TEM Quick Sheet – Choosing Between In-State and Out-of-State Expenses for Airfare, Lodging, and/or Meals

Because of Washington State reporting requirements, expense items related to airfare, lodging, and meals have to be identified as being either In-State or Out-of-State Expenses. This guide will help you decide whether your airfare, lodging, or meal related expenses should be recorded as In-State or Out-of-State. If you have any questions not answered by this guide, please don't hesitate to contact Samantha or Devlin at:

Samantha Zimmerman | Travel Services
x3341 |MS-1420 |
Travel.Services@wwu.edu

Devlin Sweeney | Financial Systems
X4550 |MS-1440|Devlin.Sweeney@wwu.edu

TEM now gives you two options to choose from (In-State versus Out-of-State) when it comes to airfare, lodging, and meal expenses. Those options are…

	For Airfare	For Lodging	For Meals
In State Expense Items	In-State Airfare	In-State Lodging – Actual	In-State Meals – Actual
		In-State Lodging – Per Diem	In-State Meals – Per Diem
		In-State Lodging – Group Per Diem	In-State Meals – Group Per Diem
		In-State Lodging – Exceeds Per Diem	
	For Airfare	**For Lodging**	**For Meals**
Out of State Expense Items	Out-of-State Airfare	Out-of-State Lodging – Actual	Out-of-State Meals – Actual
		Out-of-State Lodging – Per Diem	Out-of-State Meals – Per Diem
		Out-of-State Lodging – Group Per Diem	Out-of-State Meals – Group Per Diem
		Out-of-State Lodging – Exceeds Per Diem	

Whether your expenses are considered In-State or Out-of-State depends on your destination. If your destination is in the State of Washington, you are going on In-State Travel and you will have In-State travel expenses for airfare, lodging, and/or meals. If your destination is outside the State of Washington (including foreign countries), you are going on Out-of-State or Foreign Travel and you will have Out-of-State travel expenses for airfare lodging, and/or meals.

Example 1 – You are flying to Spokane, Washington, for three days
In this case, since you are traveling to Spokane (i.e. somewhere in the State of Washington), you are going on In-State Travel. Accordingly, you will want to record your airfare to/from Spokane as **In-State Airfare**, and you'll want to record any meal or lodging expenses as **In-State Meals** and/or **In-State Lodging**.

Example 2 – You are flying to Los Angeles, California, for three days
In this case, since you are traveling to California (i.e. somewhere outside the State of Washington), you are going on Out-of-State Travel. Accordingly, you will want to record your airfare to/from Los Angeles as

Out-of-State Airfare, and you'll want to record any meal or lodging expenses as **Out-of-State Meals** and/or **Out-of-State Lodging**.

Example 3 – You are flying to Madrid, Spain, for three days

In this case, since you are traveling to Madrid (i.e. a foreign country), you are going on Foreign Travel. Accordingly, you will want to record your airfare to/from Madrid as **Out-of-State Airfare**, and you'll want to record any meal or lodging expenses as **Out-of-State Meals** or **Out-of-State Lodging**.

The earlier examples demonstrate that the choice between whether an expense is In-State or Out-of-State is pretty straight forward when your trip only has one destination, but more complicated travel scenarios that have multiple destinations can make things seem less straight forward. Regardless of how many different destinations you are dealing with, the same logic still applies. Here are some examples of more complex travel scenarios:

Example 4 – You are flying to Los Angeles, California, for three days and then immediately after, you are flying to Chicago, Illinois, for two days

In scenarios like this, it helps to think about your two different destinations (Los Angeles and Chicago) as two separate trips and evaluate whether they should be considered In-State or Out-of-State separately. Traveling to Los Angeles is considered Out-of-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as **Out-of-State Airfare**, **Out-of-State Lodging**, and/or **Out-of-State Meals**. Traveling to Chicago is also considered Out-of-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as **Out-of-State Airfare**, **Out-of-State Lodging**, and/or **Out-of-State Meals** as well.

Example 5 – You are flying to Spokane, Washington, for three days and then immediately after, you are flying to Chicago, Illinois, for two days

Again, it helps to think about your two different destinations (Spokane and Chicago) as two separate trips and evaluate whether they should be considered In-State or Out-of-State separately. Traveling Spokane is considered In-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as **In-State Airfare**, **In-State Lodging**, and/or **In-State Meals**. Traveling to Chicago is considered Out-of-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as **Out-of-State Airfare**, **Out-of-State Lodging**, and/or **Out-of-State Meals**. You would end up with both In-State and Out-of-State expenses on your TA or TR.

Example 6 – You had a blanket TA and now you are seeking reimbursement for multiple trips with different destinations

Again, it helps to think about your various destinations as separate trips and evaluate whether they should be considered In-State or Out-of-State separately. Expenses from the trips considered In-State Travel would be recorded as **In-State Airfare**, **In-State Lodging**, and/or **In-State Meals**. Likewise, expenses from trips considered Out-of-State or Foreign Travel would be recorded as **Out-of-State Airfare**, **Out-of-State Lodging**, and/or **Out-of-State Meals**. Again, you may end up with a mix of both In-State and Out-of-State expenses on one travel document.

Note that all possible travel scenarios cannot be covered by this guide, so if you are unsure of how to record expenses for your specific situation, please feel free to contact Cole or Devlin at:

Samantha Zimmerman | Travel Services
x3341 |MS-1420 |
Travel.Services@wwu.edu

Devlin Sweeney | Financial Systems
X4550 |MS-
1440|Devlin.Sweeney@wwu.edu