WAWU'S PROPOSAL RE TRAVEL
1/29/24

Article 33 - Travel

33.1. Reimbursements and Per Diems. The University shall reimburse ESEs for travel and per diem expenses required for employment in accordance with this Agreement, Washington State law/regulations and University policies and practices. University policies regarding travel can be found here: https://policy.wwu.edu/Subject/Travel. Information describing the University's travel procedures and providing forms necessary to submit travel expenses for reimbursement can be found here: https://business-services.wwu.edu/travel-services/resources-travel.

33.1.1. Employees who use their personal vehicle for pre-approved business travel will be reimbursed for mileage and parking fees incurred during such use.

33.2. Notification and Approval. Prior approval of the ESE's Supervisor, Department Chair (or designee) must be attained. Unpaid travel shall not be required.

33.3. Timelines for Reimbursement. ESEs shall be reimbursed for approved travel expenses within (30) thirty calendar days of submitting the reimbursement request.