

WSU Travel Reimbursement Guidelines – July 1, 2024

Spend Authorization

Please go to [WSU Workday](#) and [Create a Spend Authorization](#) . This is required prior to ALL travel on WSU business. For more information, please review the [modernization spend authorization help guide](#) .

- You can view the status of any of your Spend Authorizations by entering a specific SA number into the Workday search box, or by running the *My Spend Authorizations* report (entering “My Spend” into the search box should be sufficient to bring up the report).
- You will receive a notification in Workday once the SA has been approved. Notifications appear under the bell icon next to your inbox icon.

Following completion of travel, return to [WSU Workday](#) and complete the [Create Expense Report](#) to be reimbursed for your allowable expenses. You will need the Spend Authorization number and PDF receipts to complete the form. For more information, please review the [modernization expense report help guide](#)

- Do not discard any original receipts, paper or electronic, until you have received your reimbursement—often the department must retain the original receipt, especially if the scan does not meet archival standards. EXCEPTIONS: You do not need to keep receipts for meals, which are reimbursed on a flat-rate basis, or fuel for a personal vehicle, which is reimbursed based on miles driven.
- Born-digital receipts (e.g., emailed receipts) should be saved directly to PDF, rather than printed and scanned.
- Receipts must be submitted in their entirety, even if the relevant content appears to be contained within the first page.

Required travel policy compliance:

- Be familiar with State and University travel policies and regulations (see [BPPM Chapter 95](#) , and pay close attention to [WSU International Travel Policy](#)
- Please follow this guidance from the policy manual: Exercise prudent judgment in making travel arrangements and incurring travel related expenses. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.
- Provide receipts and documentation to the department within 30 days of returning from the trip. **For WSU employees, travel reimbursements approved in Workday more than 60 days after completion of travel will be reported as taxable income.** [See [BPPM 95.20](#) > Accountable Plan.]

Requirements for International Travel (per [BPPM 95.53](#))

- University travelers are required to use U.S.-flag air carriers for international air transportation, with some exceptions. If a foreign carrier is used, the traveler is to justify the use of the foreign carrier on a Spend Authorization or Expense Report in Workday. The state of Washington considers economy to be the primary criteria to apply when making travel decisions.
- International travel supported by federal funds is subject to the Fly America Act, which requires the use of U.S. carriers regardless of cost or convenience (see [BPPM 95.45](#)).
- WSU’s central administration covers the cost of international travel insurance and risk management resources for registered WSU employees and official volunteers. WSU employees, graduate students on paid assistantships and timeslip appointments, and volunteers are automatically registered for WSU’s Global Assistance and Insurance Program when their Workday Spend Authorization for international travel is approved.
- 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 by enrolling in the [Smart Traveler Enrollment Program \(STEP\)](#).
- ITS offers “Electronic Device Security Tips for International Travel”:
<https://its.wsu.edu/documents/2022/04/security-tips-for-international-travel-pdf.pdf/>

Direct Deposit Info for New Travelers

If you are not enrolled in direct deposit specifically for “Expense Report Reimbursements”—which is separate from direct deposit authorizations for payroll or student accounts—a check will be mailed to your home address.

- You can change your direct deposit settings in Workday under Menu > Benefits and Pay > Payment Elections > Payment Elections > Expense Report Reimbursements (see <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156962995>).
- You can review and edit your home mailing address in Workday under View Profile > Contact (see <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156964405>).

Rental Cars

The preferred sources for rental cars are Enterprise Rent-A-Car and National Car Rental at the state contract rate, which includes full insurance coverage for collision/loss or damage.

- To obtain state contract rates and other benefits, Travel Services advises employees to enroll in the National/Enterprise Emerald Club at <http://www.nationalcar.com/offer/45WA000> prior to making rental car reservations.
- Otherwise, the corporate contract number is 45WA000. WSU’s customer account number (825693) or PIN (WAS) may also be required.

Please remember to:

- Take your WSU ID and Spend Authorization to prove eligibility to use the state contract.
- Check the fuel tank is full before leaving the lot.
- Save and submit original receipts for fuel purchased when you report your travel expenses.

Motor Pool Intro

Picking up: Drivers may leave private vehicles in the on-street parking area north of the Markley Services Building while using Motor Pool vehicles. Motor Pool staff issue parking hangtags to drivers for this purpose.

After-hours returns: Park the vehicle in the parking area near the north gate of Motor Pool. Lock the vehicle. Deposit the keys and a completed vehicle Sign-In Ticket in the locked receptacle drop slot in the Motor Pool lobby.

For your reference

- Requirements for Driving Vehicles on University Business: <https://policies.wsu.edu/prf/index/manuals/7-00-motor-vehicle-safety/7-10-requirements-driving-vehicles-university-business/>
- Emergency and Post-Accident Guidelines: <https://policies.wsu.edu/prf/documents/2017/10/7-10-emergency-and-post-accident-guidelines.pdf/>
- Motor Pool: <https://policies.wsu.edu/prf/index/manuals/95-00-travel/95-35-motor-pool/>

Motor Pool vehicles are to be used for official University business only, regardless of the source of travel funds. Use of state-owned vehicles for personal business is absolutely prohibited.

Minor emergency repairs will be reimbursed; report all such expenses to Motor Pool, but hold on to your receipts, as the department will process the reimbursement. Major repairs of \$200 or more must be authorized by Motor Pool (509-335-9085 during regular working hours; 509-335-9000 after hours and weekends).

Driver Safety Requirements

Here are the driver safety requirements for operating a motor vehicle on university business, per WSU Safety Policies and Procedures Manual 7.10 (revised April 2021).

Before operating a motor vehicle, drivers must:

1. **Read and sign the [DES Authorized Driver Acknowledgement Form](#) and return to me.** The 2 requirements referenced within the form for review and compliance are linked here (much of the content is repeated in both documents):

- State Driver Responsibilities: <https://ofm.wa.gov/sites/default/files/legacy/policysc/12.30sc102.pdf>
- State Driver Standards: <https://des.wa.gov/sites/default/files/policy-documents/Standard2StateDriver.pdf>

2. **Complete the “Driver Safety” course and email the Certificate of Completion to me.**

- WSU employees may complete the course in [Percipio](#). After logging in, click on your name at the upper right, select *Compliance*, and browse to “Driver Safety.”
- Students (including student employees) may complete the training in [Canvas](#). After logging in, select Courses > Student Safety Training > Assignments > Driver Safety.

3. **Present a valid driver’s license for inspection** to your supervisor. This only needs to be done once at the department level, then it is your responsibility to notify your supervisor if the validity of the license changes.

Per SPPM 7.10, the department offers the following policies for your reference:

- SPPM 7.10: Requirements for Driving Vehicles on University Business: <https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-7-10/>
- SPPM 7.20: Motor Vehicle Accidents: <https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-7-20/>
- BPPM Chapter 95: Travel: <https://policies.wsu.edu/prf/index/manuals/95-00-travel/>
- DES Enterprise Wide Transportation Policy: <https://des.wa.gov/sites/default/files/policy-documents/EnterpriseTransportationPolicy.pdf>
- DES Driving Safety Program: <https://des.wa.gov/sites/default/files/policy-documents/Standard3SafetyProgram.pdf>