

Non-CWU Employee Travel

Interview Candidates, Guest Speakers, Etc.

The CWU employee responsible for orchestrating Non-CWU employee travel will need to fill out the [travel access form](#) to get a temporary CWU ID generated.

Each traveler needs a travel authorization in MyCWU.

Local hotels/motels are direct-billed to CWU; send [hotel/motel form](#) to Travel Desk after room is booked (form located on Travel website, under “Interview Candidates/Non CWU-Employee Travel”) Mail Stop 7470

Airfare – Use a CWU Contracted Travel Agent for direct-billing. Otherwise, the candidate may purchase their own airfare and be reimbursed through an expense report.

If CWU employees pay for a candidate meal and want to be reimbursed, they must follow the process outlined in [CWUP 2-40-200](#)

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