TRAVELING FOR CWU

UNDERSTAND YOUR CWU REGULATIONS

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 (CWU Travel Procedure 205)

- Submit TA for all out-of-state & international travel
- Submit TA for all cash advances
- Submit TA for exceptions to the 50-mile lodging rule

Cash Advances (CWU Travel Procedure 210, only available to CWU employees)

- Up to the Meals Per Diem + Lodging for your trip
- Issued 5 days prior to departure
- Must be reconciled through an expense report **no later than** the 10^{th} of the month following your return date (if you returned July 25^{th}, then your expense report must be submitted no later than August 10^{th})

Expense Reports (ER) (CWU Travel Procedure 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 (CWU Travel Procedure 240)

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

(1) Eleven Hour Rule (SAAM 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.

The University designated meal periods are as follows:
Breakfast (7am to 8am)
Lunch (12pm to 1pm)
Dinner (6pm to 7pm)

For overnight travel assignments, travelers may be reimbursed up to the per diem rate. Travelers must be in travel status during the entire meal period to be reimbursed for that meal.

- Meals included in the registration fees paid by the university are to be deducted from the allowance claimed for reimbursement.
- Continental breakfast and meals provided by airlines are not to be deducted and full reimbursement is allowed.

CWU REGULATIONS

Lodging Reimbursement (CWU Travel Procedure 235)

- A government rate (which is lower than the commercial rate) is offered by some lodging facilities. Employees must ask for the state or government rate when making reservations or requesting lodging accommodations for CWU business.
- Travelers will be reimbursed for lodging expenses through the submission of a travel expense report. For questions concerning deposits for group travel please contact the accounts payable supervisor.
- Lodging expenses may be reimbursed at actual costs, as evidenced by a receipt, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality.
    - The maximum lodging reimbursement may not exceed 150% of the applicable total daily per diem (lodging and meals). Find per diem rates here: https://www.gsa.gov/travel/plan-book/per-diem-rates

50 Mile Rule

- Claims for reimbursement of lodging expenses when the lodging facility is within 50 miles (most direct route) of the closer of either the employee's official residence or official duty station will be denied except under one of the following three conditions:
  1. an overnight stay in commercial lodging is necessary to avoid having the employee drive back and forth for back-to-back late night/early morning meetings
  2. where the health and safety of the traveler is of concern
  3. where the department can demonstrate with calculations on the travel expense report that staying overnight is more economical to the state

- Except for #2 above, prior authorization (a travel authorization) is necessary for reimbursement. An employee affected by #2 is to provide a written statement fully explaining the situation and the statement is to be attached to the employee's travel expense report.

CWU REGULATIONS

Mileage Reimbursement (CWU Travel Procedure 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).

CWU REGULATIONS

Air Travel (CWU Travel Procedure 220)

- CWU has made arrangements with Wright Travel and Travel Leaders to provide services to CWU. Some of the benefits to booking your airfare through our partners are:
  - airfare will be direct-billed to CWU
  - if your airfare or travel is delayed or canceled, they can work with the airline on your behalf
- Airfare may also be booked by the traveler and paid for with personal funds. Travelers will be reimbursed via a travel expense report supported by a receipt once travel is completed.
- Airfare reimbursements are limited to:
  - economy rate tickets
  - regular taxes/fees
  - 2 checked bags per direction for domestic travel, 3 checked bags per direct for international travel
  - *Please note: Seat assignment fees are only reimbursable for international travel*

Travelers are not required to fly to their destination. If another mode of travel is taken, calculate the reimbursement two ways --one showing what actually happened, the other showing what the trip would have cost if the traveler flew. The traveler will be reimbursed the lesser amount.

CWU Travel Partners Contact Info:

Wright Travel | Sarah Wright | 206.524.8524 | sarah@wrighttravel.com

Travel Leaders | Carolyn Kinkade | 509.293.8080 | carolyn@travelleaders247.com

Trip Stew | Adam Stewart | 206.422.0231 | adam.stewart@fora.travel

Please have your MyCWU travel authorization (TA) number, as well as travel dates and to/from locations on hand before contacting either of our airfare partners.

CWU REGULATIONS

Other Travel Expenses (CWU Travel Procedure 290)

- *Registration fees*: Registration fees may be charged on a Pcard. 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.
- *Vehicle rental* reservations: should be made through http://www.enterprise.com using the state contract (contact travel desk for account and billing numbers). If the vehicle rental was paid for with the traveler's personal funds, the rental will be reimbursed via the travel expense report supported by a receipt.
- *Checked baggage fees:* 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.
- *Transportation services* including; taxi, shuttle, Uber and Lyft, (including a customary tip or gratuity), parking fees, and ferry and bridge tolls. Tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and not reimbursable.
- *Mandatory destination or resort fees:* charged by lodging facilities for items such as room safes, premium high speed Internet access, long-distance phone calls, laundry credit, or food and beverage credit.

CWU REGULATIONS

Domestic Group Travel (CWU Travel Procedure 260)

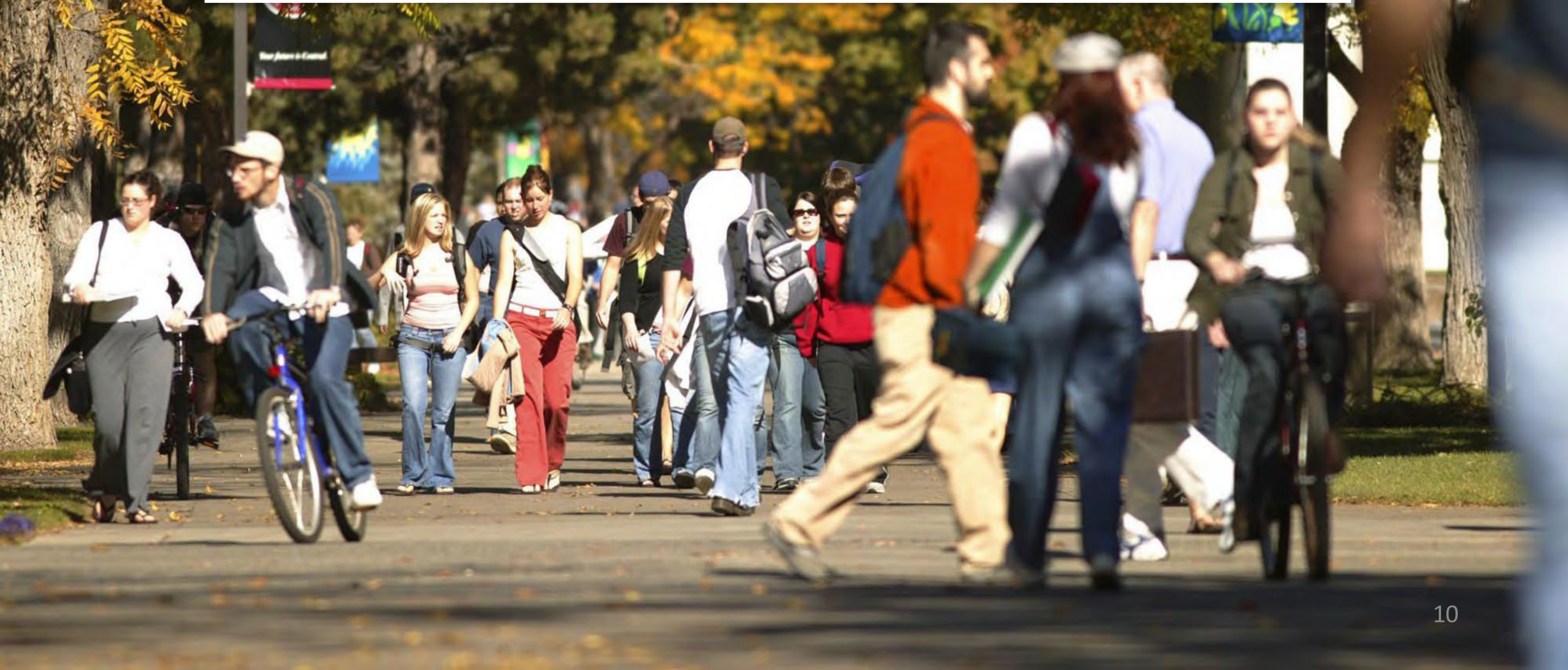
Group travel refers to a group of students or non-employees traveling as a unit to the same destination on official CWU business. An example of a group is an athletic team, theatre arts performance group, or class field trip. The term group travel does **not** refer to a situation when multiple employees are traveling to the same destination, such as a conference.

- A single travel authorization may be submitted for group travel:
  - 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 and submission of the group travel authorization.
  - The travel authorization shall include a group roster

- A cash advance may be authorized to the group leader on behalf of the group. The group leader obtains and accounts for the cash advance. Cash advances for groups may only cover up to the groups meals and lodging, and are required to be reconciled per CWU regulations. A late fee may be assessed on delinquent advances.
  - The group leader should collect signatures from each student to verify their portion of the advanced was used for their lodging and/or meals.
  - Any unused portion of the advance should be paid back at the cashier's office once travel is completed.

MyCWU: Entering Travel

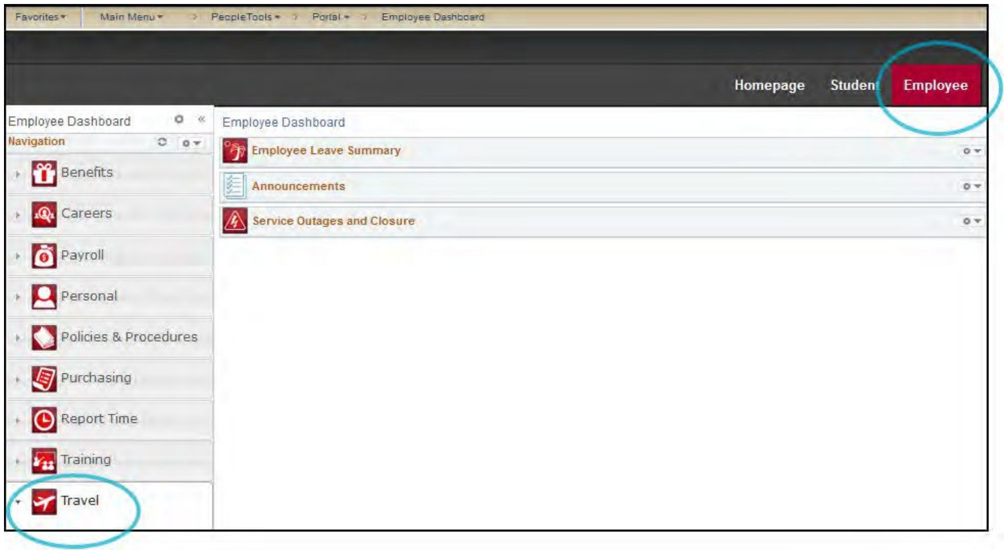
- Navigations to create, modify, and view travel



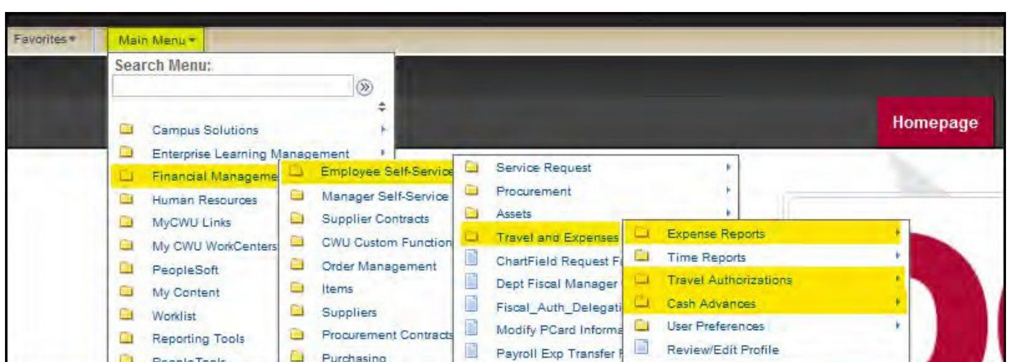
NAVIGATING TO TRAVEL IN MyCWU

There are two different navigations you can take to access your travel:

1. Use your *Employee* tab in MyCWU and then click *Travel* on the left hand side of the screen (see below) to create, modify, or view your travel



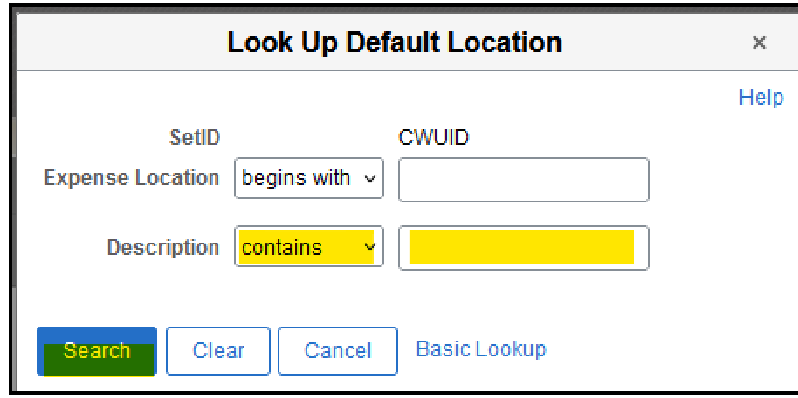
2. Use the Main Menu in MyCWU: Main Menu> Financial Management> Employee Self-Service> Travel and Expenses (see below)

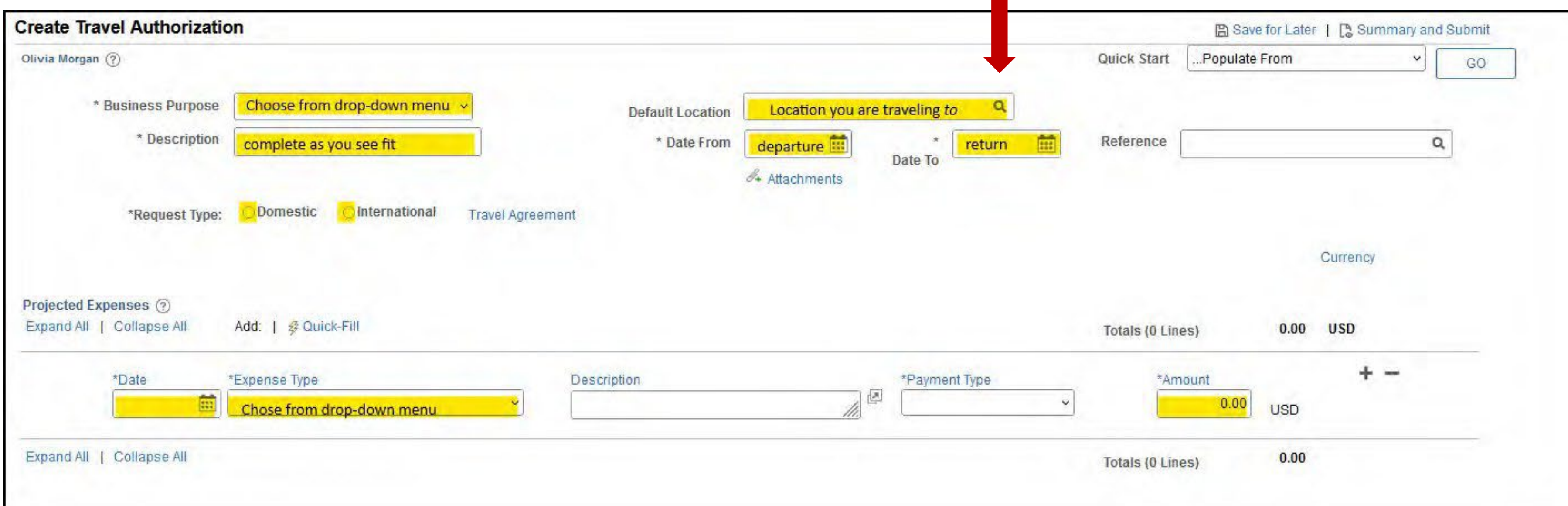


Travel Authorizations in MyCWU

Travel Authorization: Top Section

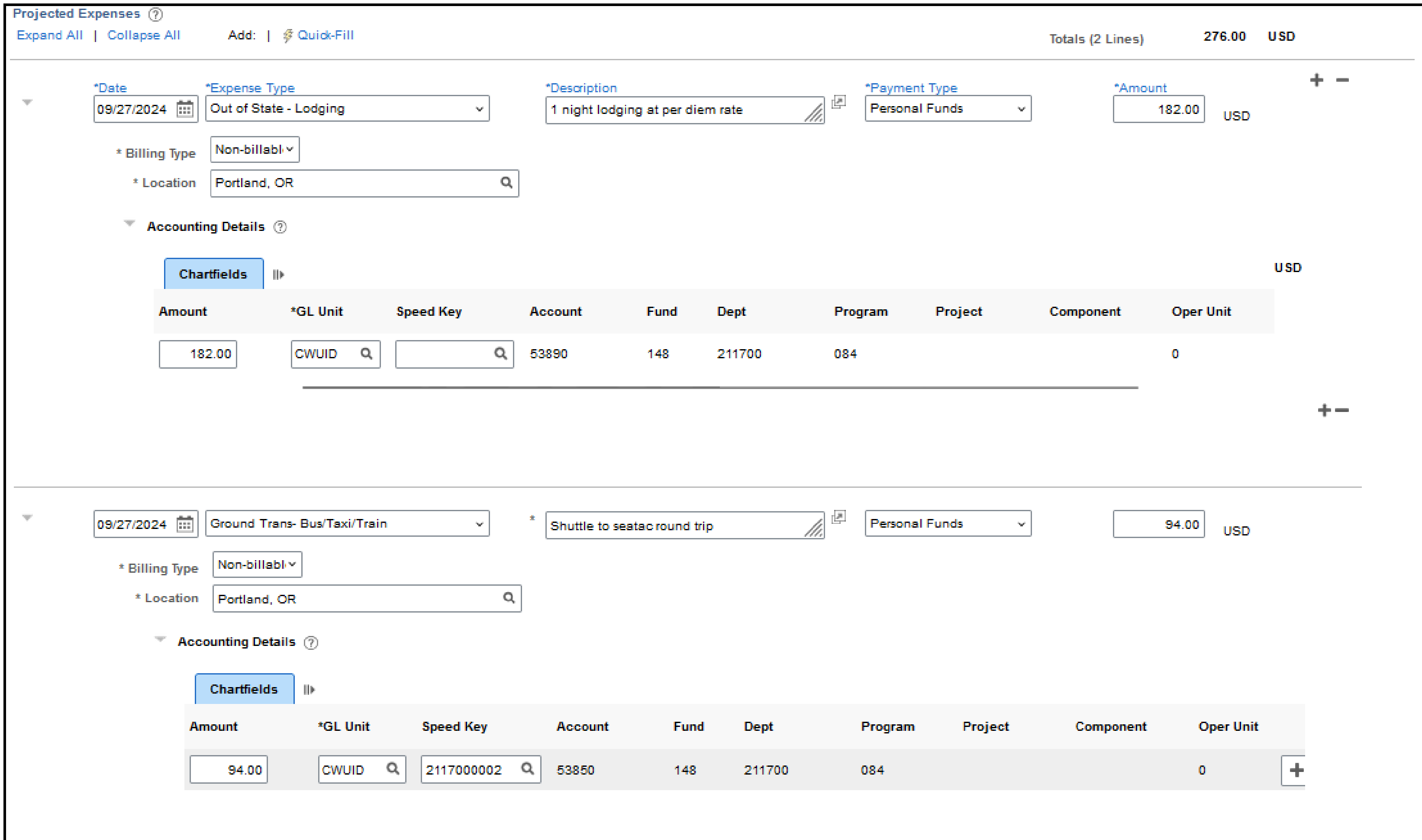
- Follow **instructional comments in highlighted fields**.
- **Default Location**: Search by the first three letters. If nothing, *advanced search*, change description to contains, and enter city or county in description.
- Email traveldesk@cwu.edu if you cannot find specific location you are looking for; we may need to add it to MyCWU.





Travel Authorization: Projected Expenses Section

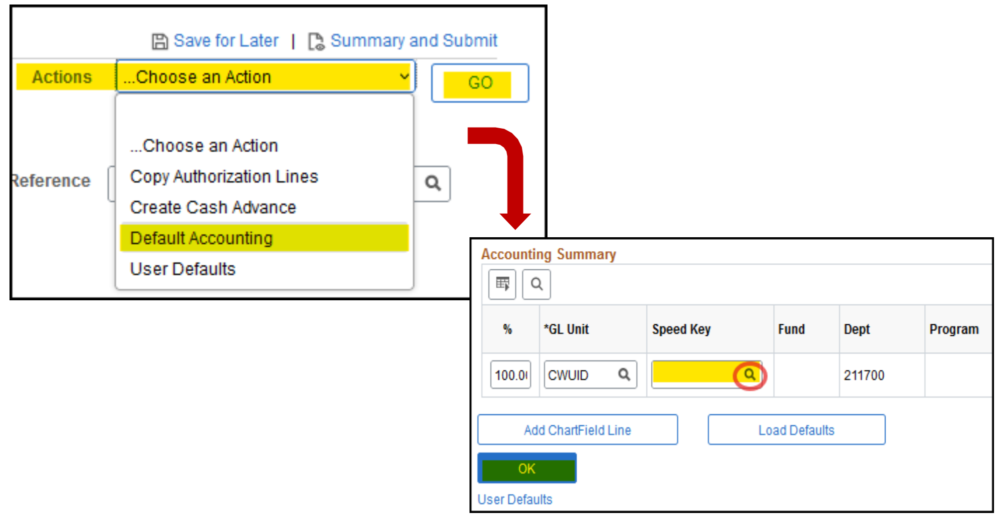
- Lodging and meal per diem will auto-populate based on the default location you selected. You can lump all of the days into one expense line and change the totals, instead of adding individual lines for each day. You will need to add a comment explaining why it's over the daily per diem.
- Mileage: Personal or Motorpool Rate for CWU Ellensburg based travelers.
- Fill in dollar amounts for actuals (parking, baggage fees, shuttle bus, etc.)



Adding the Accounting Detail to Travel Authorization

Instructions:

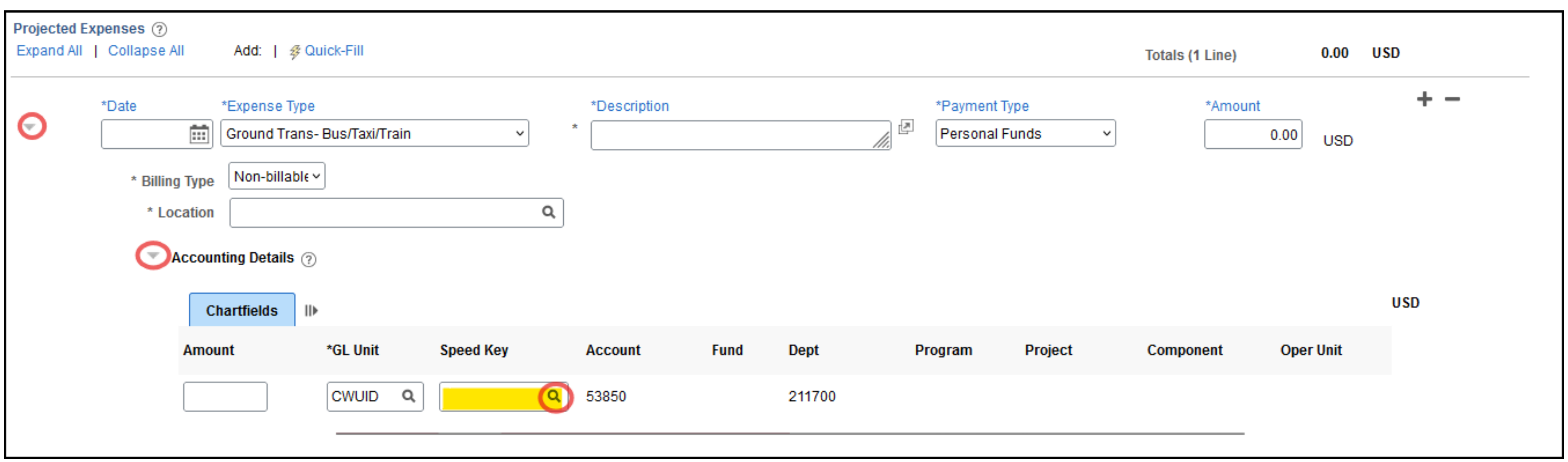
To Enter Accounting Detail information **once** for all Expense Lines–
(1) Enter 1 Expense Line
(2) Click Default Accounting under Actions Menu
(3) Click GO button



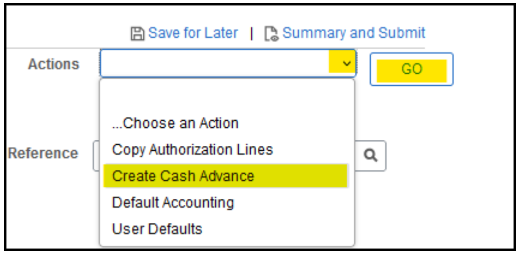
Enter the appropriate SPEEDKEY only. Speedkey: 10 Digits, ask your Fiscal Technician, Secretary or Admin Assistant for assistance.

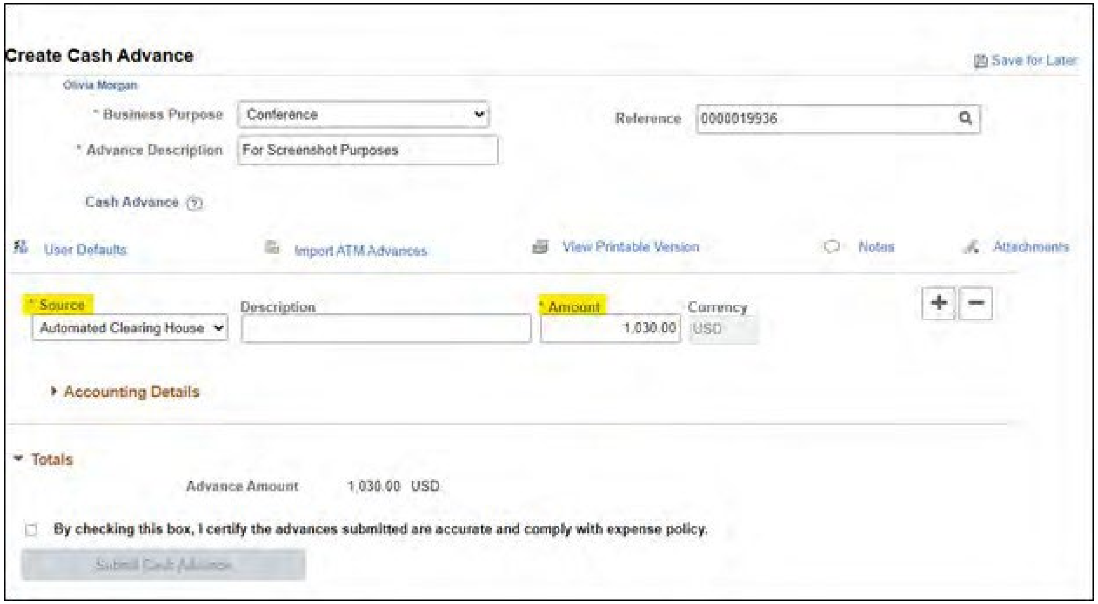
OR

Enter SPEEDKEY directly into every expense line, being sure to save often.



Need a Cash Advance?





Steps: Cash Advance

(1) Once you enter one expense line in your TA, 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 (see left), enter the amount you would like, up to the full meal+lodging per diem

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

*PLEASE DO NOT CHANGE THE ACCOUNTING DETAILS!

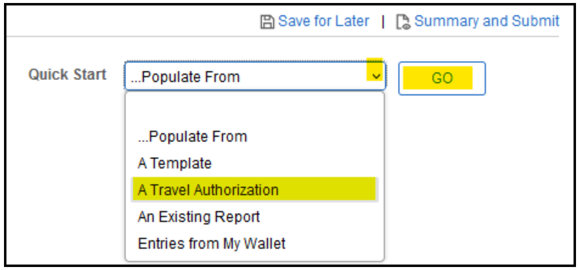
(5) Click Submit and close that browser tab

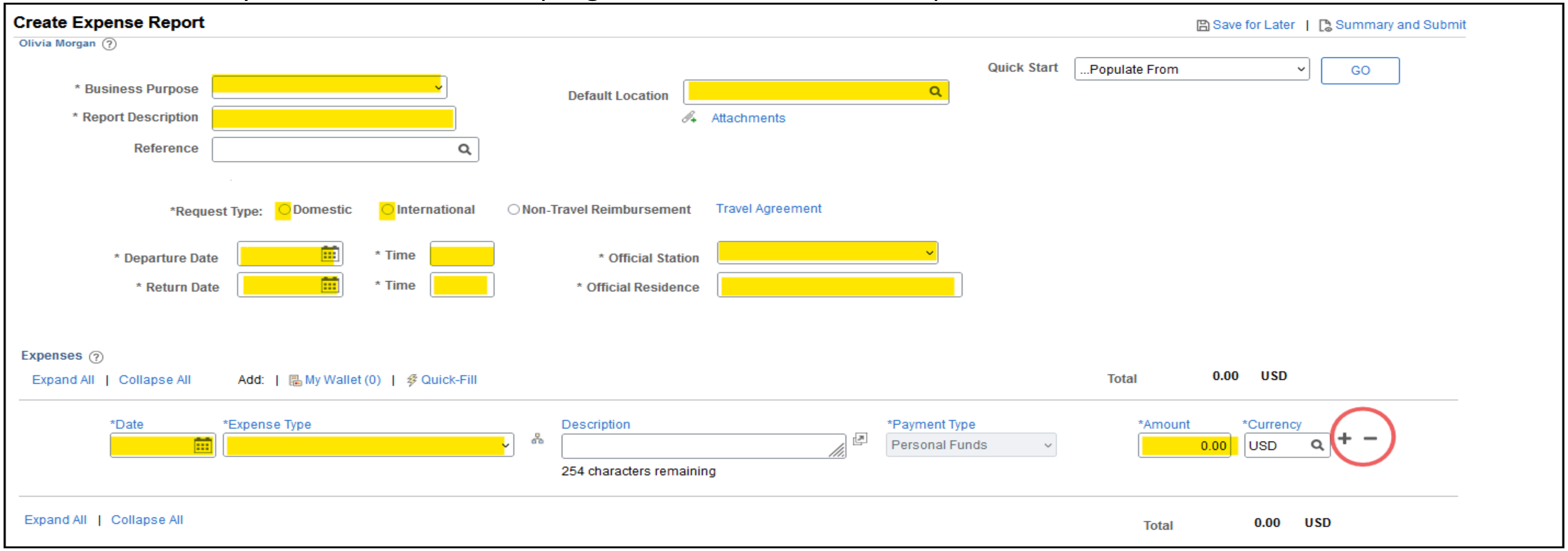
***You must create and submit your advance BEFORE submitting your TA.**

Expense Reports in MyCWU

Instructions for Entering an Expense Report:

- *If this travel had a travel authorization, select "A Travel Authorization" from the Quick Start menu at the top of the ER and click "GO". This will auto-populate your ER based on the original TA (see screenshot to right).*
- *If you received a cash advance for this travel, see next page before submitting.*
- 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 if needed, attach receipts (must verify that the employee seeking reimbursement made the payment) and include justifications and comments.
- Click "Summary and Submit" in the top-right corner to submit the report.





Expense Report Instructions:

Applying Your Cash Advance

- If you received a cash advance for the travel, before submitting your ER, select “Apply/ View Cash Advance” from the Actions menu and click “GO” (see highlighted)
- Find related advance and apply to ER. Once you click “OK” from that screen, you should see your advance applied in the **Totals** section on the summary and submit page of the ER
- Any portion of the advance not used for meals and/or lodging will need to paid back at the cashier's office before submitting the report.
- Review your ER, ensuring all attachments, notes, and update shave been saved. Click "Summary and Submit" and submit your ER.

Modifying Saved Travel Authorizations and Expense Reports

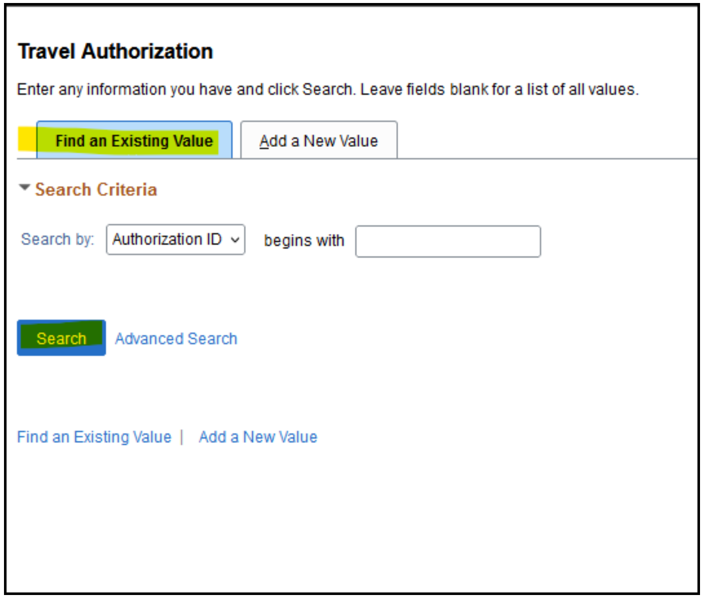
Navigate to "**Create/Modify**" for either your TA or ER

Click the "**Find an Existing Value**" tab and click "Search" (Do not enter any field values)

This will give you a list of all of your "Pending" documents.

Open the document you would like to modify/submit, save changes, and submit.

Please Note: you cannot modify or submit travel if you are in "view" mode rather than "create/modify" mode



TRAVEL Transactions STATUS DEFINITIONS

Pending
The TA or ER has either not been successfully submitted or it has been sent back for revisions. Look for flags/errors or revision instructions in the "Notes" section.

Submitted/Submitted for Approval
The traveler has submitted the TA or ER, but it has not been approved by anyone yet.

In Process/Approvals in Process
The TA or ER has been approved by the travel desk and is moving on for additional approvals.

Staged
The TA or ER is fully approved and waiting for the payment cycle to run before being paid

Paid
The TA or ER has been fully approved, reconciled and paid. No action needs to be taken. Contact the travel desk if you have questions regarding your payments.

Denied
The TA or ER has been denied by someone in the approval chain.

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 traveldesk@cwu.edu and we will work to resolve the issue.

- There was a case of fraud that was discovered by an audit and the employee was charged and taken to court. This has prompted continued audits and verification that the employee seeking reimbursement paid for the item themselves. Additional verification will be requested if the receipt does not show the name of the cardholder along with the last 4 digits of the card used.

- 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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