

Travel training -Tips to a faster reimbursement:

Travel reimbursement reconciliations (TRR):

Due *NO LATER* than 30 days after trip completed

Last FY 25% of total yearly TRRs were submitted in June!

All TRR emailed as **One-PDF file** to accountspayable@wou.edu

General rules:

WOU funding source should be first choice: P-card/Azumano/Enterprise etc

PFR never to be used for travel

Commuting mileage is not reimbursable

One TRR submission for each overnight travel reimbursement requests

Medical accommodations must be preapproved and on file with HR

Overnight travel requires agenda/conference agenda

TAM receipt included with TRR - should be listed in Section C – TRR must be submitted, including a \$0 Reimbursement Request, if a TAM is granted for a trip

International travel needs cost in US Dollars - use bank statement to reflect exchange rate

No late check out fees reimbursed

If personal time is included, must provide airfare quotes for the business trip only AND the business plus personal time for the same time period prior to travel.

Per Diems:

Use Key City (not County) to determine the High/Low-Cost Locations - double check! - any city not listed is a LowCost City

First day/last day 75% of Meals/Incidentals - excludes group travel

Tips are included in per diem - max 15%

Recalculate taxes and fees for lodging claim when room rate is over the Per Diem rate

Airbnb and VRBO - Additional Service Charge must be within per diem

One-day vs. overnight stay rules - 100 miles travel distance & 2hrs before/after regular work shift (minimum 10 hours work/travel hours per day)

Include Google map:

Claim shortest route

Include airport parking receipt:

Economy rate reimbursed (\$15/day @PDX)

Include correct account codes:

28601 – registration costs

39415 – in state travel

39515 – out of state travel

39615 - foreign/Alaska/Hawaii/Puerto Ric

PRO921 – include additional activity coding provided

Non-employee in state/out of state travel 39445/39545

Airfare:

No upgrade from economy

One checked bag

No additional insurance – Azumano can accommodate if needed

No reimbursement for e-credit/airline reward points

Airfare quotes are required when personal time is included in trip

Conference room rate may exceed per diem IF:

Conference agenda is included

Conference sponsored hotel room rate(s) listed – the lowest available rate will be reimbursable

Renting a car? Enterprise/Hertz Discount Codes and WOU direct billing numbers with Enterprise are available by contacting ABS - provided to primary travel contact person in each department

No Enterprise/Hertz refueling charges – refuel prior to returning

Rental car - CCAR - C-class, Economy/Compact class \$37/day in OR w/ Enterprise

Must provide proof that C-class requested (screenshot) and Enterprise upgraded - car companies must honor economy - ask for Manager if issue arises or contact us

POV vs. Rental car calculations (including add-on days determination)

Out-of-State travel rental car vs. shuttle/lyft/Taxi/Uber, etc.

Tips:

No reimbursement for transportation tips