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

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
TRAVEL AUTHORITY

EXCEPTIONS & AUTHORIZED EXPENSES ON TRAVEL AUTHORITY

- Rental Car
- Speaker Fee
- Detail, if a traveler is on personal leave for part of the time
- Third Party Reimbursement
- Relocation
- Any special circumstances

TRAVEL AUTHORITY

CONFERENCE REGISTRATION PAYMENT OPTIONS

- All departments are encouraged to use their Purchasing Card to pay conference registration fees
- Send a Travel Authority to Travel Services with registration form attached and TA completed
- Traveler may pay conference fees with a credit card and be reimbursed before the conference by providing proof of payment

TRAVAL AUTHORITY

[Image]
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

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

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
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

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

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
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
- Recruiter

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.

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,
makes note of their working hours in Travel details.
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

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
TRAVEL EXPENSE VOUCHER

**STEPS TO COMPLETE TEV**

- Claimant’s name, title, mailing address
- WSU ID number
- Social Security number; for speaker fees ONLY
- Month/Year of travel
- Official work station
- Official residence
- Preparer’s Name
- Preparer’s phone number
- Preparer’s e-mail
- Preparer’s mail code, in case document must be returned

- Travel Authority number, if one is used
- Purpose of trip
- Check box if traveler is not a US citizen
- Enter VISA type
- Start date of trip
- Trip information (from/to)
- Depart and Return information
- Must have time of day as this is used to determine if meals are allowable for these days
TRAVEL EXPENSE VOUCHER
STEPS TO COMPLETE TEV

- Location information
  - Meal rates are determined by the county the city is located in
  - If meal location is not listed, low cost meal rates must be used
  - Lodging rates are determined by the county the city is located in
  - If lodging is over per diem, list the lodging exception rule and check box
  - Please attach foreign receipts to currency conversion print out

MEAL RATES
BREAKDOWN

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<td>$56.00</td>
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<td>$71.00</td>
</tr>
</tbody>
</table>

Disregard the incidentals portion shown on the GA website.
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 in the lodging facility.

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.

TRAVEL EXPENSE VOUCHER

STEPS TO COMPLETE TEV

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

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)

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
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

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

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
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.

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.

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
**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

**RESERVATIONS**

- Call Enterprise at least 24 hours in advance: reference the CCD # or contract number 45WA000.
- 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

**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:

- Visit [http://www.nationalcar.com/offer/45WA000](http://www.nationalcar.com/offer/45WA000)

**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 must not decline the loss damage insurance when renting cars. 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 or if the traveler declines the loss damage insurance, the traveler must pay for collision / loss damage waiver.

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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.

THIRD PARTY REIMBURSEMENT
ACCOUNTING FOR TRAVEL

Whenever a third party pays 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.

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.
THIRD PARTY REIMBURSEMENT

REIMBURSEMENT TO TRAVELERS

- Any payment from the third party is to be made payable to the University and not to 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.

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.

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.
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.

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

This has been a WSU Training Videoconference

TRAVEL STAFF

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