



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 (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
- Submit TA for all student travel

## 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<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) (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 direction 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](mailto:sarah@wrighttravel.com)

Travel Leaders | Carolyn Kinkade | 509.293.8080 | [carolyn@travelleaders247.com](mailto:carolyn@travelleaders247.com)

Trip Stew | Adam Stewart | 206.422.0231 | [adam.stewart@fora.travel](mailto: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

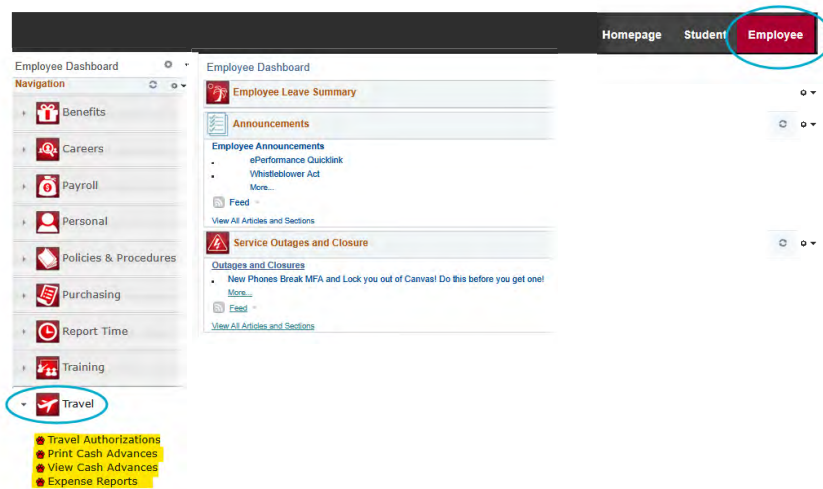
- Navigations to create, modify, and view travel



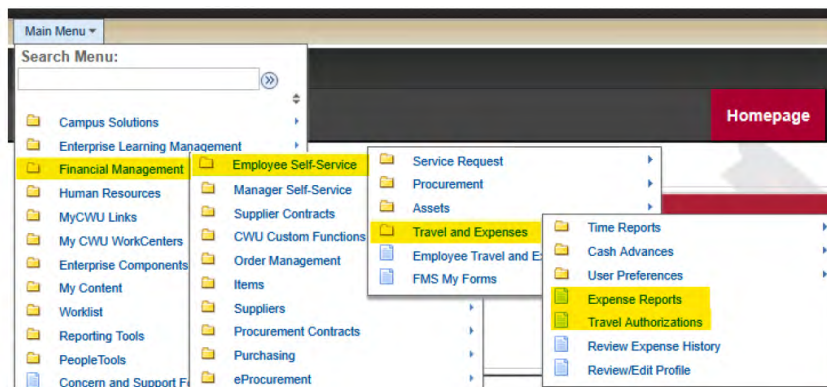
# NAVIGATING TO TRAVEL IN MyCWU

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

1. From your *Employee* tab in MyCWU, click *Travel* on the left hand side of the screen (see below)



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.**
- Email [traveldeskc@cwu.edu](mailto:traveldeskc@cwu.edu) if you cannot find specific location you are looking for; we may need to add it to MyCWU.

**Travel Authorization**

Report **NEXT** Pending  
Olivia Morgan

[Save](#) [Submit](#)

\*Description **fill in as you see fit**

\*Business Purpose **choose best fit**

Comments

Billing Type **Non-billable**

[Attachments](#)

[Create A Cash Advance](#)  
[View Printable Version](#)  
[Notes](#)

\*Travel From **search and select**

\*Travel To **search and select**

\*Date From **departure date**

\*Date To **return date**

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

**Attachments can be added here**

**click magnifying glass and search the city name in the description box**

**select your request type here**

The image shows a screenshot of the MyCWU Travel Authorization form. The form is titled "Travel Authorization" and includes a header with "Report NEXT Pending" and the user's name "Olivia Morgan". There are "Save" and "Submit" buttons in the top right. The form contains several fields: "\*Description" with the value "fill in as you see fit", "\*Business Purpose" with "choose best fit", "Comments", "Billing Type" with "Non-billable", and an "Attachments" button. Below the form, there are links for "Create A Cash Advance", "View Printable Version", and "Notes". On the right side, there are fields for "\*Travel From" and "\*Travel To" both containing "search and select", "\*Date From" with "departure date", and "\*Date To" with "return date". Below these is a "Request Type" section with radio buttons for "Domestic" and "International", and a link for "Travel Agreement". Red boxes with arrows point to the "Attachments" button, the "search and select" fields, and the "Request Type" section, each with an instructional text box.

## Travel Authorization: Details Section

- Accounting Default-- enter your speedkey here, and it will auto-generate in any expense lines that are added. Speedkeys can also be split or changed in the individual expense lines.
- Populate from Travel Authorization-- you can copy a travel authorization from the past and just update the dates and attachments to fit your current travel
- Quick-Fill-- you can select all the expense lines you'd like to add at one time. Or you can use the "+/-" buttons to the right of the expense lines to add and delete expense lines.

Details 1 row

Accounting Default **Populate from Travel Authorization** Populate from Template Quick-Fill

Date	Expense Type	Description	Location	Amount	*Currency	Accounting
<input type="text"/>	Ground Trans- Bus/Taxi/Train	<input type="text"/>	<input type="text"/>	<input type="text"/>	USD	<input type="text"/> Details + -

Total Expenses 0.00 USD

In the expense lines, list your estimated expenses up to your budget limit if applicable. Each expense line should include: date, expense type, location, amount

- to update the speedkey, click the icon below the "accounting" column
- to input number of miles on the mileage expense type, click the details button on the right side of the expense line
- if your meals or lodging are over the per diem rate, you will be prompted to add a comment in the details section of the expense line before submitting the authorization.

Details 3 rows

Accounting Default **Populate from Travel Authorization** Populate from Template Quick-Fill

Date	Expense Type	Description	Location	Amount	*Currency	Accounting
05/01/2026	Ground Trans- Bus/Taxi/Train	shuttle ebург-seatac-eburg	Chicago, IL	96.00	USD	<input type="text"/> Details + -
05/01/2026	Out of State - Lodging	3 nights	Chicago, IL	500.00	USD	<input type="text"/> Details + -
05/01/2026	Out of State - Meals Per Diem	4 days	Chicago, IL	368.00	USD	<input type="text"/> Details + -

Total Expenses 964.00 USD

# Need a Cash Advance?

## Steps: Cash Advance

- (1) Create and SAVE your travel authorization
- (2) Click "Create A Cash Advance" on the left above the expense lines
- (3) In the new cash advance screen (see left), enter the amount you would like, up to the meals per diem and lodging
- (4) Select "System Check" or "Automated Clearing House" (Direct Deposit)
- (5) Click Submit and close that browser tab to go back to TA to submit

\*PLEASE DO NOT CHANGE THE ACCOUNTING DETAILS!

**Travel Authorization**  
Report: NEXT Pending  
Olivia Morgan

\*Description  
\*Business Purpose  
Comments  
Billing Type: Non-billable  
Attachments

**Create A Cash Advance**  
View Printable Version  
Notes

Business Purpose	Conference	Report	000005331	Submitted for Approval
Advance Description	NASPA Student SuccessHigher Ed	Reference	0000022785	
Accounting Date	04/13/2026	Post State	Not Applied	
		Created	04/13/2026	
		Last Updated	04/13/2026	

Cash Advance

User Defaults View Printable Version Notes

* Source	Description	* Amount	Currency
Automated Clearing House	Per diem for trip entirely	305.00	USD

> Accounting Details

**Totals**

Advance Amount	305.00 USD
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By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance Withdraw Cash Advance Submitted On 04/13/2026 Submitted By Kelly Boozar

Approval History

# Expense Reports in MyCWU

## Instructions for Entering an Expense Report:

- If you have an approved travel authorization for this travel, locate it in your approved travel authorizations, click the "..." next to it, and select "copy to expense report."
- Otherwise, navigate to expense reports, click "create an expense report" button, and fill in as shown:

**Expense Report**

Report NEXT  
Olivia Morgan

select your request type → \*Request Type:  Domestic  International  Non-Travel Reimbursement [Travel Agreement](#)

**Expense Details**

Expense Report Action

**General Information**

\*Business Purpose  ← start here, you'll come back to the expense report action once this page is filled in

\*Description

Default Location

Reference

Departure Date

Time

Return Date

Time

Official Station

Official Residence

>

>

Creation Date 05/01/2026 Olivia Morgan  
Updated on 05/01/2026

add attachments here, enter your speedkey in the accounting defaults so it will automatically generate in each expense line you add

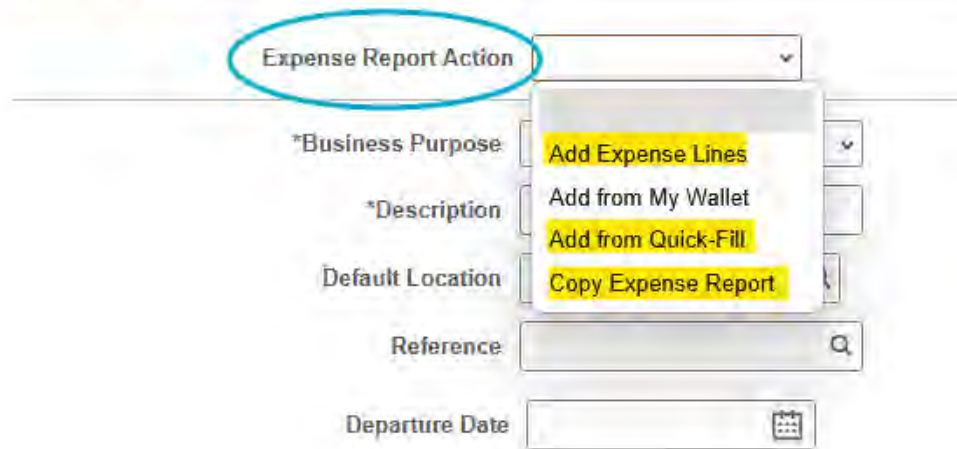
## Expense Report Instructions:

### Adding Expense Lines

Under "Expense Report Action:"

- Add Expense Lines: will take you to the expense line page to add expense lines
- Add from Quick Fill: allows you to add multiple expense lines at once
- Copy Expense Report: copy an old expense report, be sure to update the dates and attachments, and other details if needed.

#### Expense Details



The screenshot shows a form titled "Expense Details" with several fields. The "Expense Report Action" dropdown menu is open, showing three options: "Add Expense Lines", "Add from My Wallet", and "Copy Expense Report". The "Expense Report Action" label is circled in blue. The other fields are: "\*Business Purpose", "\*Description", "Default Location", "Reference", and "Departure Date".

Expense Report Action	▼
*Business Purpose	▼
*Description	▼
Default Location	▼
Reference	🔍
Departure Date	📅

# Expense Report Instructions:

## Adding Expense Lines

On the Expense Entry Page:

Expenses you need reimbursed for and/or that were covered by a cash advance (if you received one) should be listed here.

- add or delete expense lines on the left
- update the expense details on the right (date, expense type, amount)
- add or update the speedkey(s) in the accounting section

save often, click review and submit once ready to submit the report

The screenshot shows the 'Expense Entry' interface. On the left, a sidebar contains a table with one row: 'New Expense' with a value of '0.00 USD'. Above this table are buttons for 'Add', 'Delete', 'Filter', and 'More', with the 'Add' and 'Delete' buttons circled in blue. The main area is titled 'New Expense - 05/01/2026' and contains several sections: 'Date' (05/01/2026), 'Expense Type' (a dropdown menu), 'Description' (a text area), 'Payment Details' (with fields for '\*Payment' and '\*Amount' (0.00 USD)), and 'Additional Information' (with a 'Billing Type' dropdown set to 'Non-billable' and an 'Accounting' field circled in blue). At the top right, there are 'Save' and 'Review and Submit' buttons, with a 'Last Saved' timestamp of '05/01/2026 3:12PM'. A red box with an arrow points from the text 'save often, click review and submit once ready to submit the report' to the 'Review and Submit' button.

# TRAVEL Transactions STATUS DEFINITIONS

## Pending

The TA or ER is saved but not yet submitted.

## 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 [traveldeskc@cwu.edu](mailto:traveldeskc@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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Fiscal Specialist

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