

# Non-CWU Employee Travel

## Interview Candidates, Guest Speakers, Etc.

- The CWU employee responsible for orchestrating Non-CWU employee travel will need to fill out the travel access form to get a temporary CWU ID generated: <http://www.cwu.edu/financial-affairs/travel-access-form>
- Each traveler needs a travel authorization in the system
- Local Hotels/Motels are direct-billed to CWU; send Hotel/Motel form to Travel after room is booked (form located on travel website, under “Travel Information” ) MS 7470
- Airfare—Use a CWU Contracted Travel Agent for direct-billing. Otherwise, the candidate may purchase their own airfare and be reimbursed through an expense report
- If CWU employees pay for a candidate meal and want to be reimbursed, they must follow the process outlined in CWUR 2-40-200

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“Travel makes one modest.  
You see what a tiny place you  
occupy in the world.”

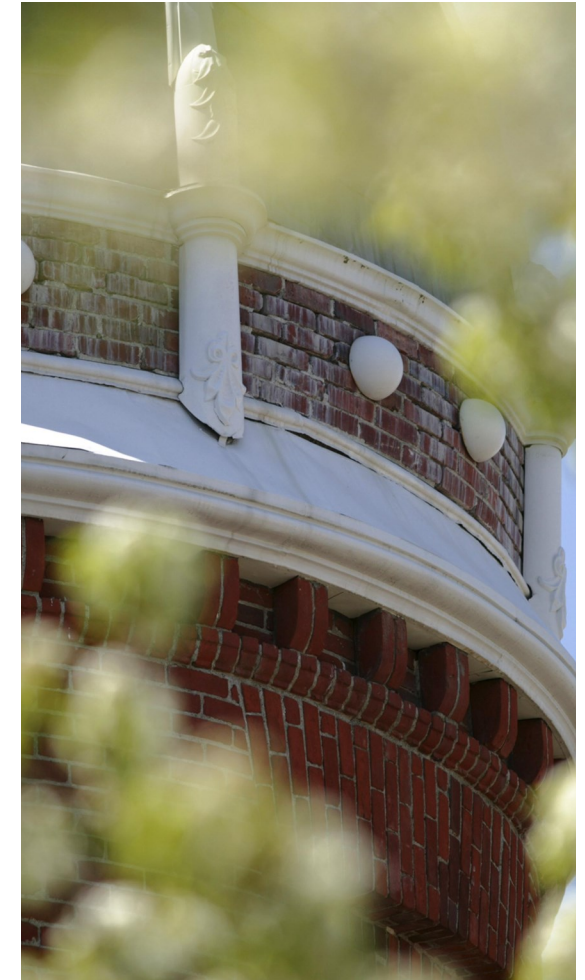
Gustave Flaubert

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**CWU Travel Department**  
Mitchell Hall, 2nd Floor—MS 7570  
Central Washington University

### Brochure Note:

*The information in this document is intended as an additional resource, and does not replace any official CWU regulations or procedures. Visit [www.cwu.edu/financial-affairs/travel](http://www.cwu.edu/financial-affairs/travel) for all official CWU regulations and procedures.*



# TRAVEL QUICK GUIDE

2016-2017

Central Washington  
University

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## Travel Authorizations and Expense Reports

### Authorizations (CWUR 3-50-215)

Also called "TA's"

Required for all out-of-state & international travel

Required for lodging exceptions that exceed location's per diem rate

Required for cash advances

### Cash Advances (CWUR 3-50-210)

Allowable up to the traveler's meal and lodging per diem

Issued seven days before departure date of trip

**Must be reconciled through an expense report by the 10th of the month following the return date of trip**

### Expense Reports (CWUR 3-50-215)

Also called "ER's"

Please complete and submit expense report within ten days after travel ends

Expense reports **WILL NOT** be accepted if they are not submitted within six months of travel

## Checking the Status of a Submitted Authorization or Expense Report

### Navigate in MyCWU:

- Main Menu > Financial Management > Travel and Expenses
- From here, choose either Travel Authorization or Expense Report
- Click the "View" hyperlink

From this navigation you can view travel documents for your respective area, check where a document is in the approval process, and see if any additional action needs to be taken.

### Report Status Definitions:

#### Pending

The report has not been submitted. The traveler must review whether this needs to be submitted for approvals or deleted. In many cases, pending documents are accidental duplicate TAs or ERs. If this is the case, please "Delete" the document from your "Travel and Expense Center".

#### Submitted/Submitted for Approval

The traveler has submitted the TA or ER, but their direct supervisor/expense manager has not approved.

#### In Process/Approvals in Process

The TA or ER is routing through additional approvals, but has not been approved by the Travel Desk.

#### Paid

The TA or ER has been fully approved, reconciled and paid. No action needs to be taken.

#### On Hold

Someone in the approval list is holding the TA or ER for review or to ask questions. Contact [traveldeskt@cwu.edu](mailto:traveldeskt@cwu.edu) to find out where the report is being held so that it may be processed.

## Quick Resources

**Airfare: CWU Contracted Agents**

**Valory Thompson, Travel Leaders**  
1800.735.2526 [valoryt@hotmail.com](mailto:valoryt@hotmail.com)

**Sarah Wright, Wright Travel**  
206.524.8524 [wrighttravel@hotmail.com](mailto:wrighttravel@hotmail.com)

**Enterprise Rent-A-Car 1.800.736.8222**

**CWU Contract #45WA077, Pin: was**

Decline collision/loss insurance, decline promo rates, additional insurance must be paid by individual traveler. Charges are direct-billed to CWU.

**Understanding "Same Day Meals"**

<http://www.cwu.edu/resources-reports/cwur-3-50-240-meal-reimbursement>

**Mileage Reimbursement & Calculator**

<http://www.cwu.edu/resources-reports/cwur-3-50-245-mileage-reimbursement>

## Contact the Travel Office

### Travel Specialist

Mitchell Hall, 2nd Floor  
Central Washington University

509.963.1986 | MS 7470  
[traveldeskt@cwu.edu](mailto:traveldeskt@cwu.edu)

[www.cwu.edu/financial-affairs/travel](http://www.cwu.edu/financial-affairs/travel)