

CWU Travel Procedure 260 Domestic Group Travel

Group travel refers to a group of students or non-employees traveling as a unit to the same destination on official CWU business. An example of a group is an athletic team, theatre arts performance group, or class field trip. The term group travel does not refer to a situation (such as a conference) when multiple employees are traveling to the same destination and each traveler is required to fill out a separate travel authorization and travel expense report.

The group will have a group leader who shall be a permanent, non-student university employee. The group leader will coordinate travel arrangements including the preparation of the travel authorization. The travel authorization shall specify the group leader's name and the name of each traveler. The department(s) funding the trip may submit one travel authorization when multiple employees accompany the group of students or non-employees and all expenses are paid by and reimbursed to the group leader.

A cash advance is authorized to the group leader on behalf of the group. The group leader obtains and accounts for the cash advance. Cash advances for groups are still required to be reconciled per CWU regulations. A late fee may be assessed on delinquent advances. More information on cash advances can be found in CWU Travel Procedure 210 Cash Advances.

Reimbursement for meals and lodging is not to exceed the [per diem rates](#) specified for state authorized travelers. However, the three-hour rule does not apply to groups on same-day travel.

(1) Meals

If students as a group are provided meals, the total costs of meals (including tax and gratuity) when combined with other meals for that day, shall not exceed the total daily meal per diem rate. The group leader shall pay for the meal and obtain an official receipt which provides detail including tax or gratuity. The receipt will support the expense on the travel expense report. The group leader and any other employee accompanying the group shall receive the daily meal rate rather than the per meal allowance.

If students are provided meals as a non-unit, a group travel roster shall be completed. A travel roster will include the name of each traveler, amount disbursed to each traveler, and the traveler's signature indicating that the traveler received said dollar amount. In lieu of having each traveler sign the roster, two CWU staff members (e.g. sports team coach and captain) may sign on behalf of all the travelers indicating each traveler received said dollar amount. The travel roster shall be attached to the travel expense report.

(2) Lodging

Detailed lodging receipts are required for reimbursement. The group leader shall obtain a detailed lodging receipt at the time of payment that shows the room costs and taxes and shall submit it with the travel expense report.