

Travel/Recruitment VISA Cards – Summary Guidelines

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/>

Requirements

- Use the travel card adhering to WOU's code of ethics in regard to the Purchasing and Travel Policy.
- You accept responsibility to be aware of travel policies and changes.
- All receipts and required documentation shall be included with the original travel reimbursement form.
- All travel reimbursement forms are due no later than 30 days after the trip is completed.
- Complete monthly US Bank Statement reconciliation and provide documentation by the 15th of the following month.
- The group travel card shall not be used for any recruitment expenses and vice versa.
- Travel Card shall not be used for Per Diem claim or non-travel meals.
- No contractual activity shall be put on travel or recruitment card (e.g., buses)
- Individual Recruitment Card should NOT be shared with other travelers.

Inappropriate use of the travel or recruitment card or not submitting required documentation within the 30 days post event may result in your card being revoked.

Contact the Business Services Department if you are unsure of a policy.

Monthly Reconciliation & Travel Reimbursement

Monthly reconciliations are required to be submitted by the 15th of the following statement month. Statements close on the 25th of the month. Each traveler will receive their monthly statement by WOU #secure# email. If you do not receive your statement, please contact the Travel Card Administrator (Paloma Larsen Ext. 88958) for a copy. A copy of each receipt should be attached to the statement and match the statement amounts. The statements and supporting documentation shall be submitted to the Accounting and Business Services office.

Travel Reimbursement Forms are required to have attached all travel purchases associated with the trip and include all receipts. Travel Reimbursement Requests are due within one month after your trip concludes. We will send you a revised Travel Reimbursement Form particularly for those who use the Travel Card. Travel card expenses should be itemized on the Procurement Card/Direct Bill portion of the Travel Reimbursement Form. Athletics has their own travel reimbursement form; please speak to your department accountant for details.

Prohibited Purchases

Prohibited purchases include but are not limited to:

- Gratuities on Meals more than 15%.
- Any meal exceeding the per diem rate as set forth in policy.
- Any personal expenses such as:

- Fuel for personal vehicles
- Meals, Mileage, or fares for personal reasons or entertainment when on business travel
- Personal expenses such as private vehicle repair and maintenance
- Card users who do not follow per diem rates will reimburse WOU by check for the difference prior to his/her travel reimbursement submission.
- Non-Travel Related Expenses (e.g., local team meals or local team retreats)

Travel Meals

- **Use the Travel card for all meals on your trip and you may only claim the actual expense, not to exceed the per diem – A Travel Advance Meal per diem (TAM) invoice submission is only required for non- Group Travel/Recruitment Card Users.**
- 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.
- Meals on **one-day trips** are **not** normally reimbursed with the exception of the following cases:
 - Breakfast (25% x Daily Per Diem Rate) and dinner (50% x Daily Per Diem Rate) 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.

***These Over-time Meals are taxable income to the traveler.**
 - Lunches (25% x Daily Per Diem Rate) 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** trips:
 - First/Last Day Per Diem Meals - Up to 75% x Daily Per Diem Rate based on Departure Location
 - 100% of the daily Per Diem for non-first/last day meals

Meals Per Diem—Traveler may NOT mix use of travel card and post trip per diem under any circumstances.

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) and direct bill is an option:
 - 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 permitted. Use of the travel or recruitment card is allowed and** Gas receipts are required for reimbursement.
- [Personal Vehicle or Rental Decision Fleet Calc Workbook](#) may be required per Travel Policy.