

# Non-CWU Employee Travel

## Interview Candidates, Guest Speakers, Etc.

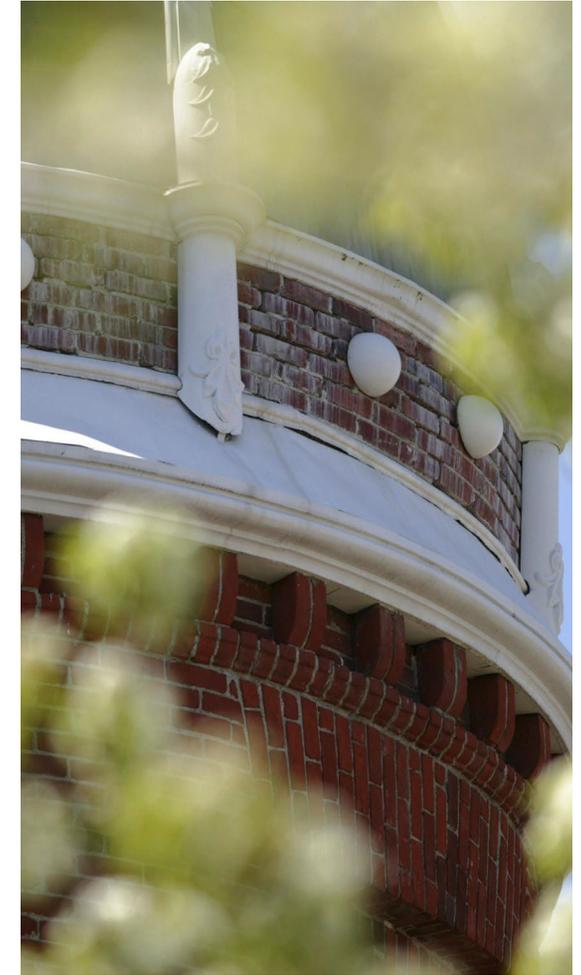
- The CWU employee responsible for orchestrating Non-CWU employee travel will need to fill out the travel access form to get a temporary CWU ID generated:  
[www.cwu.edu/about/offices/finance-administration/travel-procedures-and-policies.php](http://www.cwu.edu/about/offices/finance-administration/travel-procedures-and-policies.php)
- Local Hotels/Motels are direct-billed to CWU; send Hotel/Motel form to Travel at email [TravelDesk@cwu.edu](mailto:TravelDesk@cwu.edu) after the 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. TA required for direct-billed airfare.
- If CWU employees pay for a candidate meal and want to be reimbursed, they must follow the process outlined in link for Non-Travel Employee Reimbursement located on the Contracts, Purchasing, and Surplus website:  
[www.cwu.edu/about/offices/contracts/resources/light-refreshmentsmeals-reimbursementprocess-non-travel-relates.php](http://www.cwu.edu/about/offices/contracts/resources/light-refreshmentsmeals-reimbursementprocess-non-travel-relates.php)

**CWU Travel Department**  
Mitchell Hall, 2nd Floor—MS 7470  
[TravelDesk@cwu.edu](mailto:TravelDesk@cwu.edu)  
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/about/offices/finance-administration/travel-procedures-and-policies.php](http://www.cwu.edu/about/offices/finance-administration/travel-procedures-and-policies.php) for all official CWU regulations and procedures.



# TRAVEL QUICK GUIDE

2024

Central Washington  
University



## 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 5-7 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" or "TER'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 needs to be submitted. The traveler must review the TA or ER/TER for errors or warnings (red flags). Check for a note, as it may have been sent back for revision.

#### Submitted/Submitted for Approval

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

#### In Process/Approvals in Process

The TA or ER/TER is routing through the approval workflow.

#### Paid

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

#### Approved for Payment/Staged

The TA or ER/TER is fully approved and waiting for the payment cycle to run before being paid.

#### Denied

The TA or ER/TER has been denied by someone in the approval chain. Check the notes for the reason.

## Quick Resources

### Airfare: CWU Contracted Agents

Sarah Wright, Wright Travel

206.524.8524 sarah@wrighttravel.com

Valory Thompson, Travel Leaders

509.575.0292 valory@hotmail.com

### Enterprise Rent-A-Car 1.800.736.8222

CWU Contract #45WA077, Billing#: contact the Travel Desk

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"

[www.cwu.edu/about/policies-procedures/procedures-manual/3-0-finance-administration/cwur-3-50-200.php](http://www.cwu.edu/about/policies-procedures/procedures-manual/3-0-finance-administration/cwur-3-50-200.php)

### Mileage Reimbursement & Calculator

The Form is located on the Travel Website under Mileage and Vehicle Rentals. Please look for the one that covers your travel dates.

### Contact the Travel Office

Travel Specialist  
Mitchell Hall, 2<sup>nd</sup> Floor  
Ellensburg Campus

509.963.2621  
TravelDesk@cwu.edu