Travel Policy

Administered by Accounting Office
(Updated 8/1/15)

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**General Guidelines:**
Walla Walla University reimburses its employees for approved university related travel. The person responsible for the travel budget (such as the department chair) grants approval.

The Accounting Department encourages prepayment of airfares and where applicable, registration fees. Expenses for mileage and hotel, as well as per diem allowances, are to be submitted by the employee on a Reimbursement Request form when the trip is completed.

The Reimbursement Request form, along with original receipts, should be submitted to the Accounting Department within a month of incurring the expenses. Any reports received after 6 months will be considered taxable income in accordance with federal regulations and must be approved prior to reimbursement by the department budget manager. All Reimbursement Request forms are subject to review by Administration. Reports submitted more than six months after the travel dates will generally be disallowed. Reimbursements will be given as electronic funds transfer via Higher 1 preference.

**Convention/Travel Approval:**
Complete a Reimbursement Request form containing only convention approved travel. Each expenditure will be checked against the corresponding approval letter verifying that it pertains to the approved convention or professional development. All convention approvals must be signed by Academic Administration.

Note: This Travel Policy occasionally refers to various other policy documents, most all of which can be found online at:
www.wallawalla.edu/Accounting
Air and Ground Transportation:
In order to stretch limited travel budgets, air travel arrangements are to be reserved at least 21 days in advance of the travel date if possible and in the most economical class available.

Walla Walla University’s travel guidelines allow frequent flyer rewards to be retained by the employee. However, for airfare which in aggregate costs in excess of $500, WWU requires the use of a WWU Purchasing Card. If you or your supervisor do not have a Purchasing Card, please contact Accounts Payable to make the purchase on your behalf.

University related air travel must follow the shortest, most direct and economical route to the desired destinations. The university will not reimburse you for use of a personal frequent flier reward that is used for business purposes.

The use of taxis should be limited in favor of public transportation, downtown shuttle/bus service, or car rentals.

Laundry Expense:
A laundry expense allowance of $25 per week is available when an employee travels overseas for more than seven days at a time.

Spouse Accompaniment:
As a general rule Walla Walla University does not reimburse travel costs for spouse accompaniment.

Reimbursement Request Form:
Original itemized receipts are required. Please include both the itemized receipt as well as the Customer copy of the credit card charge, if applicable. Always keep copies of your Reimbursement Request for your own records.

When copies of personal checks are submitted as proof of payment they must be either bank canceled or turned in with a copy of the appropriate bank statement showing the check has cleared.

The University complies with the Internal Revenue Service regulations for employee business expenses. The guidelines and procedures outlined below meet these regulations. Specific expenses need to be submitted as follows:

1. **Tickets:** Passenger ticket or itinerary for travel including passenger name, purpose of trip, origin, destination, and cost. Electronic ticketing will need a confirmation or itinerary stating the price of the ticket and that it was paid. A boarding ticket with this information will also be accepted.

2. **Accommodations:** Itemized motel or hotel receipts are required and should be limited to a single room rate unless the room is shared with another authorized Walla Walla University employee. Any additional non-business related charges incurred (e.g., non-approved spouse accompaniment, personal meals, entertainment and personal phone calls) are to be excluded from the expense report. Phone calls and other items that are business related should be marked accordingly.

3. **Per Diem:** See Current Rates for rates and separately published Per Diem Policy.
4. **Meals:** For reimbursable meals, detailed receipts from restaurants are to include the name(s) of the person/people or group being entertained, and the business purpose or occasion. Meals that are lavish or extravagant will not be reimbursed and for this reason, a copy of the detailed items purchased is essential to be included in your reimbursement request.

5. **Miles:** Actual miles traveled in a privately owned car are at current mileage rate. Only one set of mileage may be reported regardless of the number of passengers. See Mileage Distances. If renting a car, attach gas receipts. Only mileage or gas will be reimbursed, never both.

6. **Reimbursement Request:** No Reimbursement Request form (including airfare, per diem and mileage) will be accepted for reimbursement until the approved trip has taken place.

7. **Advance Payment/Credit Card:** Do not include any expenses on your expense report that have been paid in advance by the University or that you have paid for with your WWU Purchasing Card.

Reimbursement Request forms are available online and contain further instructions.

**Lodging with Relatives or Friends:**
Occasionally employees stay with relatives or friends while traveling on University business to reduce travel costs. If some type of gratuity for the host is desired, the University employee may either:

1. Request Accounts Payable to send the host the amount allowed by policy (please complete a Check Request).
2. Submit a receipt for a host gift of comparable value to the current hosting rates.

See policy rates in the document **Per Diem Policy** available online.

**University Purchasing Card:**
All faculty and staff who regularly make purchases or arrange travel for Walla Walla University are encouraged to obtain a Purchasing Card. This credit card is to be used for business purposes only. If a credit card is needed: please read the Credit Card Policies; complete the Purchasing Card Agreement (including signatures from Department Chair and VP); and forward to Accounts Payable. Purchasing Cards may also be obtained on a non-permanent basis for employees who rarely need them. The Accounts Payable office is available to make purchases by credit card for employees that do not have a Purchasing Card available to them or their supervisor.

* If a single credit card transaction is required for an item which has both business and personal components, (e.g., the purchase of airline tickets for employee [business] and spouse [personal]) the Purchasing Card may be used if the business portion is either (a) 50% or greater of the total transaction amount, or (b) $500 or more in amount. The personal portion should be reimbursed to WWU at the time the credit card statement is turned in with a personal check in the full amount of the personal portion.

Each card holder will receive an email notification that monthly statements are ready by the 8th of the month. A paper copy will also be sent through the mail several days later. Attach an original itemized receipt for each item listed on the statement, sign, and return to Accounts Payable by the 20th of the month. When the card is used for travel expenses, complete the “trip” section of the statement.
NOTE:
- Airfare bills must show detailed itinerary.
- Restaurant receipts must indicate the name(s) of the person(s) or group being entertained.
- Signature of budget manager from other departments is needed if cross charging.

For purchases made on the internet, please print out a receipt of the order at the time of purchase. As this may be your only receipt, keep it as proof of purchase along with your confirmation-of-order email.

If a receipt is lost, please contact the place of purchase and request another copy. If a receipt cannot be obtained, please complete a Missing Document Form. A receipt or Missing Document Form is required for each purchase. Missing Document Forms can be used for purchases under $75, except for air travel and hotel.

If the Purchasing Card is mistakenly used for non-university purchases, please include a personal check with the completed statement. In the event that payment is not received, the non-university charge will be automatically charged to your personal account and will be deducted from your next paycheck. Please note that personal purchases are not approved and repeated use of the credit card for personal purchases may result in your Purchasing Card privileges being revoked.
### Mileage Distances Table: (Based on round trip)

<table>
<thead>
<tr>
<th>College Place To:</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walla Walla</td>
<td>6</td>
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<tr>
<td>Walla Walla Airport</td>
<td>14</td>
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<tr>
<td>Boise, ID</td>
<td>496</td>
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<tr>
<td>Ellensburg, WA</td>
<td>320</td>
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<tr>
<td>Eugene, OR</td>
<td>705</td>
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<tr>
<td>Gladstone, OR</td>
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<tr>
<td>Lewiston, ID</td>
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<tr>
<td>Milton-Freewater, OR</td>
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<tr>
<td>Camp Mivoden, ID</td>
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<td>Olympia, WA</td>
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<td>Pasco, WA</td>
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<tr>
<td>Pendleton, OR</td>
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<tr>
<td>Pendleton Airport</td>
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<td>Rosario Beach Marine Lab.</td>
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<td>Vancouver, BC</td>
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<td>Wenatchee, WA</td>
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<td>Yakima, WA</td>
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### SDA ACADEMIES: (Based on round trip)

<table>
<thead>
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<tr>
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<td>Laurelwood Adventist Academy</td>
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<td>Milo Adventist Academy</td>
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<tr>
<td>Mt Ellis Academy</td>
<td>1162</td>
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<tr>
<td>Upper Columbia Academy</td>
<td>286</td>
</tr>
</tbody>
</table>

Alternatively, attach map quest driving directions ([www.mapquest.com](http://www.mapquest.com)) from the university to destination with corresponding mileage multiplied by two (2) for round trip and multiplied by current mileage rate.