Transportation
  - Commute/Mileage Examples
  - Speaker Fees/Honorariums
  - Employee Relocations
- Payment Methods & Reimbursement
  - Central Travel Accounts (CTA)
  - Corporate Travel Card
  - Other Options
  - Travel Expense Voucher (TEV)
- Frequently Asked Questions
  - Unallowable Expenses
  - Spousal Travel
  - Student Employees
  - Personal Time

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---


---

---

---

WASHINGTON STATE UNIVERSITY

## TRAVEL PREPARATION



Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

**Approval to Travel**

- Prior approval is required for ALL official University travel.
- Written documentation is required for the following:
  - All nonemployee travel (i.e. student, speaker, applicant);
  - Requesting a travel advance;
  - Paying conference registration fees in advance;
  - Out of state/country travel;
  - If an exception to the policy is requested;
  - If privately-owned, rented, or chartered aircraft will be used; or
  - If travel is partially or entirely supported by funds not administered by the WSU Controller's Office.
- In all other cases verbal approval is acceptable.

*\*Note: Individual departments may require all travel have prior approval documented in writing.*




---

---

---

---

---

---

---

---

---

---

**Travel Authority (TA)**

- The official WSU TA form must be used when:
  - Routing a travel advance request through Travel Services; or
  - Routing a conference registration payment through Accounts Payable.
- Departments may use substitute forms for all other written approvals as long as all of the required data is collected.
  - These are to be retained by the department.
- A blanket TA can be used, and renewed annually, if the following remain the same:
  - Traveler(s);
  - Location(s); and
  - Estimated costs (i.e. rental car, meals, lodging).
- For executive-level employees blanket TAs may be used to cover all travel. Maintain a travel log for each trip for proper tracking.





---

---

---

---

---

---

---



---

---

---

**Travel Advance**

- Policy states that advances should be for faculty and staff employees only.
  - Exceptions for students can be granted if approved by the responsible dean or director. All student advances must be guaranteed with discretionary funds.
- May not be requested if the period of travel is less than 15 days.
- The advance will not be paid out more than 14 days before the start of travel.
- The traveler may not have any outstanding advances when requesting a new advance.
- A TEV is prepared after the trip to clear the advance.
  - If the traveler was advanced more than they spent they have to send a check for the difference.


---

---

---

---

---

---

---

---

---

---

**TRAVEL EXPENSES**

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

**Meals**

- Reimbursement for meals during one day trips is provided if the traveler is in travel status for their entire regularly scheduled work shift **plus** an additional three hours, known as the **Three-Hour Rule**.
  - Ex. Shift: 8 am to 5 pm (assumed unless otherwise noted on the TEV).
    - Travel Status: 10 am to 10 pm, would not receive reimbursement.
    - Travel Status: 7 am to 7 pm, would receive taxable reimbursement.
- Actual cost can be used as the basis for reimbursing meals as long as it is stated on the TEV and does not exceed maximum rates.
  - If multiple people are on one check the names of each attendee is required to be submitted with the reimbursement.
  - Preference is for each traveler to pay for their own meals.

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

**Lodging**

- Reimbursed at actual costs not to exceed the maximum lodging allowance.
  - For exceptions see 95.06 and include reference on the TA & TEV.
- Cannot be reimbursed for lodging facilities located within 50 miles of either the traveler's official station or official residence (whichever is closer to the destination).
- State regulations have deemed shared lodging venues (i.e. AirBNB, VRBO) as acceptable lodging facilities.
  - All fees, e.g. cleaning and service fees, must be added to the total amount to calculate the full nightly rate to compare to per diem.
  - Travelers need to be aware of early departure/arrival fees and cancellation fees when booking as these are not covered by WSU.
  - Traveler assumes risk for safety and quality of the venue as it may not be required to comply with the same requirements of commercial lodging.

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

**Transportation**

- When transportation on a scheduled airline is available, tourist-class air fare is the maximum amount that is reimbursed regardless of the mode of transportation actually used.
  - If a slower mode of transportation is used, the traveler must use the appropriate leave status for the difference in travel time (i.e. annual leave).
  - Use US air carriers whenever possible.
- If using a privately-owned motor vehicle, the traveler can be reimbursed up to the applicable rate for each mile driven outside of their normal commute (defined on the following slide).
  - WSU will not reimburse for standard commute miles, regardless of hours travelled.
- If using a rental car, the traveler is reimbursed for the cost of the rental and actual gas expenses.
  - See: <https://travel.wsu.edu/cars.html>
- When booking other modes of transportation (i.e. chartered buses, rail fare, etc.) ensure WSU policies are followed in selecting the most economical options.

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

---

---

**Daily Commute**

- Commute - Travel between the official residence (OR) and other domicile of a state officer or employee and their official station (OS) or other place of work.
- Official Station- The city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis.
  - If teleworking is performed, that location is used on the TEV and not the campus the employee is affiliated with.
- Official Residence- The city, town, or other location where a state official or employee maintains a residence that is used as their primary domicile.
- Temporary Duty Station- A fixed location where a state official or employee has been temporarily assigned to work for a specific period of time which is less than one year.

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

---

---

**Mileage Examples-Spokane Area**

Official Residence (OR): Spokane  
Official Station (OS): Spokane

**Example 1:**  
Employee travels from their home to the office (1). Later that day, the employee drives to a meeting in Spokane Valley (2) and then travels home (3).

Leg	Reimbursable?	Reason
1	No	First trip within OR & OS location.
2	Yes	
3	Yes	

**Example 2:**  
Employee travels from their home to the office (1). From the office they travel to the Spokane airport for a multi-day trip (2).

Leg	Reimbursable?	Reason
1	No	First trip within OR & OS location.
2	Yes	Spokane airport is outside of city limits.

**Example 3:**  
Employee travels from their home to the office (1). From the office they travel back home for lunch (2) and then to the Spokane airport for a multi-day trip (3).

Leg	Reimbursable?	Reason
1	No	First trip within OR & OS location.
2	No	Last trip within OR & OS location.
3	Yes	Spokane airport is outside of city limits.

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

---

---

### Mileage Examples-Seattle Area

Official Residence (OR): Seattle  
 Official Station (OS): Seattle

**Example 1:**  
 Employee travels from their home to the office (1). Later that day, the employee drives to a meeting in Kent (2) and then travels home (3).

Leg	Reimbursable?	Reason
1	No	First trip within OR & OS location.
2	Yes	
3	Yes	

**Example 2:**  
 Employee travels from their home to the SeaTac airport (1) to pick up a recruit. From the airport they tour Seattle and drop the recruit off at a hotel in Seattle (2). From the hotel they drive back home (3).

Leg	Reimbursable?	Reason
1	Yes	
2	Yes	
3	No	Last trip within OR & OS location.

**Example 3:**  
 Employee travels from their home to the office (1). From the office they travel to a meeting in Seattle (2) and then to visit a recruit in Everett (3). From Everett they head home (4).

Leg	Reimbursable?	Reason
1	No	First trip within OR & OS location.
2	No	Last trip within OR & OS location.
3	Yes	
4	Yes	

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### Mileage Examples-Vancouver Area

Official Residence (OR): Vancouver  
 Official Station (OS): Vancouver

**Example 1:**  
 Employee travels from their home to the office (1). Later that day, the employee drives to a meeting in Portland (2) and then travels home (3).

Leg	Reimbursable?	Reason
1	No	First trip between OR & OS location.
2	Yes	
3	Yes	

**Example 2:**  
 Employee travels from their home to Ridgefield for a meeting (1) then to the office (2). From the office they head home (3) and then to the airport to fly out on a business trip (4).

Leg	Reimbursable?	Reason
1	Yes	
2	Yes	
3	No	First trip between OR & OS location.
4	Yes	

**Example 3:**  
 Employee travels from their home to the office (1). From the office they travel to a meeting in Seattle (2) and then to visit a recruit in Everett (3). From Everett they head home (4).

Leg	Reimbursable?	Reason
1	No	First trip between OR & OS location.
2	Yes	
3	Yes	
4	Yes	

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### Mileage Examples-Pullman Area

Official Residence (OR): Moscow  
 Official Station (OS): Pullman

**Example 1:**  
 Employee travels to the airport on Sunday morning for a trip.

Leg	Reimbursable?	Reason
1	No	First trip between OR & OS location.

**Example 2:**  
 Employee returns to the Pullman airport Tuesday morning and drives from the airport home (1) then back to the office to work the rest of the day (2). From work attends a business dinner in Pullman (3) then heads home (4).

Leg	Reimbursable?	Reason
1	No	First trip between OR & OS location.
2	Yes	
3	Yes	
4	No	Last trip between OR & OS location.

**Example 3:**  
 Employee passes through Pullman on their way to Spokane to fly out on a business trip.

Leg	Reimbursable?	Reason
1	Yes	Even if the OS is passed through, the employee is entitled full mileage.

Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---


---

---

---

### Speaker Fees/Honorariums

- Process for authorizing speaker fees/honorariums depends on the fee amount.
  - If over \$10K complete a Departmental Requisition.
  - If under \$10K complete a Travel Authority.
- Billing for the speaker fees/honorariums depends on if travel expenses are included.
  - If the claim includes travel expenses the department prepares a Travel Expense Voucher and enters the fee amount in the **Other Expenses** section.
  - If the claim does not include travel expenses the department uses a State of Washington Invoice Voucher.
- If the speaker is a non-resident WSU will withhold 30% of the fee per IRS rule. For this we need the following before processing payments:
  - Visa Type; Country of Citizenship; Date of Birth; SSN
  - International Programs is a resource in this situation.



---

---

---

---

---

---

---

---

### Employee Relocations

- Three University departments deal with processing relocations:
  - Purchasing Services processes moves of household goods (State and Self Moves);
  - Travel Services processes travel expenses related to a relocation, e.g. transportation, meals, lodging; and
  - Payroll Services processes reimbursement for all taxable relocation expenses.
- The following relocation expenses are always taxable and to be supported with 17A accounts only:
  - All expenses incurred during house hunting trips prior to the move; and
  - All spousal and/or dependent relocation expenses (i.e. per diem, airfare).



---

---

---

---



---

---

---

---

### PAYMENT METHODS



---

---

---

---

---


---

---

---

**Central Travel Account (CTA)**

- The CTA is a ghost card that is housed in the Controller’s Office.
- Preferred method to use to purchase airfare, rail fare, bus fare, and charter buses; all other transactions are prohibited on the card.
  - Benefits department and traveler because it does not require reimbursement.
- Department responsibilities include:
  - Timely on-line reconciliations;
  - Maintaining a log sheet and supporting documents for all transactions;
  - Providing authorization to appropriate department personnel to use the CTA; and
  - Communicating changes in primary contact to Travel Services.




---

---

---

---

---

---

---

---

---

---

**Corporate Travel Card**

- The Travel Card is a personal liability Visa card that eliminates the need to use personal resources for business travel.
- Full balance of statement has to be paid within two cycles in order to avoid late fees.
  - An additional cycle is provided to account for the time it takes to process reimbursements.
- Cardholder responsibilities include the following:
  - Ensuring all transactions are for official travel related expenses;
  - Preparing the proper documentation for reimbursement of expenses and, in turn, paying all the charges on the card;
  - Reporting lost or stolen cards;
  - Notifying Travel Services when leaving WSU so the card can be cancelled; and
  - Ensuring the card is active and current prior to leaving for a trip to avoid any issues.




---

---

---

---

---

---

---

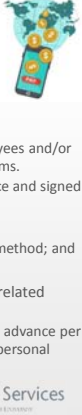
---

---

---

**Other Options**

- Direct bill from vendors can be used for:
  - Rental cars for non-employees; and
  - Lodging for all non-employees, employees accompanying non-employees and/or students, or when five or more employees are booking a block of rooms.
  - If a contract is required, this needs to be vetted by the Contracts Office and signed by someone with delegated signature authority.
- The Purchase Card (PCard) can be used in the following situations:
  - For conference registration fees, with the PCard being the preferred method; and
  - For any travel expenses for non-employees, excluding airfare.
- Travelers are able to use their own personal resources for all travel related expenses and request reimbursement from WSU.
  - Any reimbursements to an employee prior to a trip are considered an advance per the State and prohibited more than 30 days prior to the trip. If using personal resources be prepared to carry the expense until that time.




---

---

---

---

---

---

---


---

---

---

**Travel Expense Voucher (TEV)**

- Prepare a TEV for the following:
  - To claim reimbursement for travel expenses;
  - To report and account for travel advances; and
  - To account for travel supported by third-parties.
- Best practice is to have one TEV per trip per traveler.
  - Back to back trips can warrant one TEV for two trips.
  - In group travel, each traveler should pay for their own travel related expenses.
- All WSU employees seeking reimbursement should utilize the E-forms system for efficiency. This allows for electronic document retention and significantly reduces processing time from initiation to payment.
  - For user guides: <http://public.wsu.edu/~forms/eforms.html>




---

---

---

---

---

---

---

---

**Travel Expense Voucher (TEV) Cont'd**

- The TEV has to reference trip dates and locations in the **Trip Information** in order to properly calculate per diem.
  - If per diem is exceeded for lodging the checkbox needs to be marked and the rule number entered.
- Non-employees, including students, have to use paper TEVs.
  - You can create a draft in the E-forms system to fill out the TEV and print to route for approval.
  - Original signatures and receipts are required for paper TEVs.
- Receipts showing the charge was paid in full are required for all miscellaneous **travel** expenses exceeding \$50.
  - Supplies and non-travel related expenses purchased while in travel status that exceed \$50 need to be placed on a PCard, or reimbursed using an invoice voucher and processed through AP.
- For audit purposes, the **Travel Details** section needs to include additional information for anything that is outside, or may be perceived as being outside, of standard policy.




---

---

---

---


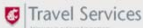
---

---

---

---

**FREQUENTLY ASKED QUESTIONS**


---

---

---

---

---

---




---

---



**Frequently Asked Questions**

- Can I be reimbursed for....?
  - Seat upgrades: No, this is a personal preference item.
  - Limo services: With proper justification included on the TEV.
  - Travel insurance/protection: No, personal preference item.
  - Change fees: With proper justification included on the TEV.
  - Airfare purchased with miles: No, would be a cash gain for the traveler.
  - Rental car upgrade: No, this is a personal preference item.
- Are student employees treated as students or employees when traveling?
  - If the trip is for a student/class activity they need to be treated as a student and follow those policies.
  - If the trip is for work purpose they need to be treated as an employee and follow those policies.


---

---

---

---

---

---

---



---

---

---

**Frequently Asked Questions Cont'd**

- How do I pay for approved spousal travel?
  - All spousal travel needs to be coded to 17A funds and are taxable fringe benefits to be included on the employee's TEV.
- How do I account for personal time that is added to a business trip?
  - If booking a flight, the roundtrip ticket to and from the location for the business trip needs to be priced out and documented for the days required by work to travel. WSU will reimburse up to that amount only.
    - The CTA can still be used, but the traveler must write a check for any difference in cost.
  - Meal per diems are for the days while in transit and any days during the actual business trip.


---

---

---

---

---

---

---


---

---

---

**Frequently Asked Questions Cont'd**

- Why are some of my relocation expenses taxable?
  - We are required to abide by IRS Publication 521, which outlines the required W-2 reporting of the various types of relocation expenses covered by the employer. Specific questions can be routed to Travel Services for discussion if necessary.
- Can we reimburse a traveler who used personal resources to book a trip more than 30 days prior to the start of the trip?
  - SAAM policy 10.80.60 prohibits this with State appropriated funding. If proper approval is obtained, the individual can be issued an advance on 17A funds to then be cleared on a TEV at the end of the trip.
    - The State Charge Card System (CTA, Pcard, or Travel Charge Card) should be used whenever possible to book and pay for travel expenses.




---

---

---

---

---


---

---

---


---

---



### Frequently Asked Questions Cont'd

- What if I am in an accident or experience damage to my personal vehicle while on a business trip?
  - When using your own personal vehicle, WSU is not responsible for any loss or damage. Your personal insurance is the primary coverage and the mileage rate provided for reimbursement factors in the cost of insurance and maintenance for standard wear and tear.
- Can my department adopt policies for reimbursement that are more strict than standard WSU policies?
  - Yes, but they must be in writing and noted on the TA to show that the traveler is aware of the reimbursement cap prior to the trip.



Travel Services  
WASHINGTON STATE UNIVERSITY

---

---

---

---

---

---

---

---