

## **CWU Travel Procedure 290 Other Travel Expenses**

(A) Registration fees should be charged on a pro-card. If charged on a pro-card, a receipt of the registration fee shall be attached to the pro-card statement as documentation. Travel authorizations are required as supporting documentation for all registration fee payments for conferences and seminars.

If the conference does not accept registration fee payment by credit card, registration fees may be paid in advance by submitting a purchase requisition to the purchasing office. A purchase order will be issued payable to the conference.

If the registration fee is paid for with the traveler's personal funds, the registration fee will be reimbursed via the travel expense report supported by a receipt or a copy of the bank cancelled check. The registration form will not substitute for a receipt on the travel expense voucher. Meals paid for by a registration may not be claimed on the travel expense voucher. The traveler must attach a copy of the agenda or detailed registration form that provides a breakdown of meals, if any, that were included in the registration fee and provided at the conference.

(B) Vehicle rental reservations should be made through <http://www.enterprise.com> using the state contract ([link to CWU Travel Procedure 225 Vehicle Rentals](#)) or one of the state authorized travel agencies. Payment is the traveler's responsibility and will be reimbursed on a travel expense voucher. If the Enterprise Company is available in a location and is not utilized, reimbursement will not exceed the rental cost if Enterprise had been used.

(C) Interview 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. Such travelers must follow the university travel policy if expenses are paid by CWU. Expenses for interview candidates may be submitted on a travel expense report. Airline tickets for interview candidates should be purchased via a department of enterprise services (DES)-qualified travel agency and car rentals should be arranged through Enterprise. The interview candidate should submit all receipts and documentation to the sponsoring department in order to receive reimbursement.

CWU employees seeking reimbursement for meals they paid for the interview candidate with personal funds (i.e. dinner) may be submitted for reimbursement by entering an online NTR (non-travel reimbursement) travel expense report and attaching your receipt(s). Reference [CWUP 2-40-200 Use of State Funds for Light Refreshments and Meals](#) for more information.

(D) Personal telephone calls are not considered essential to the transaction of official state business and are therefore not reimbursable. However, reasonable charges for brief, personal telephone calls to the home of the employee are allowable when there is a change in travel plans. Reimbursement will be provided for internet access fees while the employee is on official travel status.

(E) Checked baggage fees are reimbursable on the travel expense report for up to the first two bags on domestic flights and up to the first three bags and seat assignment fees if applicable on international flights. The traveler is responsible for overweight charges. This does not apply to group travel where large equipment and supplies are required for the group.