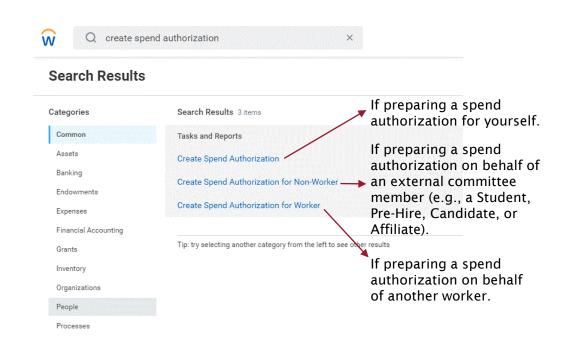
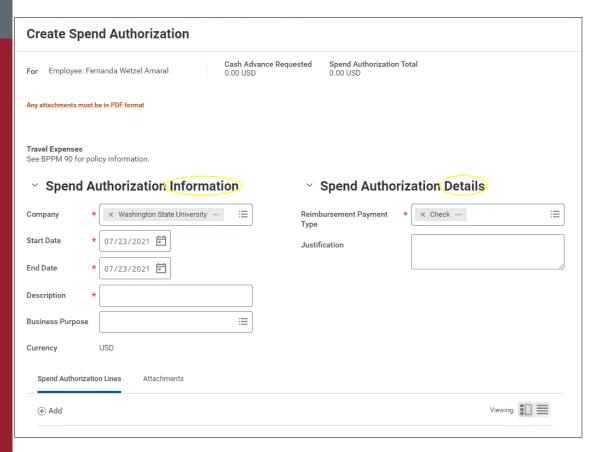
# **TRAVEL**

# Create Spend Authorization

Used to seek
 approval for an
 upcoming travel



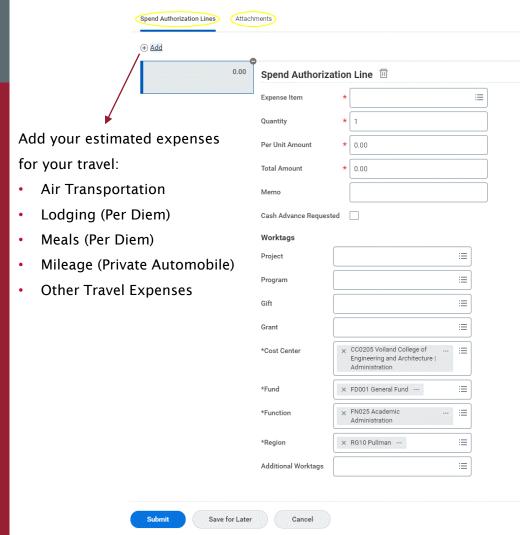


### **INFORMATION**

- Company: always WSU
- Start Date: when travel starts
- End Date: when travel ends
- Description: <u>purpose</u> and <u>destination</u> of the travel
- Business Purpose: one word purpose (use drop down menu)

#### **DETAILS**

- Reimbursement Payment Type: Check,
   Direct Deposit or Wire this should reflect from your Workday profile. See <a href="https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156962995">https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156962995</a> for more information.
- Justification: use for additional details about your travel.



# SPEND AUTHORIZATION LINES

- Expense Item: search by group: in-state, out-of-state or foreign
- Total Amount/Quantity: estimate cost of expenses or miles (for mileage\*)
- Memo: any other details
- Worktags: Project, Program, Gift or Grant

# **ATTACHMENTS**

Viewing:

Add any files you want, not required.

# **SUBMIT**

\* Mileage: The mileage is based on the main destination. If your travel is out-of-state but you are driving in-state to an airport, you must use "Out-of-State Private Automobile Mileage" in the Expense Item.

# **NOTE: Expense Item**

- For Lodging and Meals <u>always</u> use the *Per Diem* options
- "Lump Sum" coding: to be used by Faculty Led and Non-Employee only
- "z" coding: to be used for daily expenses only

Per Diem Rates by State:

https://www.gsa.gov/travel/plan-book/per-diem-rates



For Out-of-State Per Diem Rates, refer to the GSA website at: http://www.gsa.gov. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

Meal Rates			
В	L	D	
\$14	\$16	\$25	
\$15	\$18	\$28	
\$16	\$20	\$30	
\$18	\$21	\$32	
\$19	\$23	\$34	
	\$14 \$15 \$16 \$18	B L \$14 \$16 \$15 \$18 \$16 \$20 \$18 \$21	

\$ Maximum Lodging Rate ** Seasonal Lodging Rates for Counties:			
Clark, Cowlitz, & Skamania	06/01 - 10/31 11/01 - 05/31	\$182 \$152	
Clallam & Jefferson	07/01 - 08/31 09/01 - 06/30	\$161 \$104	
Grays Harbor	07/01 - 08/31 09/01 - 06/30	\$137 \$111	
King	05/01 - 10/31 11/01 - 04/30	\$232 \$176	
Snohomish	06/01 - 08/31 09/01 - 05/31	\$139 \$116	
Thurston	09/01 - 10/31 11/01 - 08/31	\$112 \$133	

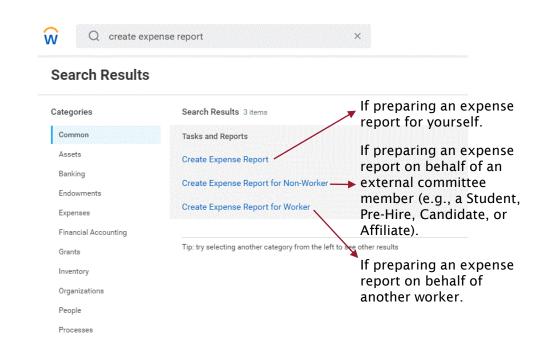
#### POV Mileage Rate

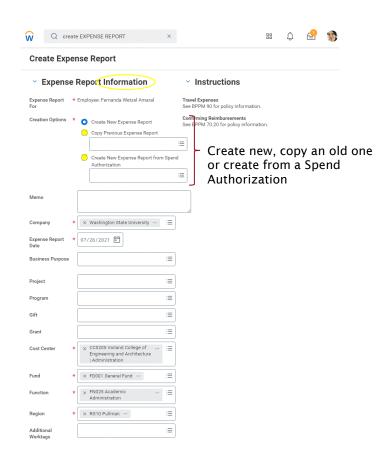
The privately owned vehicle mileage reimbursement rate is \$0.56 per mile. (effective 1/1/2021)

# **TRAVEL**

# Create Expense Report

Used to seek
 reimbursement
 after a travel



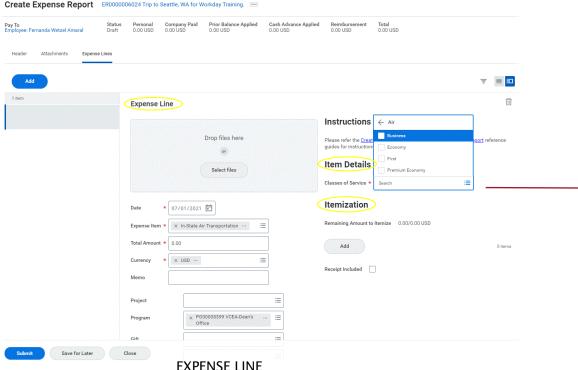


# **Header Page**

## INFORMATION

- Memo: must include <u>purpose</u> and <u>destination</u> of the trip
- Company: always WSU
- Expense Report Date: date you <u>returned</u> from your trip
- Business Purpose: one word purpose (travel...)
- Project/Program/Gift/Grant: add your funding

OK



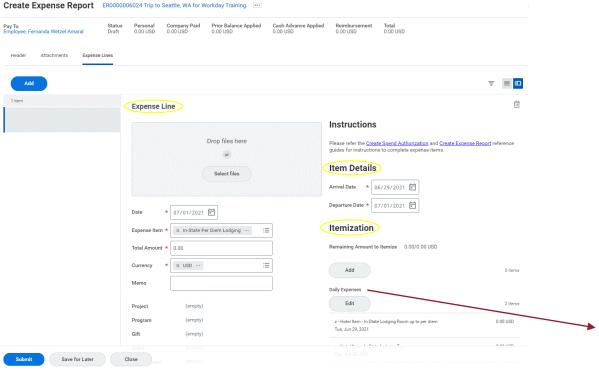
# **Expense Line: Air Transportation**

# ITEM DETAILS

Classes of services: search by type > Air

ITEMIZATION: use to split the total amount among multiple funds.

- Date: date the airfare ticket was purchased
- Expense Item: In-State, Out-of-State or Foreign Air Transportation
- Total Amount: total cost of the ticket
- Memo: details, if needed
- ATTACH ALL RECEIPTS



#### **EXPENSE LINE**

- Date: date of check-out of the Hotel
- Expense Item: In-State, Out-of-State or Foreign per-diem lodging
- Total Amount: total cost of the stay
- Memo: details, if needed
- ATTACH ALL RECEIPTS

# Expense Line: Lodging

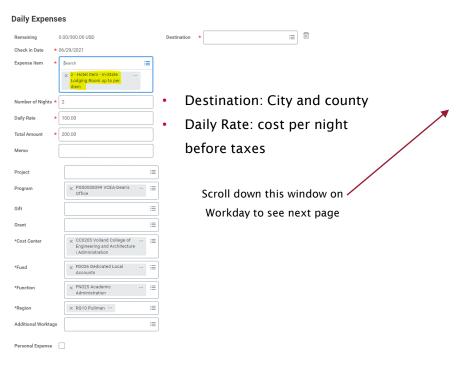
### ITEM DETAILS

- Arrival Date: check-in date
- Departure Date: check-out date

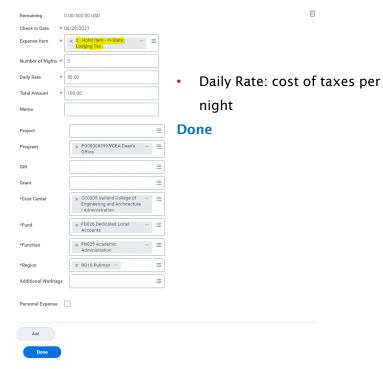
ITEMIZATION: use to split the total amount among multiple funds.

 DAILY EXPENSES: A new window will pop up, see next slide for information on how to fill it out

# **Lodging Room**



# **Lodging Tax**



- IF LODGING EXCEEDS *per diem*: change the Expense Item to a "z" one that says "over 150% per diem" or "up to 150% per diem".
- CLASS OF SERVICE: Add an exception #1-7

See next slide for more information.

#### **Daily Expense Coding:**

This information is the same for each category of In-State, Out-of-State, and Foreign Travel

- z Hotel Item In-State Lodging Room up to per diem Lodging base rate is lower than or equal to per diem in the area of travel
- z Hotel Item In-State Lodging Room up to 150% per diem o Lodging base rate exceeds per diem in the area of travel
- z Hotel Item In-State Lodging Room over 150% per diem o Lodging base rate exceeds the 150% threshold for the area of travel.

How to calculate 150% rate. (Daily meal per diem + daily lodging per diem) x 150%. Example: Pullman, WA (\$55+\$96) X 150% = \$226.50 (150% base rate per diem)

#### Exception number information (for up to/over 150% per diem):

- 1- When costs in the area have escalated for a brief period, either during special events or disasters.
- 2- When lodging accommodations are not available in the area at or below the Maximum Lodging Amount, and the savings achieved from occupying less expensive lodging at a removed site would be consumed by additional transportation and other costs.
- 3- When the traveler attends a meeting, conference, convention, or training session where they are expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility.
- 4- When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- 5- To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
- 6- When a meeting room is required and it is more economical to acquire special lodging accommodations, e.g., a suite, than to acquire a meeting room and a room for lodging.

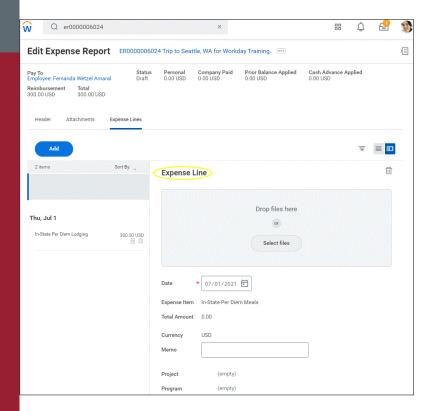
# **B.P.P.M.** 95.06 - Expenses Exceeding 150 Percent

When all three of the following circumstances apply, the University Controller may approve payment of lodging expenses in excess of 150 percent of the applicable maximum per diem amount for the location (also referred to as the Lodging Exception Ceiling):

The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; and

It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; and The lowest available advertised lodging rate at the lodging facility exceeds 150 percent of the applicable maximum per diem amount for the location.

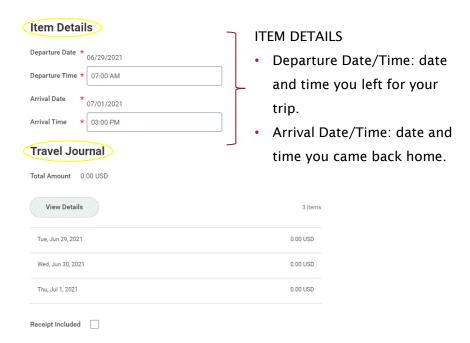
Documentation supporting the lodging rates is to be attached to the TEV or its file location referenced.



### **EXPENSE LINE**

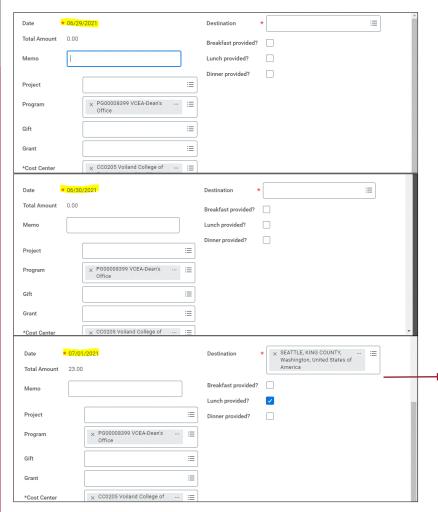
- · Date: return date from the trip
- · Memo: details, if needed

# Expense Line: Meals



# TRAVEL JOURNAL

 VIEW DETAILS: a window will pop up for daily details to be filled out. Please see next slide.

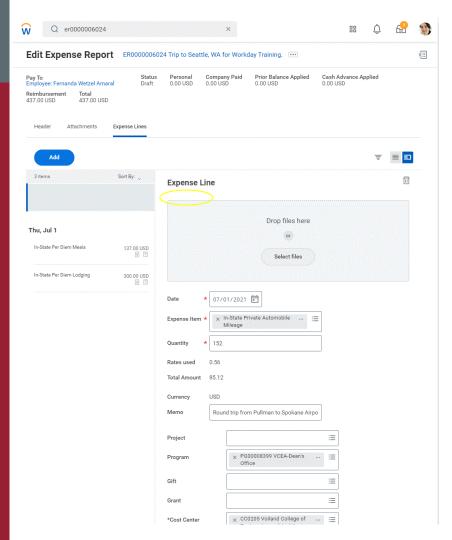


# **Travel Journal - Details**

- Destination: City and county
- Meals Provided? Check all that apply
   <u>Provided</u> means you provided yourself the meal and would like to seek reimbursement
- Memo: use to note when you are not claiming a meal you are eligible for: "Hotel furnished breakfast"

**DONE** 

Last day of travel: meals are based on where you last lodged.



# Expense Line: Mileage

#### **EXPENSE LINE**

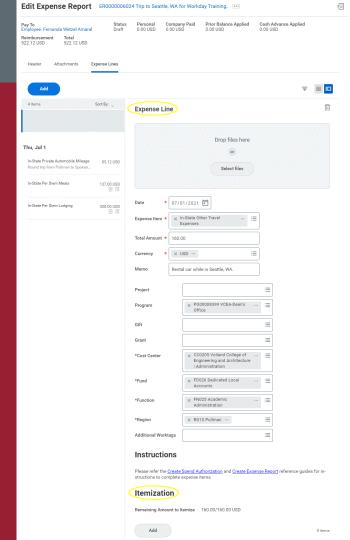
- Date: date returned from travel
- Expense Item: In-State, Out-of-State or Foreign Private
  Automobile Mileage
- Quantity: total of miles
- Memo: travel information, round trip/one-way and destination
- Attach file/receipt if have one, not required

# **SUBMIT**

Mileage is based on the main destination. If your travel is out-of-state but you are driving in-state to an airport, you must use "Out-of-State Private Automobile Mileage" in the Expense Item.

# WA Mileage Chart:

https://wsdot.wa.gov/Publications/HighwayMap/Mileage/default.htm



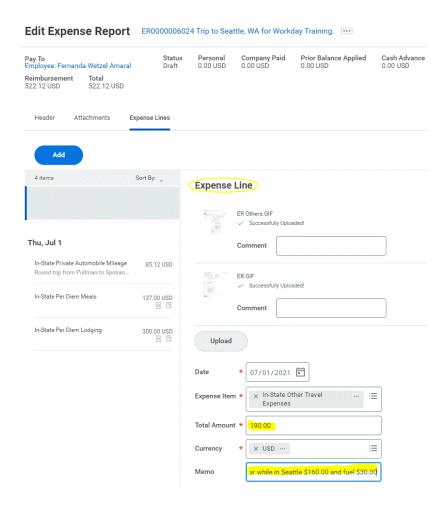
# Expense Line: Others

Other expenses while in travel status: rental car, rental car fuel, baggage claim, rides, parking ticket, etc.

### **EXPENSE LINE**

- Date: date returned from travel or date on the receipt
- Expense Item: In-State, Out-of-State, or Foreign Other Travel Expenses
- Total Amount: amount on the receipt
- Memo: identify the purchase
- Attach all receipts

ITEMIZATION: use to split the total amount among multiple funds.



# Note:

Similar expenses can be put on the same line:

- Total amount: add total amount for both expenses: "\$190.00"
- Memo: identify both purchases: "Rental car while in Seattle \$160.00 and fuel \$30.00"
- Attach both receipts