

CWU Travel Procedure 220 Air Travel

(1) As a state agency, Central Washington University recommends purchasing all air travel through a DES-qualified travel agency except for:

(A) Emergency situations relating the health and safety of the traveler.

(2) CWU has utilized the state contracts with certain Travel Partners to provide services to Central Washington University. These tickets are directly billed to the university. Please see our website <https://www.cwu.edu/about/offices/finance-administration/travel-procedures-and-policies.php>.

As an added convenience, you may also reserve an Enterprise rental car through either agency at the state rate, Travel agencies simply reserve the Enterprise car which will be directly billed to CWU.

The procedures for purchasing airline tickets will continue to require a travel authorization to be approved and referenced to the authorized travel agency.

Reimbursement for airfare tickets not purchased through normal CWU procedures will require an estimate from the air carrier or the detailed receipt on the Travel Authorization; and the detailed receipt to be attached to the travel expense report that shows the dates of the trip, traveler's name, and the amount of the ticket(s), and verification that the employee purchased the ticket. Reimbursement is not to exceed the economy fare.

CWU employees traveling on official business are welcomed to use the Airporter Shuttle if preferred when traveling to and from SeaTac International. For more information and reservations contact the Airporter Shuttle at 509-225-7433 or 866-235-5427 or at www.airporter.com.