

Travel Procedures

Updated 1.14.25

Before Travel

1. As soon as you know the dates and details of travel, request a Spend Authorization in WorkDay (for out of state or international travel ONLY) For instructions on how to create a Spend Authorization please go to <https://confluence.esg.wsu.edu/display/WKB/Create+Spend+Authorization>
If you are traveling on a trip that is 100% funded by a 3rd party, you will need to do a Spend Authorization and have the purpose be 3rd Party 100% funded. Then you will need to use the program number of PG00022392. For instructions on how to do a Spend Authorization that is 100% funded by a 3rd party, go to <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/292586664>

Tips for creating a Spend Authorization:

- In the description line put what you are traveling for and the destination.
- On the Spend Authorization line do not use the Capital Items (they start with z). or the Lump Sum items
- Make a note of your Spend Authorization number for future use (SAXXXXXXXXXX)

You must have a Spend Authorization approved BEFORE you make any travel arrangements.

2. The Expense Data Entry Specialist (Megan) will confirm your Spend Authorization. You will receive a notification back in WorkDay that your Spend Authorization has been approved. A few things to remember:
 - a. Flight reservations should be made using the university CTA card. You can shop for reservations and let the Office Specialist know your preferred airlines or flights or the Office Specialist can look for best available fares or schedule and consult with you before reserving flight. You cannot purchase flight insurance and can only book the basic flight.
 - b. Hotel reservations can be made directly with a hotel reserving with your personal credit card or the Office Specialist can make reservations for you, guaranteeing with your personal credit card or his/her P-card. Please ensure that you give a personal credit card to pay for the room when you check in. You will need to pay for the room with your personal funds and be reimbursed after you return. If you are a student, check with the Office Specialist to borrow the Purchasing Card that can be used for student lodging.
 - c. Rental cars and other transportation arrangements will be booked as needed by the Office Specialist using the university-contracted rates where available. Car rentals will need to be paid with personal funds and be reimbursed.
 - d. Conference registrations can be paid with your departmental purchasing card or if you provide the Office Specialist with information, he/she can register you with their purchasing card.
 - e. If traveling internationally (including Canada), please check with the Office Specialist regarding additional requirements or restrictions. You will need additional approval from the Dean for International Travel.

It is recommended that WSU employees and official volunteers register their international travel. If you are travelling on a Visa, you may need to obtain a travel endorsement from WSU International Programs. Contact the Office Manager if you are not sure. You may also be required for you to get documentation of Medical Insurance for your trip. Here is what you need to do:

To register, the WSU employee or official volunteer may email their travel itinerary to On Call International and copy Risk Management Services: trips@oncallinternational.com and riskmanagement@wsu.edu

It is also recommended that individuals register their travel with the Consular Section of the U.S. Embassy through the State Department's travel registration website and enroll in the Department of State's Smart Traveler Enrollment Program (STEP). <https://step.state.gov/step/>

You MUST notify Risk Management Services prior to travel if you are traveling to a country that is currently on the Office of Foreign Assets Control Sanctions

List: <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

During Travel

1. Collect and retain receipts for the following:
 - a. Airline luggage fees
 - b. Taxis or airport/hotel transfers if available
 - c. Hotel (Receipt must show \$0 balance due upon checkout)
 - d. Parking charges (airport, hotels or meeting facilities)
 - e. Rental car receipts
 - f. Fuel receipts for rental cars
 - g. Any other miscellaneous expenses

**Do not need to keep copies of meal receipts unless unusual circumstances occur. Meals will be reimbursed at per diem for location. The per diem map can be found at: <https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

After Travel

1. Create an Expense Report from your approved Spend Authorization. This will have the expenses you want to be reimbursed for and gives you the ability to add additional that were unexpected. Upload any receipts into Workday, then submit. If you traveled for a conference, you will need to add the conference agenda to your expense report to show what meals were provided by the conference and what meals you need reimbursed for. For instructions on how to create an Expense Report in Workday please go to: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963308>

2. Once the Expense Report is approved it will go to Travel for reimbursement.

IMPORTANT REMINDERS:

You must send a Spend Authorization to the Expense Data Entry Specialist (Megan) at least one week before travel. If you are unsure of the dates, you can use estimated dates, and change them when you come back. If you create a Spend Authorization after your travel, it will be reviewed by the Director and a determination made about whether you will be reimbursed.

If you are doing a lot of trips to the same destination, you may create a blanket Spend Authorization for a one-month time period. Remember, instate travel doesn't require a Spend Authorization.

Make sure to mark "Final Expense Report: if you are including all of your trip expenses and DO NOT anticipate needing to submit another expense report for said trip.

If you are traveling internationally you must get the Dean's approval before your Spend Authorization is approved.

You must include your conference agenda in the Expense Report to show what meals were provided at the conference.

Students can use the Student Lodging Purchasing card at the front desk for lodging.

If you choose to do an upgrade on your flight, you will need to pay for that using your own personal card, then deduct the upgrades from your reimbursement. WSU will only reimburse for a basic flight, and 1 bag. Seat Choosing, Insurance, 2 Bags, etc. will need to be paid by the traveler personally.