

# 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 [Temporary ID](#) form to get a temporary CWU ID generated.

Each traveler needs a travel authorization in MyCWU.

Local hotels/motels are direct-billed to CWU. Please fill out and send [hotel/motel form](#) to the Travel Desk email after room is booked (form located on Travel website, under “Interview Candidates/Non CWU-Employee Travel”).

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 NTR Process (add link to guide).

**CONTACT INFORMATION**  
**CENTRAL WASHINGTON UNIVERSITY**

**509.963.2621 Mail Stop 7470**  
**TRAVELDESK@CWU.EDU**

<https://www.cwu.edu/about/offices/finance-administration/travel-procedures-and-policies/index.php>