

# WSU TRAVEL PROCESSING

Presented by:  
WSU Travel Services



Revised September 2015

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## GOAL

- ◆ Gain an increased knowledge of policies, rules, regulations and procedures related to traveling on Washington State University business
- ▶ Learn how to make travel arrangements and how to reimburse individuals for their travel expenses

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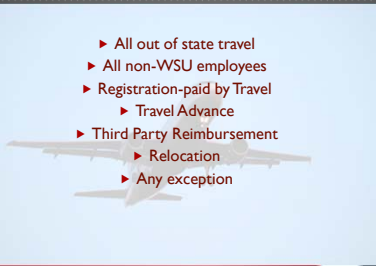
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## TRAVEL AUTHORITY

*WHEN A WRITTEN TRAVEL AUTHORITY IS REQUIRED*

- ▶ All out of state travel
- ▶ All non-WSU employees
- ▶ Registration-paid by Travel
  - ▶ Travel Advance
- ▶ Third Party Reimbursement
  - ▶ Relocation
  - ▶ Any exception



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TRAVEL AUTHORITY  
COMPLETING A REGISTRATION

- ▶ Full name of vendor & complete mailing address is required ( No acronyms) Please!
- ▶ Amount due
- ▶ Dates of conference
- ▶ Wire instructions for out-of-country conferences include bank name and mailing address, bank routing number, account number, name on account.
- ▶ Department must mail registration form to conference if funds are being wired
- ▶ Attach completed registration form to TA

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TRAVEL AUTHORITY  
SPEAKER EXPENSES

- ▶ WSU will reimburse meals, lodging, mileage or rental car and miscellaneous expenses
- ▶ Speaker fees are IRS reportable and a 1099 will be sent to the speaker's home address

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TRAVEL AUTHORITY  
TRAVEL ADVANCE

- ▶ A Travel Advance is available to WSU officers or employees
- ▶ WSU students (guaranteed on 17A funds)
- ▶ Travel Advances are issued for meals and lodging **only**
- ▶ Any employee/student receiving a Travel Advance must sign the Travel Authority
- ▶ Submit a TEV upon return to clear the Travel Advance as soon as possible

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## TRAVEL EXPENSE VOUCHER

### PURPOSE OF THE TEV

- ▶ Claim reimbursement for travel expenses
- ▶ Report and account for Travel Advances
- ▶ Authorize travel expenditures
- ▶ Account for travel supported by a third party
- ▶ Authorization for the University to reimburse a traveler and debit the account charged for travel
- ▶ Official record of travel and expenses

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## TRAVEL EXPENSE VOUCHER

### WHEN TO PREPARE A TEV

- ▶ Speaker travel expenses and speaker fee under \$10,000.00
- ▶ Third Party Reimbursement
- ▶ Anyone requesting reimbursement for WSU travel related business
  - Employee travel
  - Candidate travel
  - Student travel
  - Visitor or non WSU



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## TRAVEL EXPENSE VOUCHER

### ALLOWABLE EXPENSES

- ▶ Lodging
- ▶ Mileage
- ▶ Rental Cars
- ▶ Fuel for rental cars
- ▶ Meals
- ▶ Speaker expenses, including speaker fee under \$10,000.00
- ▶ Relocation expenses

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TRAVEL EXPENSE VOUCHER

DIRECT BILL LODGING

- ▶ Employee lodging may not be billed directly to WSU
- ▶ Direct billing option is available only for payment of lodging expenses for persons other than WSU employees. This includes the following:
  - ▶ Student / Graduate Student
  - ▶ Candidate
  - ▶ Speaker
  - ▶ Recruit

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TRAVEL EXPENSE VOUCHER

RELOCATION EXPENSES

- ▶ Meals
- ▶ Lodging
- ▶ Mileage
- ▶ All meals and 23 cents of all mileage is considered taxable compensation and is processed in Payroll
- ▶ Moving vans and fuel for vans is done by processing a State of Washington Invoice Voucher which is sent through Purchasing and on to Accounts Payable for reimbursement

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TRAVEL EXPENSE VOUCHER

THREE HOUR RULE

- ▶ Reimbursement for meals is provided if the traveler is in travel status for the traveler's entire regularly scheduled working hours plus an additional three hours
- ▶ The IRS considers meals purchased during travel, not involving an overnight stay and reimbursed under the Three Hour Rule, taxable fringe benefits. Reimbursement will be processed through Payroll
- ▶ If the employee's scheduled work hours are less than eight, make note of their working hours in Travel details

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TRAVEL EXPENSE VOUCHER  
BUSINESS/CULTIVATION MEALS

- ▶ Meals bought for business or donor cultivation while in travel status are not considered taxable fringe benefits
- ▶ Donor cultivation is processed on discretionary funds
- ▶ Nature of business and list of attendees need to be stated in travel details

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TRAVEL EXPENSE VOUCHER  
MILEAGE

- ▶ Mileage is paid from the official work station or official residence, whichever is closest to the destination
- ▶ Mileage only, is paid for privately owned vehicle.
- ▶ Fuel only, is paid for rental car
- ▶ Current mileage templates are available to anyone using File Maker Pro or e-forms
- ▶ Current mileage rate is 57.5 cents per mile

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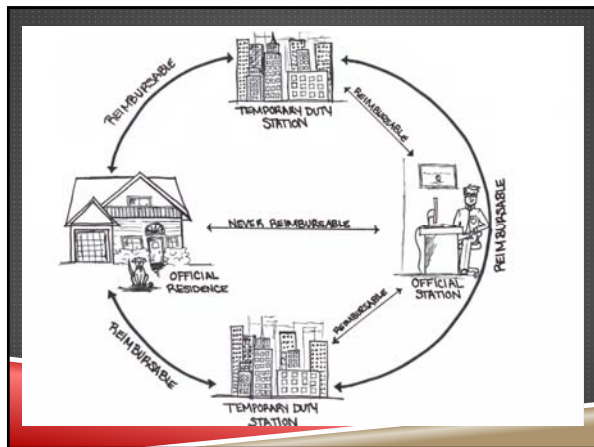
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### LODGING EXCEPTION RULES

1. When costs in the area have escalated for a brief period, either during special events or disasters.
2. When lodging accommodations are not available in the area at or below the Maximum Lodging Amount, and the savings achieved from occupying less expensive lodging at a removed site would be consumed by additional transportation and other costs.
3. When the traveler attends a meeting, conference, convention, or training session where he or she is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility.

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### LODGING EXCEPTION RULES

4. To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
5. When a meeting room is required and it is more economical to acquire special lodging accommodations, e.g., a suite, than to acquire a meeting room and a room for lodging.
6. When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.

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### TRAVEL EXPENSE VOUCHER

#### STEPS TO COMPLETE TEV

- ▶ Mileage
  - ▶ If mileage is being claimed, enter the miles traveled. Traveler should provide the total miles traveled

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**TRAVEL EXPENSE VOUCHER**  
*TRAVEL DETAILS*

- ▶ Shared lodging (add names if WSU affiliate)
- ▶ Any personal time taken while in travel status
- ▶ Names of attendees, for cultivation, candidate or speaker meals
- ▶ Any pertinent information needed for auditing
- ▶ Airfare justification

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**TRAVEL EXPENSE VOUCHER**  
*OTHER EXPENSES*

- ▶ Rental Car
- ▶ Taxi
- ▶ Phone Calls
- ▶ Fuel for Rental Car
- ▶ Parking and taxes
  - ▶ (Parking & any parking tax must be separate from room rate)

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**TRAVEL EXPENSE VOUCHER**  
*SIGNATURES*

- ▶ Must be signed by traveler
- ▶ Traveler should verify address, ID # and amount before signing
- ▶ Must be signed by traveler's supervisor
- ▶ If traveler's supervisor has signature authority on account, no other signature is necessary. If supervisor does not have signature authority, a person with signature authority must sign

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## TRAVEL EXPENSE VOUCHER

### REQUIRED RECEIPTS FOR TEV

- ▶ Airfare / Rental Car/ Conference registration
- ▶ Lodging requires an *original itemized* receipt showing *form of payment or zero balance*
- ▶ Meals with donors, students or others not in travel status
- ▶ Any item over \$50.00
- ▶ If a traveler has lost a receipt, an Affidavit of Lost Receipt must be completed and signed by the traveler and attached to the TEV

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## AIRFARE PURCHASES

- ▶ The following procurement methods are considered acceptable for obtaining common carrier tickets
  - ▶ Purchase tickets using a departmental Central Travel Account (CTA) This is the preferred method.
  - ▶ Purchase tickets using the traveler's WSU Corporate Travel card
  - ▶ Purchase common carrier tickets using personal resources

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## AIRFARE PURCHASES

- ▶ Non-WSU and student travelers should have airfare charged to the CTA. If this is not possible, they are free to purchase airfare without using a GA approved agency but may not be reimbursed until after travel has taken place. This is only the case for non WSU employees

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INVOICE VOUCHER  
ALLOWABLE EXPENSES

- ▶ State of Washington Invoice Vouchers are used to reimburse for items and services purchased while not in travel status
- ▶ When reimbursing an outside vendor who does not have a "remit to" address imprinted on their invoice/statement, a State of Washington Invoice Voucher must be used and must have the vendor's signature and tax payer identification number on it as the claimant

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ENTERPRISE RENT-A-CAR

- ▶ **NATIONWIDE RESERVATIONS**
  - ▶ 24 HOURS
  - ▶ (800) RENT A CAR
  - ▶ CONTRACT # / CCD #
    - ▶ 45WA000
- ▶ WSU is responsible for referencing the contract / CCD #.
- ▶ Upgrades are allowable only when Enterprise does not have a contract car available or a larger car is required to conduct WSU business.

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ENTERPRISE RENT-A-CAR  
CONTRACT HIGHLIGHTS

- ▶ Contract includes:
  - ▶ A compact, intermediate, full or luxury size car
  - ▶ Unlimited free mileage with the daily rental rate
  - ▶ Collision/Loss Damage Waiver (CDW/LDW) insurance provides coverage for the rental vehicle if damaged or stolen
  - ▶ Supplemental Liability Insurance (SLI) of \$100,000 per person/maximum \$300,000 per accident/\$50,000 in property damage

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**ENTERPRISE RENT-A-CAR**  
*CONTRACT HIGHLIGHTS*

- ▶ Minimum age for rental is 18 - some locations require 21. No young driver fees
- ▶ No additional driver fees
- ▶ No additional charge for one way rentals between the following cities:
  - ▶ • Spokane and Pullman, WA
  - ▶ • Olympia and Seattle, WA
  - ▶ • Portland and Eugene, OR
  - ▶ • Spokane and Seattle, WA

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**ENTERPRISE RENT-A-CAR**  
*RESERVATIONS*

- ▶ Call Enterprise at least 24 hours in advance: reference the CCD # or contract number **45VA000**.
- ▶ Use the internet for reservations. Use a GA approved travel agent for reservations. Call (800) Rent A Car for reservations.
- ▶ Collision / loss damage waiver (CDW / LDW) is included in all rentals when using the CCD #.
- ▶ **Do not accept any promotional rates as they do not include any benefits**

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**ENTERPRISE RENT-A-CAR**  
*RESERVATIONS*

▶ **BEFORE FIRST RENTAL**

- ▶ To obtain state contract rates and other benefits, Travel Services advises employees to enroll in the National/Enterprise Emerald Club prior to making rental car reservations. To enroll, go to:
- ▶ <http://www.nationalcar.com/offer/45VA000>
- ▶ University Travel Charge Card
- ▶ A University traveler holding a University travel charge card (see 95.03) may use the card to rent cars from Enterprise Rent-A-Car and National Car Rental for official business. The traveler seeks reimbursement on the Travel Expense Voucher submitted after the trip.
- ▶ The University travel charge card includes full comprehensive and collision damage insurance coverage for rental cars. If the traveler pays for the rental car with the University travel charge card, he or she is to decline the loss damage waiver insurance.

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## THIRD PARTY REIMBURSEMENT

- ▶ A third party is an entity not formally associated with WSU. Third-party travel for purposes of this policy includes travel that meets the following requirements:
  - ▶ The traveler is traveling in his or her official University capacity on official University business
  - ▶ The traveler's supervisor agrees that the travel is official University travel. The supervisor approves a Travel Authority that sets forth the travel arrangements indicating the respective portions of the travel supported by the third party and the University

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## THIRD PARTY REIMBURSEMENT

### ACCOUNTING FOR TRAVEL

- ▶ Whenever a third party pays for all or part of travel expenses, the department must complete and submit a Travel Expense Voucher (TEV) to account for all portions of the travel. Indicate payment arrangements, (i.e., how paid, name of third party, and the payment amount) under Travel Details

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## THIRD PARTY REIMBURSEMENT

### DIRECT PAYMENT TO VENDOR

- ▶ If the third party pays the vendor directly, and WSU is not being reimbursed indicate the payment arrangement on the approving Travel Authority. Submit a TEV with minimal information including dates of travel and location. TEV should be signed and include the payment arrangement in the Travel Details

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**THIRD PARTY REIMBURSEMENT**

*REIMBURSEMENT TO TRAVELERS*

- ▶ Any payment from the third party is to be payable to the University and not the traveler. A direct payment to a traveler could be considered a violation of the Ethics in Public Service Act
- ▶ The traveler submits a Travel Expense Voucher to request reimbursement from a University account. The traveler's department seeks payment from the third party for travel expenses

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**THIRD PARTY REIMBURSEMENT**

*DEPOSIT CHECK*

- ▶ The department deposits the check from the third party with the Controller's Office. The department references the payment request number on the Cash Deposit Report. The Controller's Office deposits the amount as a recovery of the original expenditure

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**THIRD PARTY REIMBURSEMENT**

*OVERPAYMENTS*

- ▶ If the third-party payment exceeds travel expenses, the department deposits the amount of the overpayment into the original supporting account as a recovery of expenditure transaction. The overpayment is coded on the Cash Deposit Report as object 04 (under source) and sub-object ZW (under sub-source)
- ▶ If WSU did not support any travel expenditures and the third-party payment to WSU exceeds travel expenses incurred by the traveler, the department deposits the overpayment into a discretionary account or other account established for receiving revenue
- ▶ The department notes the details of the overpayment deposit on the TEV prepared to account for the travel

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## THIRD PARTY REIMBURSEMENT

### REIMBURSEMENT LIMITS

- ▶ For travel supported by third parties, travelers are not to be reimbursed more than the actual expenses of travel except for meals which can be reimbursed on an allowance basis

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This has been a  
WSU Training  
Videoconference

If you attended this live training session  
and wish to have your attendance  
documented in your training history,  
please notify Human Resource Services  
within 24 hours of today's date:

**[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)**

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## TRAVEL STAFF

### TELEPHONE/EMAIL

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|-----------------|--|----------|
| Pattie Collins  | <a href="mailto:pattie@wsu.edu">pattie@wsu.edu</a>               | 335-8074 |
| ▶ Charee Morris | <a href="mailto:charee@wsu.edu">charee@wsu.edu</a>               | 335-2035 |
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| ▶ Kelsey Harris | <a href="mailto:kelsey.harris@wsu.edu">kelsey.harris@wsu.edu</a> | 335-2034 |

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