



Travel Training

FOR WESTERN WASHINGTON UNIVERSITY
TRAVELERS



Roles Defined



Traveler:

Person traveling on behalf of Western

Supervisory Approver:

Approves the travel purpose and time away from regular duties

Data Entry Delegate:

Can enter data for a traveler

Cost Object Approver (Budget):

Approves the dollar expenditure

Approver Delegate or Proxy Approver:

May approve on behalf of another approver

Reviewer:

Reviews before an approver

Alternate Approver:

Approves when an approver travels on their own budget

Please Keep In Mind

Travelers or their delegate may perform the data-entry.

However, the employee traveler remains responsible for the content, accuracy and timely submission of all documents.

Types of Travel Documents

TA/Request = Pre-trip Authorization

Colleges and Departments may have additional prerequisites.

Expense = Expense Report

Or Travel Reimbursement

Travel Authorization Request



Required for all overnight and/or out-of-state travel, including trips at no cost to Western



May Request a Blanket Authorization for frequent in-state travel



Is a “Best Guess Estimate” of travel expenses



Should be submitted as soon as travel is known



Must be fully approved before arrangements and expenditures. *Note: Reimbursements for trips that are not authorized may be denied.*

Travel Authorization and Reimbursement

- ▶ **All university travel must be pre-approved.**
- ▶ Generate your Expense Report directly from your approved Travel Authorization Request or reference the Group Request ID on your Report.
- ▶ Reimbursements are processed on Wednesdays through Accounts Payable, separately from Payroll
- ▶ Concur system stores receipts (both reimbursable and Pcard/direct-paid) & related documents



Clearly state the Business Purpose

- ▶ Spell out acronyms
- ▶ Include a brief explanation of how the trip relates to your work. The purpose should be clear to an outside auditor.
- ▶ If you have a department pre-authorization form, such as field safety protocols, please attach it to the TA Request.

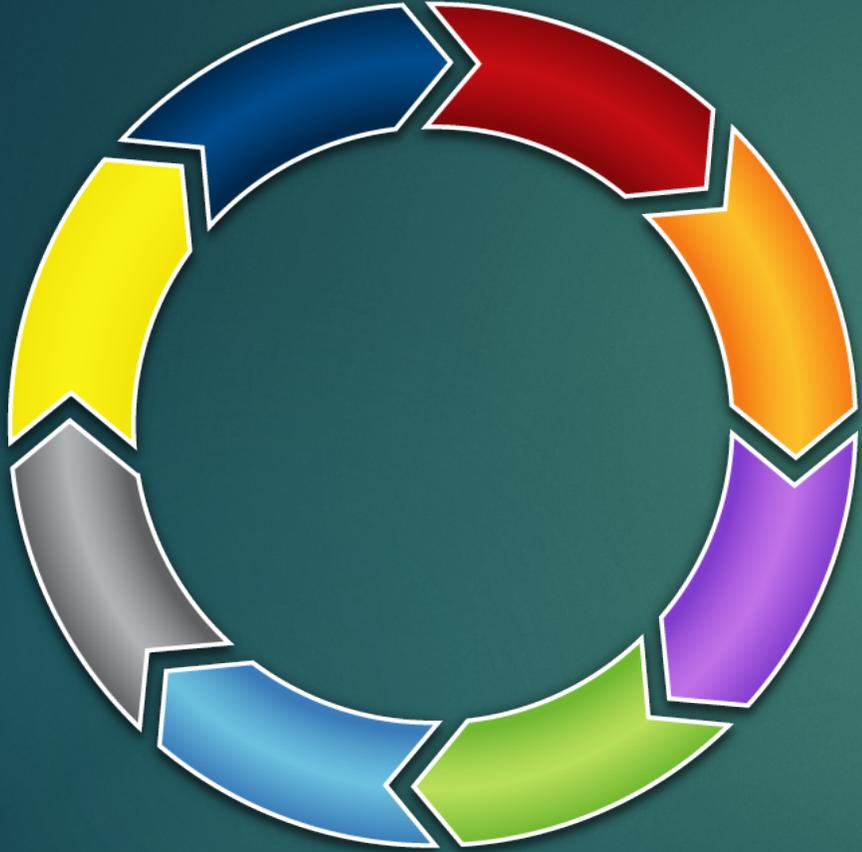




Select the most economical method of travel

- ▶ Exercise the same care when incurring expenses that a prudent person would when traveling on personal business.
- ▶ For example: Is it more expensive to drive my personal car and claim mileage and parking, or take the train? Can I carpool with colleagues?

Approval Process



Approvals flow automatically from one approver to the next:

1. **Travel Services**: Reviews for university, state, & IRS compliance
2. **Supervisory**: Approves the business purpose & time away from regular workstation
3. **Budget/Cost Object**: Approves expenses

▶ *Grant Funds require additional approval*

Avoid Paying Unnecessary Taxes!

- ▶ Reimbursements submitted 60 days or more after travel are taxable.
- ▶ The 60-day window begins at the end of your trip.
- ▶ This timeline is based on when the report is first submitted by the traveler in Concur.



Paying for travel expenses

- ▶ Your manager/administrator may have a OneCard for registration, airfare and other expenses. Check with your department.
- ▶ The conference vendor may accept a PO for direct pay.
- ▶ Pay out of pocket and be reimbursed after the trip.



Arranging Travel

- ▶ Recommended: The [Concur Travel tab](#) and Booking Tool, supported by Christopherson Business Travel, Western's preferred travel agency.
- ▶ Or contact CBT directly: 800-285-3603 university.travel@cbtravel.com
- ▶ Airfare may also be booked directly with an airline or third-party booking sites.



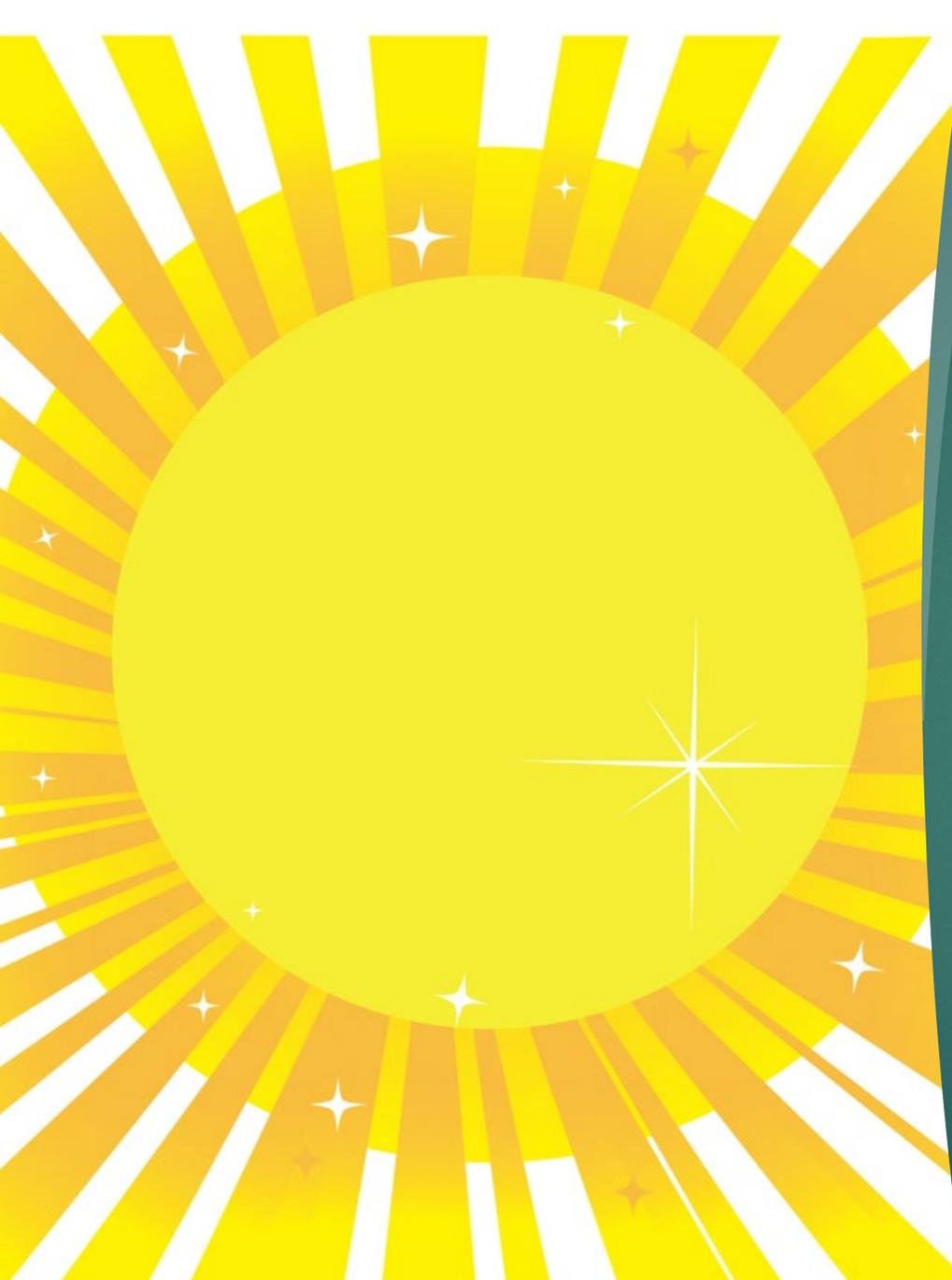
Receipts and Reimbursement

Receipts must be attached to the Expense Report for both reimbursable and company paid expenses.

Receipts should clearly show date, item, vendor and payment

Include full flight itinerary with airfare receipts

No receipts needed for per diem meals and personal car mileage



Per Diem vs. Actual - Meals

- ▶ Rates are based on the trip's overnight location. Return travel day rates are based on the last place you spent the night.
- ▶ No receipts needed for meals per diem
- ▶ Travel day times determine meal reimbursement: 8 am breakfast, 12 noon lunch, 6 pm dinner
- ▶ “Actual” and group meals require itemized receipts and must not exceed per diem rates

Day Trip Meals are Taxable



Please Note: You are eligible to be reimbursed for meals on day trips if **total travel time is a minimum of 11 hours**

- ▶ “Day Trip Meals – Taxable” expense type
- ▶ Per diem meal rates still apply

Mixing Business and Personal Travel

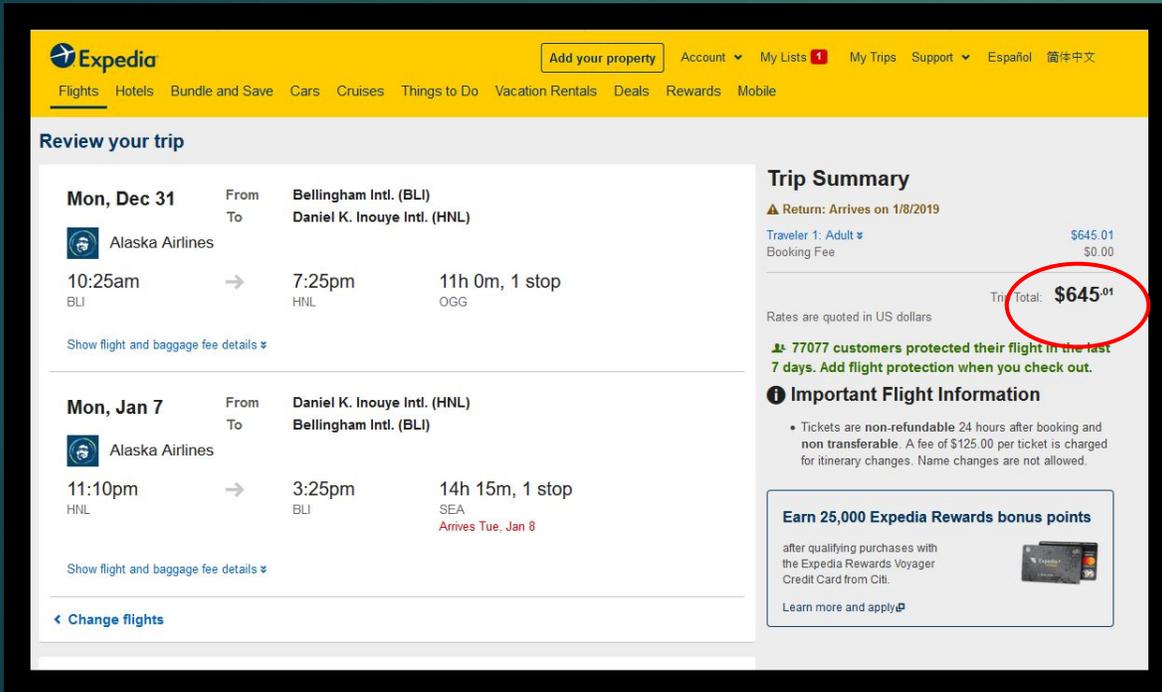
If a traveler would like to add vacation or other personal time onto a legitimate business trip, it is allowed when all the following conditions are met:

- ✓ **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 state agency does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.**
- Personal days should be noted in the Request and Expense Report.
 - Enterprise car rentals must be split. The state contract rates may only be used for business dates.
 - Parking and other expenses must be prorated

Mixing Business and Personal Travel

Business Flight Quote

Actual Flight Receipt



The screenshot shows a business flight quote on Expedia. The itinerary includes two flights: one on Dec 31 from Bellingham Intl. (BLI) to Daniel K. Inouye Intl. (HNL) on Alaska Airlines, and another on Jan 7 from HNL to BLI. The total price is \$645.01, with a \$0.00 booking fee. A red circle highlights the total price.

Review your trip

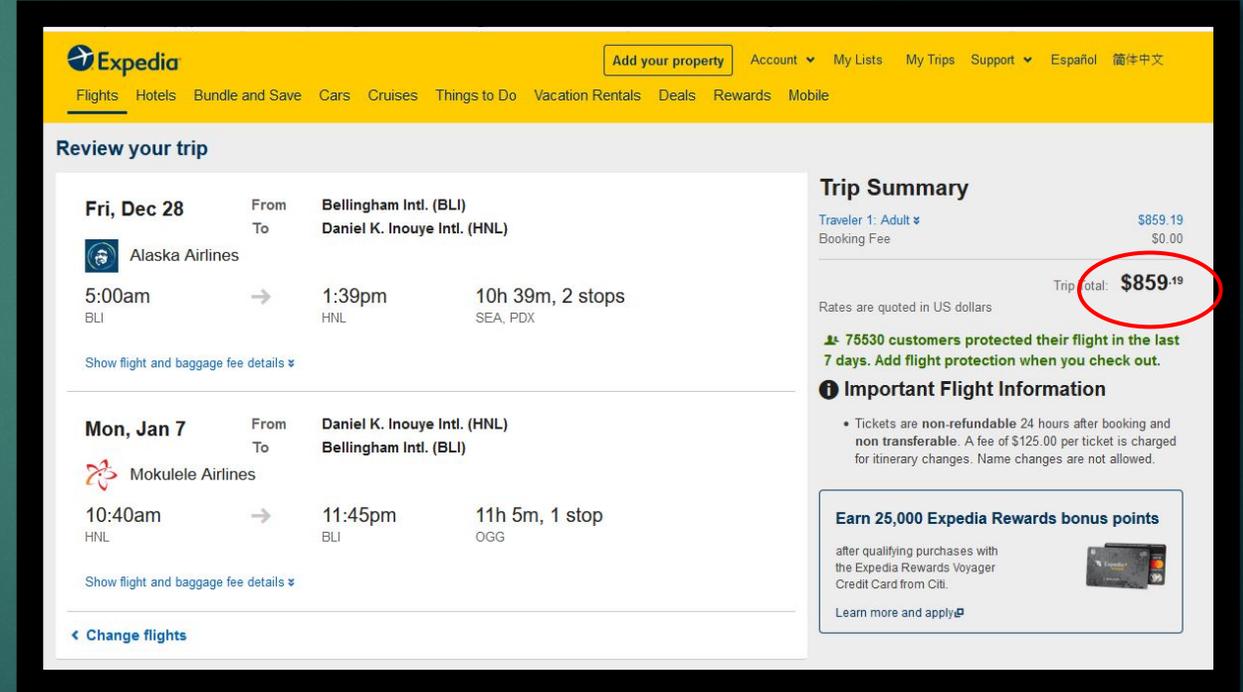
Mon, Dec 31
From: Bellingham Intl. (BLI)
To: Daniel K. Inouye Intl. (HNL)
Alaska Airlines
10:25am BLI → 7:25pm HNL
11h 0m, 1 stop OGG

Mon, Jan 7
From: Daniel K. Inouye Intl. (HNL)
To: Bellingham Intl. (BLI)
Alaska Airlines
11:10pm HNL → 3:25pm BLI
14h 15m, 1 stop SEA
Arrives Tue, Jan 8

Trip Summary
Return: Arrives on 1/8/2019
Traveler 1: Adult \$645.01
Booking Fee \$0.00
Trip Total: **\$645.01**

Important Flight Information
• Tickets are non-refundable 24 hours after booking and non transferable. A fee of \$125.00 per ticket is charged for itinerary changes. Name changes are not allowed.

Earn 25,000 Expedia Rewards bonus points
after qualifying purchases with the Expedia Rewards Voyager Credit Card from Citi.



The screenshot shows an actual flight receipt on Expedia. The itinerary includes two flights: one on Dec 28 from Bellingham Intl. (BLI) to Daniel K. Inouye Intl. (HNL) on Alaska Airlines, and another on Jan 7 from HNL to BLI on Mokulele Airlines. The total price is \$859.19, with a \$0.00 booking fee. A red circle highlights the total price.

Review your trip

Fri, Dec 28
From: Bellingham Intl. (BLI)
To: Daniel K. Inouye Intl. (HNL)
Alaska Airlines
5:00am BLI → 1:39pm HNL
10h 39m, 2 stops SEA, PDX

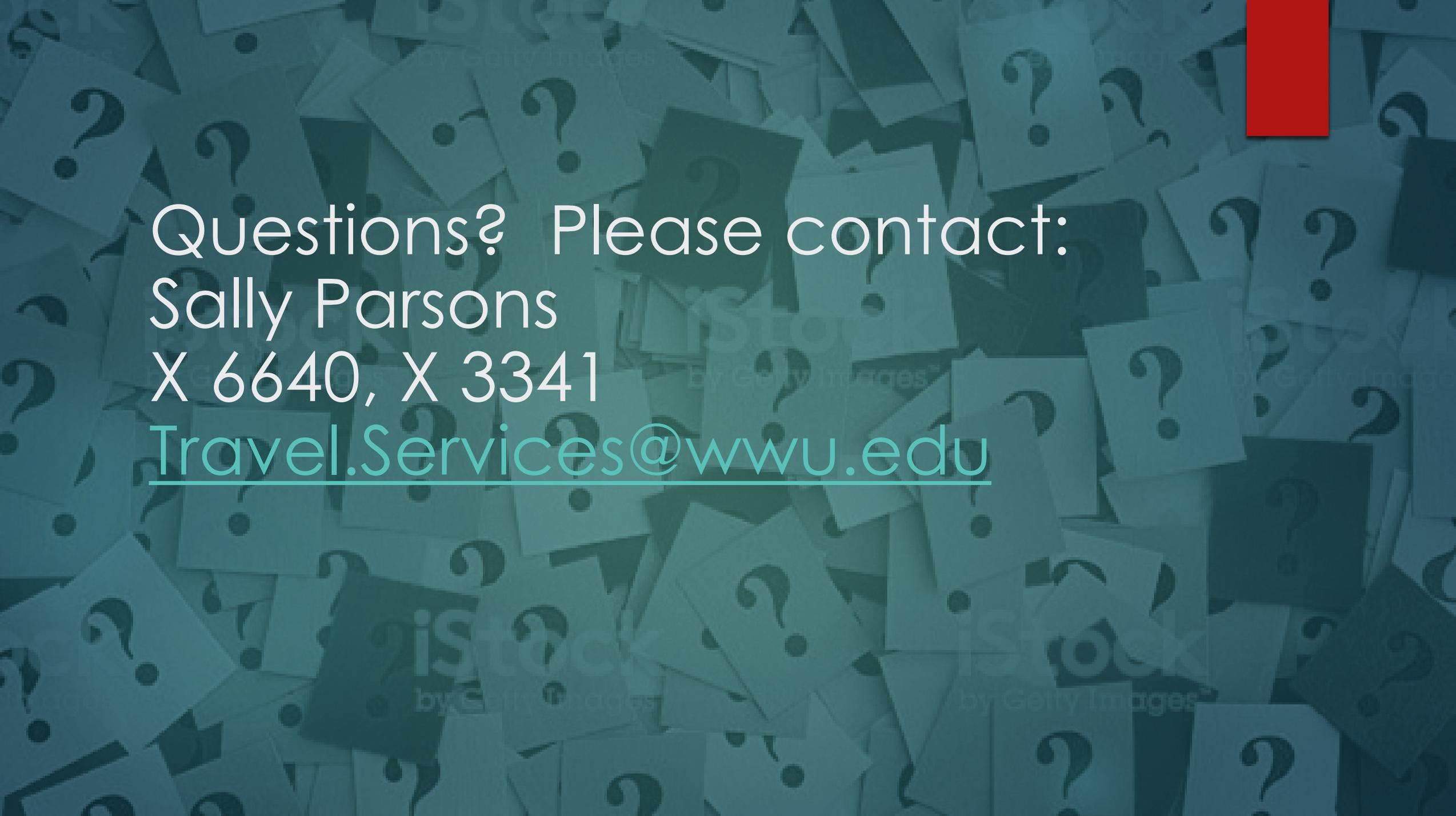
Mon, Jan 7
From: Daniel K. Inouye Intl. (HNL)
To: Bellingham Intl. (BLI)
Mokulele Airlines
10:40am HNL → 11:45pm BLI
11h 5m, 1 stop OGG

Trip Summary
Traveler 1: Adult \$859.19
Booking Fee \$0.00
Trip Total: **\$859.19**

Important Flight Information
• Tickets are non-refundable 24 hours after booking and non transferable. A fee of \$125.00 per ticket is charged for itinerary changes. Name changes are not allowed.

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Flight quotes must be provided reflecting the business travel itinerary and be obtained on the date of purchase for the actual flight



Questions? Please contact:
Sally Parsons
X 6640, X 3341
Travel.Services@wwu.edu