



## Prohibited Purchases

Prohibited purchases include but are not limited to:

- Gratuities on Meals more than 15%.
- Any personal expenses such as:
  - Fuel for personal vehicles
  - Meals, Mileage, or fares for personal reasons or entertainment when on business travel will not be reimbursed
  - Personal expenses such as private vehicle repair and maintenance will not be reimbursed, etc.
- Purchases that do not follow per diem rates - the traveler will be required to reimburse WOU by check for the difference prior to his/her travel reimbursement submission

## Travel Meals

- **Use the Travel card for all meals on your trip, you may only claim the actual expense, not to exceed the per diem.**
- Meal receipts must have written the type of meal purchased (breakfast, lunch or dinner). Alternatively, if you choose to claim the per diem rate, you may use your own payment source, and receipt is not required. Do NOT use the Travel Card for Per Diem claims.
- Meals provided at a conference and included in the conference registration fee are not to be claimed.
- Meals on **one-day trips** are **not** normally reimbursed with the exception of the following cases:
  - Breakfast and dinner expenses are reimbursed only in the following cases:
    - When an employee leaves their official station two or more hours before their regular work shift, they are eligible for breakfast per diem.
    - When an employee returns to their official station two or more hours after their regular work shift, they are eligible for dinner per diem.
  - Lunches on one day trips are reimbursed only in the following cases:
    - When a meal at a convention, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee. Receipt and documentation required.

\*Please refer to WOU travel policy for details.

- Meals on **multiple-day** onetime travel trip:
  - On the initial day of travel a traveler is eligible for:
    - 100% of the daily per diem if the trip begins prior to 7:00 am
    - 75% of the per diem if the trip begins between 7:00 am and 12:59 pm
    - 50% if the trip begins 1:00 pm or later
  - On the final day of travel a traveler is eligible for:
    - 100% of the daily per diem if the trip concludes at 6:00 pm or later
    - 50% of the per diem if the trip concludes between 12:00 pm (noon) and 5:59 pm
    - 25% if the trip concludes prior to noon

## Approved Purchases

Approved purchases include but are not limited to:

- Airlines
- Hotels (at per diem rates)
- Vehicle Rentals from the following contracted car rentals are allowed (always use economy vehicles, all other costs will **not** be reimbursed):
  - Enterprise Rent-A-Car
  - National Car Rental
  - Hertz
  - If your destination does not have a contracted agency, you may rent a vehicle from any other car rental establishment and add Liability Damage Waiver (LDW) as it is required for non-contracted rental agencies.
- Fuel Purchase Option on rental vehicles **is not recommended**. Gas receipts are required for reimbursement.

## Travel Policy & Per Diem Rates

To find current and complete policies, forms and per diem rates please visit our website:

<http://www.wou.edu/business/services-2/travel/>