


# TRAVEL SERVICES TRAINING



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## LEARNING OBJECTIVES

- Discuss entire travel process from PRIOR Approval to Reimbursement
- Tools to reduce cost for travel related expenses and avoid use of personal resources
- Outline methods of payments for travel related expenses
- Review travel related policies, regulations and WSU procedures
- Procedure for preparing and processing TEV



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## TRAVEL PROCESS



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## APPROVAL TO TRAVEL

- PRIOR approval is required for ALL official University travel in order for the traveler to be eligible to TRAVEL and to be REIMBURSED – BPPM 96.05
- Required written approval for official WSU travel - Travel Authority (TA) form
  - A dean, director, chair or authorized University official must personally sign
    - Indicates approval of the Travel Plan
  - The department must retain the approved TA in departmental files
  - The TA is not required to be routed to Travel or AP unless:
    - A Travel Advance is requested OR Conference Registration is to be paid in Advance
- Employee in-state travel allows for VERBAL approval except when:
  - Requesting an exception to policy, and/or
  - Travel is partially or fully funded by a THIRD party



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## BOOKING TRAVEL

- Departments/Travelers may book through the following:
  - Travel Agency
  - Online Agency
  - Directly with a Vendor
- Ensure the authorized travel plan is the most ECONOMICAL and ADVANTAGEOUS to the State
- The traveler is responsible for exercising prudent judgment when making travel arrangements



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## COST SAVINGS — STATE CONTRACTED RATES

- Take advantage of cost savings through WSU's various State contracts:
  - EasyBiz: booking travel on Alaska Airlines or Horizon Air
    - State contracted fares
    - Avoid third-party booking fees
    - Earn Alaska Airline Mileage Plan miles for the State agency
      - The traveler can also accumulate their own frequent flyer miles
  - SWABIZ: booking travel on Southwest Airlines
    - State contracted fares
    - No change fees, bags fly free
  - Enterprise/National Rent-A-Car: contracted rental car rates
  - NASPO ValuePoint Travel Center: over 11,000 lodging facilities that will honor per diem rates



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### CTA – METHODS OF PAYMENT

- Central Travel Account (CTA): A Visa ghost card account—used by departments to purchase AIRFARE, BUS AND RAIL FARES
  - Advantages:
    - Personal resources do not have to be used for business related travel expenses
    - Centralizes the booking process – allows for easier reconciliation
    - Budgets are charged during the reconciliation process
- How to get a CTA account?
  - Apply by sending a memo to Travel Services
- Ensuring CTA compliance:
  - Maintain CTA log sheet with supporting documents
  - Timely on-line reconciliation :JPMC PaymentNet
  - ONLY allowed transactions: air, rail or bus fare



- Department Name
- Department Organization Number
- Department Phone Number
- Department Address
- Contact Name
- Contact Person's Phone Number
- Default Budget Coding




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### TRAVEL CARD— METHODS OF PAYMENT

- Corporate Travel Card: A personal liability Visa card – issued to WSU employees and ONLY to be used for WSU travel related expenses
- How to apply for a Travel Card?
  - MUST be a WSU employee and expected to take at least ONE business trip per year
  - Complete Travel Charge Card Application AND Cardholder's Agreement
    - Forms are located: <https://travel.wsu.edu>
    - Submit signed forms to Travel Services – allow 2-3 weeks for processing
- Prohibited Purchases – any personal items and/or non-official travel related expenses
- Allowable Purchases -- meals, hotels, car rentals, taxi, baggage fees, etc.
- Upon returning from a trip, the traveler is responsible for the following:
  - Completing a TEV to be sent to Travel for processing
  - Paying the card balance in FULL when reimbursement is received – partial payments are prohibited




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### DIRECT TO VENDOR – METHODS OF PAYMENT

- Vendor invoices WSU directly – payments are processed through Travel Services
  - Requires original signature and budget coding – TA# is used for payment reference
  - Document business purpose and lodging exception rule (if applicable)
- Direct Vendor payments are ONLY allowed for the following:
  - Non-employee car rentals
  - Non-employee lodging
  - Conference registrations
- Contractual lodging agreements are paid by the AP Contracts Desk
  - Requires original signature and budget coding – C# is used for payment reference
- Exceptions for WSU Employee Lodging Direct Bills – see BPPM 95.06
  - Allowable when WSU employees accompany non-employees or students OR
  - When five or more WSU employees book a block of rooms




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## TRAVEL ADVANCES - CONT.

- Clearing a Travel Advance – Travel advances are cleared with the submission of a TEV substantiating the expenses, and if applicable, the recovery of any portion that was not expensed.
- Tax Implications
  - WSU follows an accountable plan as outlined in IRS Regulation 463
  - Travel advances must be substantiated and cleared within 120 days of the advance date
  - If these conditions are not met, the applicable amount will be reported to Payroll Services,
    - Payroll will withhold appropriate taxes based on the traveler's W4 allowances
  - The taxable amount will be reported as taxable income in Box 1 of the traveler's W-2




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## PERSONAL RESOURCES – METHODS OF PAYMENT

- Personal Resources i.e. debit/credit card can be used for all employee and non-employee travel related expenses
- Upon completion of the trip:
  - Submit a TEV/Expense reimbursement with applicable receipts and business purpose




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## TRAVEL STATUS

- Travel status begins when the traveler leaves their official station or residence on the way to a temporary duty station
- While in travel status, travelers need to keep the following receipts:
  - Lodging (showing \$0 balance)
  - Transportation (i.e. airfare, rental car, etc.)
  - Allowable miscellaneous travel expenses in excess of \$50




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## ALLOWABLE EXPENSES

- **Lodging**
  - Reimbursed at actual cost up to the daily maximum lodging rate
  - Travelers must use a commercial lodging facility
    - Shared venue lodging (i.e. AirBnB, VRBO, etc.) are allowable per WSU policy
    - Lodging within 50 miles of official residence/station is not reimbursable
- **Meals**
  - Reimbursed at the meal rate in effect at time of travel for the location
    - Location for overnight trips is based on where the traveler sleeps (effective 1/1/2019)
  - Single Day Trips – if 11 hour rule is met, meals are considered taxable income
  - Defined Meal Period – traveler must be in travel status for the entire meal period (effective 1/1/2019)
    - Breakfast: 7-9am
    - Lunch: 12-2pm
    - Dinner: 5-7pm



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## UNALLOWABLE EXPENSES

• Personal expenses and expenses non essential to official state business are NOT reimbursable



- Duty station parking
- Trip/health/travel insurance
- Medical/hospital services
- Room service
- Any expense paid with miles/points
- Itinerary changes without a business purpose (i.e. change/cancellation fees)
- Expenses/fees due to negligence of the traveler (i.e. fines or parking tickets, locksmith, missed flight, etc.)
- Personal entertainment expenses, including transportation to and from the location
- Bellhop services
- Valet parking unless it is required
- Alcohol
- Spouse/dependent expenses without a bona fide business purpose
- Fuel for personally-owned vehicles

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## TEV PREPARATION

- All WSU employees seeking reimbursement must utilize the E-forms system
  - User Guides: <http://public.wsu.edu/~forms/eforms.html>
- Best practice is to have one TEV per trip/per traveler
  - In group travel, each traveler should pay for their own travel related expenses
- Prepare a TEV for all travel related expenses to:
  - Claim reimbursement
  - Account for travel advances
  - Account for travel supported by 3<sup>rd</sup> parties



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## TEV PREPARATION

- Upon returning from a trip, the traveler is responsible for submitting required receipts and other pertinent details (i.e. time frame)
  - Trip start/end date
  - Primary destination
  - Business purpose of the trip
  - Complete the "Travel Details" section to include justification of an expense or request an exception to policy
- The traveler and authorized personnel sign the completed TEV, certifying and approving the travel expenses



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## TEV PREPARATION

- Tax implications, IRS Publication 463 (effective 1/1/2019)
  - The TEV must be submitted within 60 days of the trip end date
  - If not, the expenses will be taxed as ordinary income on the traveler's W2
    - Per IRS regulation and as part of WSU's accountable plan
- Third-party funded trips require a TEV to be submitted
  - Provide additional documentation to support reimbursement
- Travel Advances
  - Must be cleared within 120 days of the advance paid date
  - If not, the advance will be taxed as ordinary income on the traveler's W2



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## TEV PROCESSING

- TEV's are processed by Central based on the Last Name of the traveler
- TEV's are processed within 10 business days of a properly completed TEV
  - If claimant's do not have a WSU ID#, additional processing time is needed
- Travel staff conducts a TEV audit based on the following:
  - Name and address on the form match what is in the WSU system;
  - WSU ID number is correct;
  - Trip end and start dates are accurate;
  - Per diem is correct based on location;
  - If lodging exception is being claimed that a rule number is provided for justification;
  - All required receipts are attached;
  - Signed by expenditure authority of the budget(s) being used;
  - Appropriate funding is used (i.e. 17A where needed);
  - Identify any taxable expenses and route those to Payroll; and
  - Compliance with WSU and state travel policies.



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## PAYMENT TIMING



- In E-forms there is a 2-day lag from finalized TEV to payment schedule date
- Direct Deposit: deposited 2-3 business days after payment scheduled date
- Check: allow 5-7 business days to receive check
- Wires (international individuals): same day funding

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## FAQ'S



- Can a traveler be reimbursed for?
  - Seat upgrades: No, this is a personal preference item
  - Travel insurance/protection: No, this is a personal preference item
  - Flight change fees: Yes but only with proper business justification on TEV
  - Airfare purchased with miles: No, this would be personal cash gain for the travel
  - Rental car upgrade: No, this is a personal preference item
- What if I am in an accident or experience damage to my personal vehicle while on a WSU business trip?
  - When using your own personal vehicle, WSU is not responsible for any loss or damage
    - Personal vehicle insurance would be primary insurance coverage
    - Specific questions should be addressed to Risk Management
- Other FAQ's -- Discussion

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# THANK YOU!




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