

POLICY

Effective Date: May 1, 2007

Approved By: Karen W. Morse, President

Authority: State Administrative & Accounting Manual 10. All

Cancels:

See Also: RCW 43.03.180 Advance Payment of Travel Expenses

POL-U5348.10 AUTHORIZING AND REIMBURSING TRAVEL FOR OFFICIAL UNIVERSITY BUSINESS

This policy applies to any individual/entity traveling on university business including faculty, staff, students, contractors/vendors, authorized volunteers, work experience program participants or candidates for employment.

Definitions:

Official University (State) Business – Activities performed by individuals as directed in order to accomplish University programs or as required by the duties of his or her position or office.

Airline Reservations Center – Ticketing centers operated directly by a scheduled airline accessed in person, by phone or internet; does not include commercially independent internet sites which present multiple airline carriers for a prospective itinerary.

Out-Of-State Travel – Travel anywhere outside the boundaries of Washington State are to be coded as out-of-state travel. However, with respect to the requirement for prior authorization of out-of-state travel, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.

1. Financial Manager Ensures All Travel Reimbursement Will Be Only for Official University Business

Travel regulations are delineated in Chapter 10 of the State Administrative and Accounting Manual (SAAM) published by the Office of Financial Management (OFM). University departments may establish stricter requirements by means of written policies or procedures.

Traveler is personally responsible for any excess costs or additional expenses incurred for personal preference or convenience. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official university business travel will not be reimbursed by the university.

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2. Traveler Must Receive Approvals In Advance of Travel

Travel must be approved in advance as follows:

- a) Supervisor/Instructor/Program Coordinator approves employee, student and volunteer travel.
- b) Out-of-state domestic travel (excludes Hawaii) that exceeds two days will be approved by the Provost and/or a Vice President.
- c) All travel to Hawaii will be approved by the Provost and/or a Vice President.
- c) Travel to British Columbia that exceeds two days will be approved by the Provost and/or a Vice President.
- d) All foreign travel, excluding British Columbia, will be approved by the Provost and/or a Vice President.
- e) Travel for contractors/vendors must be approved through provisions specified in a Personal Service Contract.

Traveler may NOT commit university funds until after travel is approved.

Commitments include all travel related expenses such as conference registration, air travel and hotel arrangements.

3. Traveler Selects Itinerary Most Cost Effective To The University

See Travel regulations in Chapter 10 of the SAAM published by OFM.

4. Traveler Purchases Airline Travel Using Corporate Travel Card

Purchases for air travel must be made with a Corporate Travel Card:

- a) Directly with an airline reservations center or at an airline ticket counter.
- b) At an approved state travel agency.

Cash, check or personal credit cards must NOT be used for the purchase of airline tickets.

EXCEPTION: Emergency travel situations such as a change in travel plans which occurs while traveler is enroute and requires a change fee.

5. Traveler Purchases Other-Than-Air Travel

Travel arrangements for hotel, rental cars, etc. may be booked and paid for using the following:

- a) A Corporate Travel Card issued by the university in the name of the employee (preferred method).
- b) Certain approved state travel agencies which have a university charge account.

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- c) Cash, check or personal credit card.
- d) University purchase order (least preferred method).

6. Traveler Requests Reimbursements

Traveler will be reimbursed provided:

- a) Reimbursement is requested within 60 days of travel completion or by the annual due date for travel expense reports at the end of each fiscal year (generally in early July).
- b) Reimbursement requested does not exceed 10% of the authorized budgeted amount.
- c) Expenses are within the OFM published travel regulations.

In the event the traveler was provided a travel advance, traveler must submit the reconciliation of that advance amount on or before the tenth day following the month in which the advance was furnished.

Any exception for submitting late requests and documentation must be approved in writing by the division Vice President and by the Vice President for Business and Financial Affairs.

7. Traveler Combines Business and Personal Travel

If an individual combines personal travel with business travel, costs incurred for the personal travel may not be reimbursed.

If a traveler would like to combine a vacation or other personal time with a legitimate business trip, it is allowed where ALL the following conditions exist, which are authorized in the OFM SAAM 10.20.40.d:

- The primary purpose of the trip is official state business;
- The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip; and
- The university does not incur ANY extra expenses beyond what it would normally incur had the trip occurred without combining any personal use with the trip.

If the traveler spends extra field time at a business destination, extra per diem can be authorized if it can be demonstrated that a direct savings will accrue to the university. The calculation of the direct savings is to include: a comparison of the commercial transportation costs; the per diem costs; and, when applicable, the salary and fringe benefit costs of the traveler for whom the extra field time is being authorized. Such

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comparisons are to be documented and retained with the traveler's Travel Expense Voucher.

In accordance with SAAM 10.50.35.d, if a traveler combines a personal vacation with official university business, the traveler may not rent a motor vehicle for other than official state business; therefore, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

EXCEPTION: If there is ANY OCCASIONAL INCIDENTAL personal use of a rental motor vehicle during a period of authorized official university business, then the traveler must document all personal use, and must pay for all personal miles driven. The personal miles must be reimbursed at the approved rate for mileage reimbursement, or by the mileage the rate charged by the motor vehicle rental agency, whichever is higher.

These statements from OFM regulations may be amended and replaced as the OFM regulations change, without further policy review within the university.

8. Person or Non-State Entity May Reimburse University Travel

Provided the reimbursement is permitted under the Purchasing Ethics Policy (POL-U5348.02), traveler may be reimbursed by a person or a non-university entity for travel on official university business. Documentation must be maintained on the total cost of the travel, and the nature and amount of the reimbursement.

Total reimbursement received by the traveler (from both the university and other entity) may not exceed the actual expenses of the travel, except for meals which can be reimbursed on an allowance basis.

REMINDER: As with all university travel, traveler must obtain advance approvals.

9. Director of Purchasing Provides Training On Travel Rules And Regulations

10. Vice President for Business and Financial Affairs Monitors Travel

The Vice President for Business and Financial Affairs will ensure that:

- a) Adequate documentation is maintained.
- b) The university has complied with travel regulations.