TRAVELING FOR CWU

Hayley Harrell, Travel Specialist
Joyce DePriest, Fiscal Analyst
WHERE TO FIND TRAVEL INFORMATION

www.cwu.edu/financial-services/travel
Traveler Responsibilities (SAAM 10.10.15, SAAM 10.80.20)

All travelers shall obtain approval before traveling on official CWU business. It is the travelers’ responsibility to be familiar with CWU travel guidelines and policies. The university will not reimburse unauthorized travel expenses. The traveler is expected to pay excess costs for personal preference, convenience, and unnecessary expenses while in travel status. It is the travelers’ responsibility to prepare and/or certify travel expenses being claimed are true and accurate. The traveler is responsible for providing detailed supporting documents for travel expenses to the person authorized to approve travel.
Travel Authorizations (CWUR 3-50-205)
• Submit TA for all out-of-state & international travel
• Submit TA for all cash advances
• Submit TA for exceptions to the lodging per diem in high-cost areas.

Cash Advances (CWUR 3-50-210, only available to CWU employees)
• Up to the meals + lodging per diem for your trip
• Issued seven days prior to departure
• Must be reconciled through an expense report no later than the 10th of the month following your return date (if you returned July 25th, then your expense report must be submitted no later than August 10th)

Expense Reports (CWUR 3-50-215)
• Submit 10 days after you return
• Reports submitted 6 months or more after your return date WILL NOT BE REIMBURSED
• Reports for mileage should be submitted monthly or quarterly
Meal Reimbursement (CWUR 3-50-240)

• The following two criteria **MUST** be met to receive meal reimbursement:
  
  • Three hour rule – a traveler may be reimbursed for meal expenses only after the traveler is in travel status for **three hours beyond their regular scheduled working hours for any one day**
    • Normal CWU work hours are considered 8am-5pm, Monday through Friday. Travelers must indicate on their expense report if they were working an alternate work schedule for that day.

• In travel status during the **entire meal period (whole hour)**
  • CWU-defined meal periods are as follows:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td>7AM – 8AM</td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
<td>12PM – 1PM</td>
</tr>
<tr>
<td><strong>DINNER</strong></td>
<td>6PM – 7PM</td>
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</tbody>
</table>
Same Day Meals - Examples

**Your normal work day is Monday through Friday, from 8AM-5PM**

1.) You depart for travel at 6:00am and return at 6:00pm on a Monday

   You are eligible for same day meals based on the “three hour rule” (2 hours before work, one hour after work).
   
   You can claim breakfast (7-8am) and lunch (12-1pm), but not dinner (6-7pm)

2.) You depart for travel at 10:00am and return at 8:00pm on a Saturday

   You are eligible for same day meals based on the “three hour rule” (you do not have normal work hours on Saturdays, so after three hours in travel status you are eligible for meals).
   
   You can claim lunch (12-1pm) and dinner (7-8pm)

3.) You depart for travel at 10:00am and return at 6:00pm on a Thursday

   You are not eligible for same day meals. You have not been in travel status for your ENTIRE regular scheduled work day (8-5pm).
Mileage Reimbursement (CWUR 3-50-245)

- Travelers cannot be reimbursed for their normal commute from their residence to their official workplace location
- Travelers at the CWU Centers will be reimbursed at the personal vehicle rate of $0.54/mile

Mileage In MyCWU

- Travelers being reimbursed for regular mileage will need to submit an expense report monthly or quarterly. A detailed mileage log will need to be attached for approval from supervisor
- All travelers that work at the CWU Centers will select the “Mileage – Personal Vehicle Rate” expense type on an expense report in MyCWU
- All travelers based at the CWU-Ellensburg campus will need to use the mileage calculator to determine the lower rate to claim.
- Please include a screenshot or pdf of the mileage and location map (Google Maps, for example).
MyCWU: Entering Travel

Adding Travel Toolboxes to Employee Page

Approving Travel Documents
1.) Log in to MyCWU and click on the Employee tab

2.) In the upper right-hand corner, click the “Personalize Content” hyperlink:

3.) “Check” the boxes for “FMS Approvals” and “Travel”:
You will now have two new toolboxes on your Employee dashboard

1.) Travel (For all Travelers)

<table>
<thead>
<tr>
<th>Travel</th>
<th>Travel Procedures and Guides</th>
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<tbody>
<tr>
<td>Travel FAQ's</td>
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<tr>
<td>Travel and Expense Center</td>
<td>Contact Travel Desk for Help</td>
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</tbody>
</table>

2.) FMS Approvals (For Managers and Fund Administrators)

<table>
<thead>
<tr>
<th>FMS Approvals</th>
<th>Manage Requisition Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Travel Transactions</td>
<td></td>
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</tbody>
</table>

HOORAY! Your lives just got a lot easier!
Travel Authorizations in MyCWU

Steps: General Information

- Follow instructional comments in highlighted fields
- Default Location: Search by the first three letters. If nothing, then search by state abbreviation or county.
- Email traveldesk@cwu.edu if you cannot find specific location you are looking for; we may need to add it to system.
Steps: Details

In this section, list all of the “Expense Types” you will be using.

• Lodging and meal amounts will auto-populate based on the default location you selected. You can lump all of the days into one expense line and change the totals, instead of adding individual lines for each day.

• Fill in dollar amounts for actuals (parking receipts, baggage fees, etc.)

• Mileage: Personal vs. Motorpool Rate
  • Mileage Calculator: [http://www.cwu.edu/resources-reports/cwur-3-50-245-mileage-reimbursement](http://www.cwu.edu/resources-reports/cwur-3-50-245-mileage-reimbursement)

PLEASE NOTE:
PAYMENT TYPE: ALWAYS PERSONAL FUNDS
BILLING TYPE: ALWAYS NON-BILLABLE
Steps: Detail

• Review * information for accuracy

• Click the Accounting Detail hyperlink

• Enter the appropriate SPEEDKEY only.
  • Speedkey: 10 Digits, ask your fiscal technician, secretary or admin assistant.
  • You must have numbers populate in the “Fund” and “Program” fields

• Click “OK” and then click “Return to Travel Authorization Entry”

You will need to do this for every line on the travel authorization.

If you get an error message and the CWUID is red, it means that the speedkey was not read correctly – please reenter the speedkey, making sure that numbers populate in the “Fund” and “Program” fields.
**Steps: Cash Advance**

- Click “Save for Later” at the bottom left corner of your authorization.

- When you do this, the “Create a Cash Advance” hyperlink will become available.

- In the new cash advance screen, enter the amount you would like, up to the full meal+lodging per diem.

- Select “System Check” or “Automated Clearing House” (Direct Deposit).

- Click Submit and close that browser tab.

Don’t forget to submit your authorization after your cash advance is complete!
Submitting an Expense Report for Reimbursement

Steps: Expense Reports

• If this travel had an authorization, select “A Travel Authorization” from the Quick Start menu and click “GO”. This will auto-populate your ER based on the original TA.

• If this was in-state travel that did not require a TA, simply fill out the required fields.

• Fill out any additional expense lines, update the accounting information for each line, attach receipts and include justifications and comments.

• Click “Summary and Submit” in the top-right corner
Steps (Continued):

**IF YOU TOOK A CASH ADVANCE**

- Select “Apply/View Cash Advance” from the Actions menu and click “GO”

- Find related advance and apply to ER. Once you click “OK” from that screen, you should see your advance applied in the **Totals** section

- Review your expenses, attach any receipts, make notes and Submit Expense Report

- If you need to make changes before submitting, be sure to click “Save for Later” in the top-right corner. This will generate an expense report number to be used for later reference.
Modifying a Saved and Pending Expense Report

In your “Travel and Expense Center”, click the “Create/Modify” hyperlink for either your TA or ER.

Click the “Find an Existing Value” tab.
Click “Search” (Do not enter any field values)
• This will give you a list of all of your “Pending” documents.

• If you have saved a report to access/make changes later, you must “Modify” an existing report, not “Create” a new report.
REPORT STATUS DEFINITIONS

**Pending**
The report has either not been fully submitted or it has been sent back for revisions. The traveler must review whether this needs to be submitted for approvals or deleted.
  • If the traveler attempts to submit the report and it still says “Pending”, there may be red flags or accounting errors. Double check all accounting information.

**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 traveldesk@cwu.edu to find out where the report is being held so that it may be processed.
FINAL POINTS

• There will always be “hiccups” and changes in the systems that we use at CWU. If anything is unclear or you suspect that there is a system error, please email traveldesk@cwu.edu and we will resolve the issue.

• Regulation Changes – Shared through Central Today memos, updated on the travel website.

• Feedback is fabulous. Let us know how we are doing and what we can do to make the Travel processes easier for you.
QUESTIONS OR COMMENTS?

Thank you for your time!

Hayley Harrell
Travel Specialist
Hayley.Harrell@cwu.edu
509-963-1986

Joyce DePriest
Fiscal Analyst
Joyce.DePriest@cwu.edu
509-963-2621

Stuart Thompson
Director, Contracts and Procurement
Stuart.Thompson@cwu.edu
509-963-1004