

## **CWU Travel Procedure 230 Hotel/Motel Reservations and Accommodations**

The university's travel rules, regulations, and procedures are based on state travel law, as provided in chapter 43.03 RCW. The statewide requirements covering the general administrative practices to be observed by state agencies are described in the state administrative and accounting manual (SAAM 10.30), published by the state of Washington's Office of Financial Management.

Travelers are encouraged to make their own arrangements, pay all travel costs, and then be reimbursed by the university. When making hotel reservations, an employee should always request the lowest available rate by requesting the state, government, or university rate. Prior to making a reservation, employees should review the list of allowable per diem rates for the destination city to be sure that the cost does not exceed these limitations. For further information regarding travel procedures, please see the Travel webpage <https://www.cwu.edu/about/offices/finance-administration/travel-procedures-and-policies/index.php>.

### **(1) Faculty, Staff and Student Hotel Reservations (for less than 5 rooms per night).**

It is the traveler's responsibility to make the hotel reservations using the traveler's personal credit card or a university corporate travel card. When making hotel reservations, always request the lowest available rate by requesting the state, government or university rate.

*Hotel lodging may no longer be reserved with the university purchasing card as many hotels are taking a "deposit" on the first night's lodging, and it is difficult to have the charges reversed after reservations have been canceled.*

### **(2) Hotel Reservations (for large groups with 5 rooms or more per night)**

A purchase order can be used to reserve and pay for lodging (room and tax only) when there is a large group traveling that consists of faculty, staff, and/or students (e.g., athletics, theatre arts, music). The department is responsible for locating and making reservations with the hotel that will accept direct billing via a purchase order. Please submit to the purchasing office a purchase requisition and attach a hotel/motel room reservation request form and complete an online travel authorization for each occupant staying at the hotel.

It is the department's responsibility to confirm the reservation and to verify that the hotel has received the purchase order number. The department must also verify the accuracy of the invoice. When the invoice is received upon check out, it should be reviewed to make sure that only room and tax are being charged and that the correct rate has been used. Then sign and date the original invoice and send it to accounts payable for payment. Be sure to reference the purchase order number on the invoice.

### **(3) Interview Candidates**

In accord with chapter 43.03 RCW and chapter 70.20 of the state administrative and accounting manual, the university may reimburse a prospective employee necessary travel expense. Candidates entitled to travel expense reimbursements are limited to applicants considered for academic positions above the rank of instructor and professional or administrative employees in supervisory positions. Travelers meeting these requirements must follow the university travel policy if expenses are to be reimbursed by CWU. Travel expenses for interview candidates should be paid by the individual and a travel expense report with original receipts attached should be submitted to the accounts payable/travel department. The department for which the candidate interviews should complete the travel expense report and, when applicable, complete an online travel authorization while at the university's campus.

### **(4) Vendors under Contract**

The preferred method of negotiating with a contractor for travel expenses is to have the expenses included within the total fees the university will pay such that the contractor is responsible for making all travel arrangements and paying all travel expenses from the agreed fee amount.

If negotiations to include the travel expenses in the contractor's fees are unsuccessful, the vendor's contract can include travel expenses as a separate line item on the contract; however, these expenses must be specifically itemized. Examples are "round-trip airfare from Las Vegas to Yakima," "one night's room and tax for lodging," etc. In addition, the contract must specify whether the contractor will pay for the expenses personally and be reimbursed, or whether the university will be direct billed for these travel expenses.

If the university agrees to pay for the contractor's travel expenses directly, a purchase order can be used to reserve and pay for lodging (room and tax only). The department is responsible for locating and making reservations with the hotel that will accept direct billing via a purchase order. Please submit a purchase requisition to the purchasing office and attach a completed hotel/motel room reservation request form for each occupant/contractor staying at the hotel.

#### (5) Reservations Made in the Ellensburg Area Only

The processes described above are the preferred methods for making hotel/motel reservations in the Ellensburg area. However, the university has established another option. The university has an agreement with several local hotels to directly bill the university. The department hosting the traveler can make hotel/motel reservations for travelers staying in Ellensburg and submitting the Local Hotel/Motel Authorization form to the travel desk at [TravelDesk@cwu.edu](mailto:TravelDesk@cwu.edu)

(A) Faculty, Staff and Student Hotel Reservations - The department is responsible for submitting to the travel desk at [TravelDesk@cwu.edu](mailto:TravelDesk@cwu.edu) a Local Hotel/Motel Authorization form and, when applicable, a travel authorization for each occupant staying at the hotel.

(B) Interview Candidates - Interview candidate hotel/motel reservations are limited to only those positions above the rank of instructor, and professional or administrative employees in supervisory positions.

The hosting department will make a reservation only for the interview candidate. If the interview candidate wants to include with the interview trip a personal stay or accommodations for additional occupants, the interview candidate shall make his/her own reservation and will be reimbursed on a travel expense report.

The department is responsible for submitting to the travel desk at [traveldesk@cwu.edu](mailto:traveldesk@cwu.edu) or MS7470 the Local Hotel/Motel Authorization form and when applicable reference the travel authorization for the interview candidate staying at the hotel. A confirming e-mail will be sent to the department upon completion of the reservation.

(C) All Other Vendors - The department is responsible for submitting to the travel desk at [traveldesk@cwu.edu](mailto:traveldesk@cwu.edu) or MS7470 the Local Hotel/Motel Authorization form that references the contract number if vendor is under contract, and when applicable a travel authorization. A confirming e-mail will be sent to the department upon completion of the reservation.

#### (6) Ellensburg Hotels/Motels under Contract

The university has established relationships with several hotels in Ellensburg. These rates are listed under Ellensburg hotel/motel rates found under the Interview Candidates/Non CWU-Employee Travel section on the travel webpage.