

STATE NORMAL SCHOOL

# TRAVELING FOR CWU

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# UNDERSTAND YOUR CWU REGULATIONS

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## **Traveler Responsibilities (SAAM 10.10.15, SAAM 10.80.20)**

All travelers shall obtain approval before traveling on official CWU business. It is the travelers' responsibility to be familiar with CWU travel guidelines and policies. The university will not reimburse unauthorized travel expenses. The traveler is expected to pay excess costs for personal preference, convenience, and unnecessary expenses while in travel status. It is the travelers' responsibility to prepare and/or certify travel expenses being claimed are true and accurate. The traveler is responsible for providing detailed supporting documents for travel expenses to the person authorized to approve travel.

# CWU REGULATION INFORMATION

## Travel Authorizations (CWUR 3-50-205)

- Submit TA for all out-of-state & international travel
- Submit TA for all cash advances
- Submit TA for exceptions to the lodging per diem in high-cost areas.

## Cash Advances (CWUR 3-50-210, only available to CWU employees)

- Up to the Meals + Lodging Per Diem for your trip
- Issued 7 days prior to departure
- Must be reconciled through an expense report **no later than** the 10<sup>th</sup> of the month following your return date (if you returned July 25<sup>th</sup>, then your expense report must be submitted no later than August 10<sup>th</sup>)

## Expense Reports (ER) (CWUR 3-50-215)

- Submit 10 days after you return from your trip
- Expense Reports submitted 6 months or more after your return date **WILL NOT BE REIMBURSED**
- Expense Reports for mileage should be submitted monthly or quarterly

# CWU REGULATION INFORMATION

## Meal Reimbursement (CWUR 3-50-240)

For non-overnight travel assignments, the following 2 criteria must be met to receive a meal allowance.

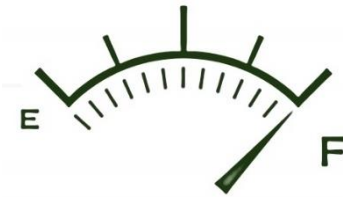
(1) Eleven Hour Rule (OFM 10.40.50b) – A traveler may be reimbursed for meal expenses when the traveler has been in travel status for at least 11 hours.

(2) In travel status during the entire meal period – travelers must be in travel status during the entire agency-determined meal period(s) in order to qualify for the meal allowance. The traveler may not stop for a meal just to meet the 11 hour rule.

- **CWU defined meal periods are as follows:**

BREAKFAST	7AM – 8AM
LUNCH	12PM – 1PM
DINNER	6PM – 7PM

# CWU REGULATIONS



## Mileage Reimbursement (CWUR 3-50-245)

- Travelers cannot be reimbursed for their normal commute from their residence to their official workplace location.
- Highway mileage between two points and vicinity mileage must be separately identified. Vicinity mileage (incurred when an individual travels within a city or local area for work) will be approved for its reasonableness while conducting official university business. Reimbursement for transporting a traveler to an airport will be limited to the mileage of a single round trip to the airport. Reimbursement of mileage for two round trips will be authorized where it is more economical instead of incurring long term parking fees.
- Travelers at the CWU Centers will be reimbursed at the personal vehicle rate set by OFM. These rates are available within MyCWU.
- All travelers based at the CWU-Ellensburg campus will need to use the mileage calculator to determine the lower rate to claim.

## Mileage In MyCWU

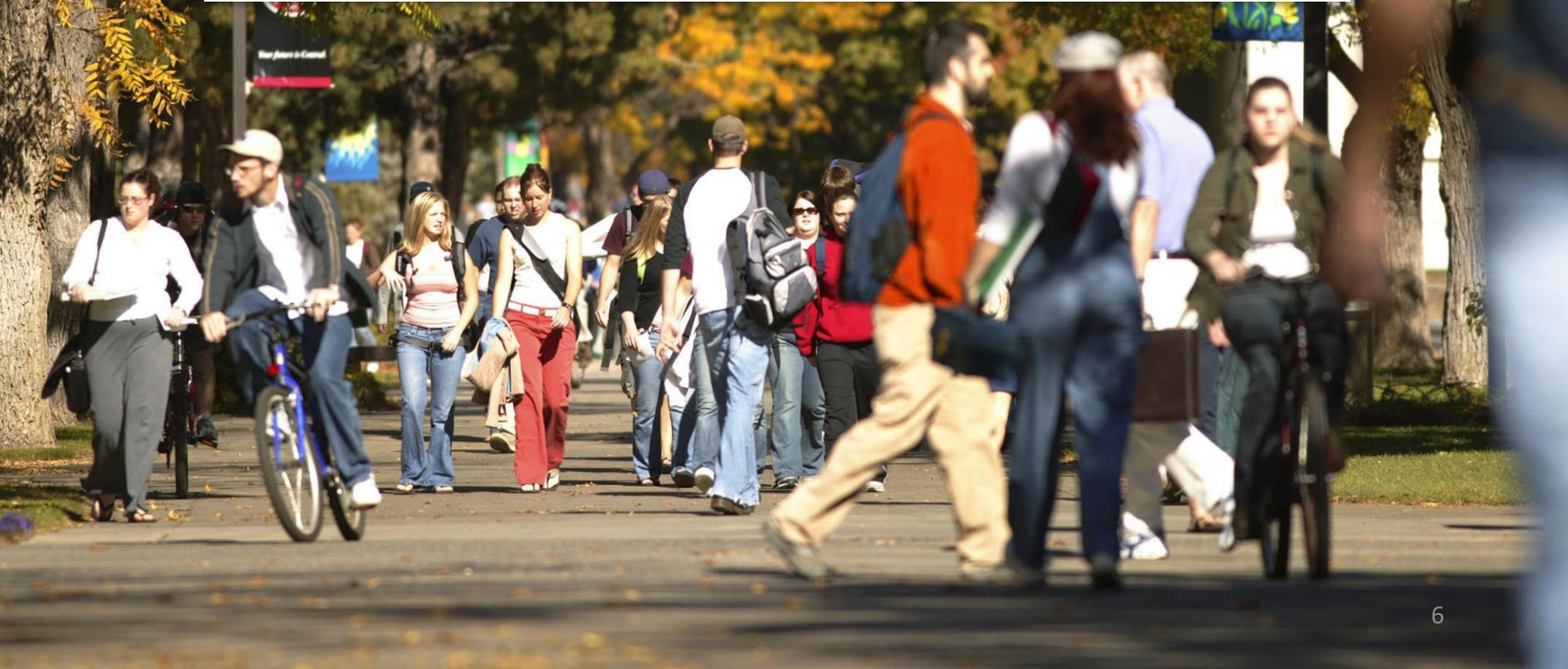
- Travelers being reimbursed for regular mileage will need to submit an expense report monthly or quarterly. A detailed mileage log will need to be attached for approval from supervisor.
- Please include a screenshot or pdf of the mileage and location map (Google Maps, for example).





# MyCWU: Entering Travel

- Adding Travel Toolboxes to Employee Page
- Approving Travel Documents




# NAVIGATING TO TRAVEL IN




You have 2 toolboxes on your Employee dashboard

## 1.) Travel (For all Travelers)

 <b>Travel</b>	
<a href="#">Travel FAQ's</a>	<a href="#">Travel Procedures and Guides</a>
<a href="#">Travel and Expense Center</a>	<a href="#">Contact Travel Desk for Help</a>

## 2.) FMS Approvals (For Managers and Fund Administrators)

 <b>FMS Approvals</b>	
<a href="#">Approve Travel Transactions</a>	<a href="#">Manage Requisition Approvals</a>



# Travel Authorizations in MyCWU

## Steps: General Information

- Follow instructional comments in highlighted fields.
- **Default Location:** Search by the first three letters. If nothing, change Search By to Description.
- Email [traveldes@cwu.edu](mailto:traveldes@cwu.edu) if you cannot find specific location you are looking for; we may need to add it to MyCWU.
- Don't forget to add your accounting detail information. *See next page for instructions.*

Look Up Default Location He

Search by: Description begins with

[Advanced Lookup](#)



## Create Travel Authorization

Christina Short ?

[Save for Later](#) | [Summary and Submit](#)

Quick Start ...Populate From

\*Business Purpose Conference

Default Location SEARCH BY FIRST 3 LETTERS

\*Description LAST NAME, LOCATION, DATE

\*Date From 10/29/2018   \*Date To 10/31/2018

Reference

[Attachments](#)

\*Request Type:  Domestic  International [Travel Agreement](#)

## Projected Expenses ?

[Expand All](#) | [Collapse All](#) Add: | [Quick-Fill](#)

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<span style="background-color: yellow;">10/29/2018</span>	<span style="background-color: yellow;">Conference</span>	<span style="background-color: yellow;">LAST NAME, LOCATION, DATE</span>		<span style="background-color: yellow;">0.00</span>	USD

[Expand All](#) | [Collapse All](#)

Totals (0 Lines) 0.00 USD



# Adding the Accounting Detail to Travel Authorization

**Instructions:**

- To Enter Accounting Detail information once for all Expense Lines–
- (1) Enter 1 Expense Line
- (2) Click Default Accounting
- (3) Click GO button
  
- Enter the appropriate SPEEDKEY only.
  - Speedkey: 10 Digits, ask your Fiscal Technician, Secretary or Admin Assistant for assistance.

**OR**

- Enter SPEEDKEY for every expense line

Save for Later | Summary and Submit

Actions: ...Choose an Action **GO**

Authorization ID: ...Choose an Action

Totals (1 L): User Defaults

Dropdown menu options: ...Choose an Action, Copy Authorization Lines, Create Cash Advance, **Default Accounting**, User Defaults

Travel Authorization

Accounting Defaults

Authorization ID 00000879

Accounting Summary Set Personalizations | Find |

%	*GL Unit	Speed Key	Fund	Dept	Program	Component	Pr
100.00	CWUID	[Redacted]		211700			

Add ChartField Line Load Defaults

**OK**

**Accounting Details** ?

Accounting Details ?

Chartfields

Amount	*GL Unit	SpeedChart Key	Account	Fund	Dept	Program	Component	Project	Oper Unit
99.00	CWUID	[Redacted]	53810	148	211700	084			0

## Instructions for Entering Travel Authorization:

In this section, list all of the “Expense Types” you will be using.

- **Lodging and meal amounts will auto-populate based on the default location you selected. You can lump all of the days into one expense line and change the totals, instead of adding individual lines for each day**
- **Fill in dollar amounts for actuals (parking receipts, baggage fees, etc.)**
- **Mileage: Personal vs. Motorpool Rate**
  - Mileage Calculator: <http://www.cwu.edu/resources-reports/cwur-3-50-245-mileage-reimbursement>

### Modify Travel Authorization

Christina Short ? Save for Later | Summary and Submit

Actions ...Choose an Action GO

\*Business Purpose Conference ▼ Default Location Spokane, WA 🔍 Authorization ID 0000011922 Pending  
\*Description LAST NAME, LOCATION, DATE \*Date From 10/29/2018 📅 \*Date To 10/31/2018 📅 Reference  🔍

📎 Attachments

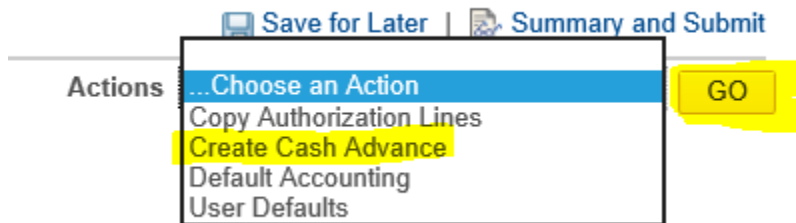
\*Request Type:  Domestic  International Travel Agreement

#### Projected Expenses ?

Expand All | Collapse All Add: | ⚡ Quick-Fill Totals (2 Lines) 166.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	Accounting Details									
<span>10/29/2018</span> <span>📅</span>	<span>In State - Lodging</span> <span>▼</span>	<span>Hotel that conference is held</span> <span>🔍</span>	<span>Personal Funds</span> <span>▼</span>	<span>105.00</span>	<span>USD</span>	<span>Chartfields</span> <span>🔍</span>									
	*Billing Type <span>Non-billable</span> <span>▼</span>					Amount	*GL Unit	Speed Key	Account	Fund	Dept	Program	Project	Component	Oper Unit
	*Location <span>Spokane, WA</span> <span>🔍</span>					<span>105.00</span>	<span>CWUID</span> <span>🔍</span>	<span>2117000002</span> <span>🔍</span>	<span>53810</span>	<span>148</span>	<span>211700</span>	<span>084</span>			<span>0</span>
<span>⏪</span> <span>⏩</span>															
<span>10/29/2018</span> <span>📅</span>	<span>In State - Meals Per Diem</span> <span>▼</span>	<span>Brk/Lunch/Dinner</span> <span>🔍</span>	<span>Personal Funds</span> <span>▼</span>	<span>61.00</span>	<span>USD</span>	<span>Chartfields</span> <span>🔍</span>									
	*Billing Type <span>Non-billable</span> <span>▼</span>					Amount	*GL Unit	Speed Key	Account	Fund	Dept	Program	Project	Component	Oper Unit
	*Location <span>Spokane, WA</span> <span>🔍</span>					<span>61.00</span>	<span>CWUID</span> <span>🔍</span>	<span>2117000002</span> <span>🔍</span>	<span>53810</span>	<span>148</span>	<span>211700</span>	<span>084</span>			<span>0</span>
<span>⏪</span> <span>⏩</span>															

# Need a Cash Advance?



## Steps: Cash Advance

(1) Once you enter one expense type line, you can click on the Actions “Choose an Action drop down”. Prior to that, the value will not be there.

(2) Click Create Cash Advance and the GO button

(3) In the new cash advance screen, enter the amount you would like, up to the full meal+lodging per diem

(4) Select “System Check” or “Automated Clearing House” (Direct Deposit)

(5) Click Submit and close that browser tab

## Create Travel Authorization

Christina Short ?

\*Business Purpose

\*Description

Default Location

\*Date From   \*Date To

Attachments

**Projected Expenses** ?

Expand All | Collapse All Add:  Quick-Fill

*Date	*Expense Type	Description	*Payment Type
<input type="text" value="06/19/2017"/> <input type="button" value="v"/>	<input type="text" value="In State - Lodging"/> <input type="button" value="v"/>	<input type="text" value="ENTER DESCRIPTION"/> <input type="button" value="v"/>	<input type="text" value="Personal Funds"/> <input type="button" value="v"/>
*Billing Type <input type="text" value="Non-billable"/> <input type="button" value="v"/>			
*Location <input type="text" value="Seattle, WA"/> <input type="button" value="q"/>			
<input type="button" value="p"/> Accounting Details ?			

**Don't forget to submit your travel authorization after your cash advance is complete!**



# Submitting an Expense Report for Reimbursement

## Instructions for Entering An Expense Report:

- If this travel had a travel authorization, select “A Travel Authorization” from the Quick Start menu and click “GO”. This will auto-populate your ER based on the original TA. (see highlighted area)
- If this was in-state travel that did not require a TA, simply fill out the required fields.
- Fill out any additional expense lines, update the accounting information for each line, attach receipts and include justifications and comments.
- Click “Summary and Submit” in the top-right corner. (see highlighted area)

Create Expense Report Save for Later | Summary and Submit

Christina Short ?

Quick Start: **A Travel Authorization** GO

\*Business Purpose

\*Report Description

Reference

Default Location  Attachments

\*Request Type:  Domestic  International  Non-Travel Reimbursement  Travel Agreement

\*Departure Date  \*Time  \*Official Station

\*Return Date  \*Time  \*Official Residence

**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

254 characters remaining

Expand All | Collapse All Total 0.00 USD

## Expense Report Creation Instructions (Continued):

### IF YOU RECEIVED A CASH ADVANCE

- Select “Apply/View Cash Advance” from the Actions menu and click “GO” (see highlighted area)
- Find related advance and apply to ER. Once you click “OK” from that screen, you should see your advance applied in the **Totals** section
- Review your expenses, attach any receipts, make notes and submit Expense Report by checking the box “by checking this box, I certify.....
- If you need to make changes before submitting, be sure to click “Save for Later” in the top-right corner. This will generate an expense report number to be used for later reference.

### Modify Expense Report

[Save for Later](#) | [Expense Details](#)

Christina Short Actions **Apply/View Cash Advance(s)** **GO**

\*Business Purpose  Report 0000021485 Pending

\*Description

Reference

**Totals** [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

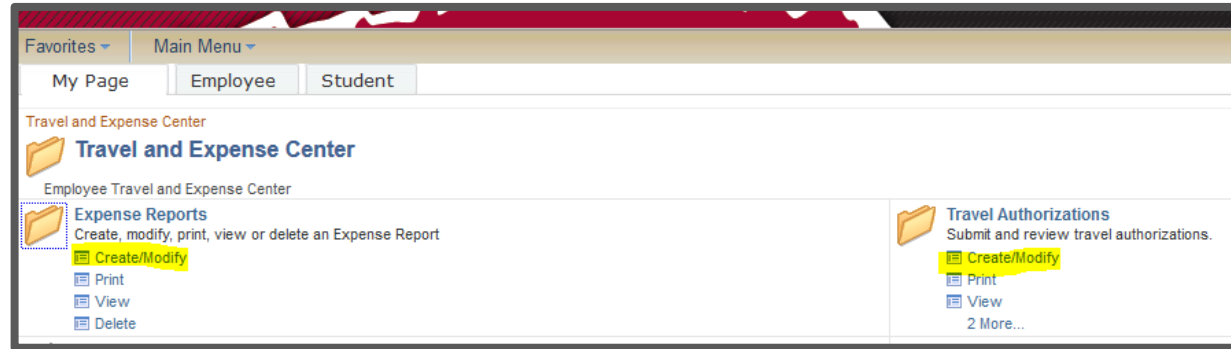
Employee Expenses (1 Line)	105.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 105.00 USD      Amount Due to Supplier 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

# Modifying a Saved and Pending Expense Report

In your “Travel and Expense Center”, click the “**Create/Modify**” hyperlink for either your TA or ER



Click the “**Find an Existing Value**” tab

Click “Search” (Do not enter any field values)

- This will give you a list of all of your “Pending” documents.

A screenshot of a search form titled 'Expense Report'. The form has a header with the title and a sub-header: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (highlighted in yellow) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section with several input fields: 'Report ID:' with a 'begins with' dropdown, 'Report Description:' with a 'begins with' dropdown, 'Name:' with a 'begins with' dropdown, 'Empl ID:' with a 'begins with' dropdown and a magnifying glass icon, and 'Creation Date:' with an '=' dropdown and a date input field. There is also a 'Case Sensitive' checkbox. At the bottom of the form, there are buttons for 'Search' (highlighted in yellow), 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- If you have saved a report to access/make changes later, you must “Modify” an existing report, not “Create” a new report.



# TRAVEL Transactions STATUS DEFINITIONS

## **Pending**

The TA or ER has either not been fully submitted or it has been sent back for revisions. The traveler must review whether this needs to be submitted for approvals or deleted.

- If the traveler attempts to submit the report and it still says “Pending”, there may be red flags or accounting errors. Double check all accounting information.

## **Submitted/Submitted for Approval**

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

## **In Process/Approvals in Process**

The TA or ER is routing through additional approvals, but has not been approved by the Travel Desk.

## **Paid**

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

## **On Hold**

Someone in the approval list is holding the TA or ER for review or to ask questions. Contact [traveldeskt@cwu.edu](mailto:traveldeskt@cwu.edu) to find out where the report is being held so that it may be processed.

# FINAL POINTS

- There can be “hiccups” and changes in the systems that we use at CWU. If anything is unclear or you suspect that there is a system error, please email [traveldeskt@cwu.edu](mailto:traveldeskt@cwu.edu) and we will work to resolve the issue.
- Regulation Changes – Shared through Central Today, memos, updated on the Travel website.
- We welcome your feedback! Let us know how we are doing and what we can do to make the Travel processes easier for you.

# QUESTIONS OR COMMENTS?

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