Travel Authority

PRIOR APPROVAL

Official University travel requires prior approval by an appropriate University administrator. (See BPPM 95.01 and Dean/Director/Chair/Approving Official.)

Written Prior Approval

Written prior approval on a Travel Authority (TA) form is required in the following circumstances. The department routes or retains the TA as indicated.

- When a travel advance is requested. Route the approved TA to Travel Services.
- When conference registration is to be paid in advance by Accounts Payable. Route the approved TA to Accounts Payable.

Retaining Approved TA in Department

In each of the following six circumstances, the department must retain the approved TA in the departmental files. The department does not route the approved TA to Travel Services or Accounts Payable.

- When the traveler will be going out of state or out of the country. (SAAM 10.10.50) See also BPPM 95.15 for information about foreign travel.
- When a privately-owned, rented, or chartered aircraft will be used (see BPPM 95.30).
- When official WSU travel is partially or entirely supported by funds not administered by the WSU Controller’s Office, e.g., from a third party (another educational institution, a private organization) or the traveler's personal funds (see BPPM 95.16).
- When requesting exception to policy.
- When seeking authorization for applicant, student, speaker, or other nonemployee travel. See BPPM 95.13, 95.14, and 95.25. (NOTE: This does not apply to Attorney General's representatives or the Board of Regents.)
- When the administrative unit requires it. An individual unit may require written approval for all travel. NOTE: If an individual unit requires written approval above and beyond that required by this policy (BPPM 95.05), the unit is responsible for ensuring that the unit policy is consistently applied.
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Verbal Prior Approval

Verbal prior approval by the administrator is acceptable when a Travel Authority is not required. A Travel Authority is required whenever one of the above circumstances applies to the travel plan.

TA FORM

The Travel Authority form is available in PDF and FileMaker format on the PR&F website at:

policies.wsu.edu/prf/index/forms/

Substitute TA Forms

The department may not use a substitute TA if a travel advance is requested or if the department is requesting that Accounts Payable pay the conference registration.

A department may use a substitute TA form if both of the following occurs:

• The substitute form collects all of the data required on a regular TA form.

• The TA is not required to be routed to Travel Services or Accounts Payable.

See Completing the TA (below) for data requirements.

COMPLETING THE TA

Complete the Travel Authority in accordance with the following instructions. Form sections without instructions are considered self-explanatory.

TA Number

The department may enter an identifying number for the Travel Authority. This field is optional.

Travel Plan

Complete the Travel Plan to authorize travel. This section is always completed.

Title

Enter the traveler's working title.

Purpose of Trip / Exceptions / Restrictions / Further Details

Describe why the traveler is traveling. Indicate the exact purpose of the trip. Describe the program involved.

If an applicant's or speaker's travel includes a speaker fee, describe the proposed program here.

NOTE: Include the full name of organizations and agencies rather than initials.

Continue descriptions and justifications on an attachment if necessary.
Travel Authority

<table>
<thead>
<tr>
<th>TA No.</th>
<th>TRAVEL AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF TRAVELER</td>
<td>WSU ID NO.</td>
</tr>
<tr>
<td>PURPOSE OF TRIP / EXCEPTIONS / RESTRICTIONS / FURTHER DETAILS</td>
<td></td>
</tr>
<tr>
<td>DATE PREPARED</td>
<td></td>
</tr>
<tr>
<td>PREPARER'S NAME</td>
<td></td>
</tr>
<tr>
<td>PREPARER'S TELEPHONE</td>
<td></td>
</tr>
<tr>
<td>ITINERARY</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>FROM</td>
</tr>
<tr>
<td>TRAVEL FUNDED BY THIRD PARTY</td>
<td></td>
</tr>
<tr>
<td>Check if a third party is supporting this travel.</td>
<td></td>
</tr>
<tr>
<td>NAME OF THIRD PARTY ENTITY (Enter the name of the entity supporting the travel. See 95.16.)</td>
<td></td>
</tr>
<tr>
<td>RESEARCH-RELATED TRAVEL (See EP27.)</td>
<td></td>
</tr>
<tr>
<td>NOTE: If this investigator receives any funding from a Public Health Service (PHS) entity or a non-PHS source that has adopted the PHS regulations, the investigator must submit an online SFI Travel Disclosure form through MyResearch. For instructions and a list of complying non-PHS entities, see: <a href="http://www.coi.wsu.edu/travel">http://www.coi.wsu.edu/travel</a>.</td>
<td></td>
</tr>
<tr>
<td>TRAVEL PLAN AUTHORIZATION: I have determined that this travel plan is the most economical means available to accomplish the purposes described above without compromising personal safety. I have determined that payment for lodging, if authorized, is more economical than returning the traveler to the official station or residence. I have noted and approved the exceptions as indicated.</td>
<td></td>
</tr>
<tr>
<td>DEAN/DIRECTOR/CHAIR/APPR. OFFICIAL NAME AND TITLE</td>
<td>DEAN/DIRECTOR/CHAIR/APPR. OFFICIAL SIGNATURE</td>
</tr>
</tbody>
</table>

Figure 1

Exceptions/Restrictions
The supervisory administrator evaluates the travel plan and indicates any restrictions or special arrangements, e.g. reimbursement limitations, special allowances speaker fee. If hazardous materials or dangerous goods are involved in the travel, see also SPPM 5.40.

Itinerary
Enter dates of travel. Enter starting points and destinations for each leg of the trip. The itinerary should be complete enough to locate the traveler in case of an emergency and to show the traveler's route. If the itinerary is too extensive to fit in the form field spaces, include additional itinerary details on an attachment.

Authorized Items
Check all items authorized by this Travel Authority:

Domestic Speaker
Check to authorize a speaker's or conference participant's travel expenses and/or speaker fee.
Travel Authority

Rental Car
Check to authorize use of a rental car (other than Motor Pool). See also BPPM 95.12.

Exceptions
Check if the Travel Authority authorizes or requests authorization for exceptions to standard travel policies.

Lodging Exception
To authorize payment of more than the standard allowable lodging rate in accordance with the procedure in BPPM 95.06 indicate the exception rule.

Travel Funded by Third Party
Check if a third party is supporting the costs of this travel. Enter the name of the third party entity (see BPPM 95.16).

Research-Related Travel
Determine whether the traveler receives any Public Health Service (PHS)-regulated funding (i.e., funding from a PHS entity or non-PHS source that has adopted the PHS regulations). If so, the traveler is to submit an online SFI Travel Disclosure through MyResearch. (SFI stands for significant financial interests.)

For instructions and a list of complying non-PHS entities, see the ORA COI website at:

www.coi.wsu.edu/travel.asp

See also Executive Policy EP27.

Dean/Director/Chair/ Approving Official
A dean, director, chair, or University official who is authorized to approve travel signs the Travel Plan Authorization (see BPPM 95.01). The signature indicates approval of the travel plan and any noted exceptions to WSU travel policy.

NOTE: The designated dean, director, chair, or approving official must personally sign the Travel Authority. A subordinate’s signature or a facsimile, e.g., rubber-stamped signature, is not acceptable.

When a designated acting official signs the Travel Authority, the acting title must be shown.

Two Departments
When more than one department is supporting the travel, an administrator from each department must sign the TA.

Employee Travel
For employees the approving administrator must be the traveler's supervisor and an official who is authorized to approve travel (see BPPM 95.01).

Student Travel
For students the approving administrator must be an official who oversees the department or office responsible for the travel activity and an official who is authorized to approve travel (see BPPM 95.01).
Travel Authority

Applicant or Speaker Travel

For applicants or speakers the approving administrator must be the chair or unit administrator who oversees the department or office responsible for the travel activity and an official who is authorized to approve travel (see BPPM 95.01).

Conference Registration

Check this section to request that Accounts Payable submit prepayment of conference registration.

NOTE: The department may choose to prepay the conference registration by using a departmental purchasing card (see BPPM 70.08).

<table>
<thead>
<tr>
<th>CONFERENCE REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check if conference expenses are to be paid directly by Accounts Payable. Attach a completed registration form and enter amount.</td>
</tr>
</tbody>
</table>

Figure 2

Registration Fee

Submit completed registration materials to Accounts Payable with an approved Travel Authority at least ten days before the registration is due. Accounts Payable mails the registration fee directly to the organization.

If time limits prevent this procedure and there is no departmental purchasing card available, the traveler may pay the registration fee and be reimbursed with a claim on the Travel Expense Voucher (TEV). Attach a receipt for the expenditure to the TEV.

When Travel Not Required

If the employee does not have to travel to attend the conference, the approving administrator may authorize payment of conference, convention, or meeting registration fees, including certain meal costs (see BPPM 95.06).

Meals Included

If meals are part of the regular registration fee and are not optional, general University funds may be used to pay conference registration costs.

Optional Meals

Meals are considered optional if the conference registration fee is adjusted for meals purchased.

When conference meals are optional, general University operating funds may support meal costs up to the maximum allowable amounts shown in BPPM 95.19. If meal costs exceed these maximums, the excess costs may be supported by one or both of the following:

- The personal funds of the traveler. (The traveler attaches a personal check made out to the conference.)

- A discretionary (program 17A) account designated in Account Information. (See BPPM 30.75 and 70.33 for more about discretionary accounts.)
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Optional Meals (cont.)

NOTE: Departments may not use purchasing cards to pay for optional conference meals.

WSU-Sponsored Conferences

If the conference is sponsored by a WSU department, use an IRI to pay registration fees. See BPPM 70.05 for IRI instructions.

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### Travel Advance

A travel advance allows a traveler to receive cash to use to defray reimbursable lodging and meal expenses while performing official duties.

- A department may not request a travel advance if the period of travel is less than 15 days.

- A traveler may not receive a travel advance more than 15 days before the start of travel.

A travel advance may not be considered to be a loan to an employee. Any unauthorized disbursement of a travel advance is considered a misappropriation of state monies. (SAAM 10.80.60.b.)

### Charge Cards

WSU travelers may obtain University travel charge cards to use in lieu of travel advances (see BPPM 95.03).

### Appointed Employees

Appointed WSU employees with at least two months of remaining employment are eligible for travel advances.

### Others

Students, student groups, faculty/staff traveling with student groups, and employees with less than two months left on appointment may apply for travel advances on an exception basis.

### Current In Accounting

IMPORTANT: A traveler must be current in accounting for previous advances in order to receive another advance.
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Mailing Address of Traveler

The traveler's mailing address should be a home address. This address should correspond to the home address entered in the University's computer Name and Address File (see BPPM 90.70). Verify addresses by referring to PAPR, an online administrative application. See BPPM 85.37 for more information about administrative applications.

Check Disposition Instructions

Travelers are encouraged to direct the check to a home address.

Reserve the pick up or hold privilege for emergencies. Preparing checks for pick up results in several extra steps for the Controller's Office.

Authorized Expenses

Estimate meal and lodging expenses. See BPPM 95.19 for meal and lodging rates.

| Limits |

The minimum dollar limit for a travel advance is $129.00.

The maximum dollar limit for a travel advance is 90 days authorized allowance at the maximum allowable rates for the travel locations.

If travel status extends beyond 90 days, an additional advance may be requested after the previous advance is cleared by submitting a TEV. NOTE: A TEV must be submitted at least every 30 days during extended travel supported by a travel advance.

Employee Agreement

Read the Employee Travel Advance Agreement statement carefully.

A Travel Expense Voucher (TEV) which justifies the expenditure of the advance is to be submitted to the Controller's Office on or before the tenth day of the month after the authorized travel period. (SAAM 10.80.60.d) See also BPPM 95.20.

When a travel advance is unaccounted for by the above deadline, Travel Services initiates payroll deduction or collection procedures.

Any unexpended portion of a travel advance is to be returned to WSU Travel Services with a properly completed TEV at the conclusion of the authorized travel period. (SAAM 10.80.60.d) The traveler is to make payment to the University by personal check, cashier's check, or money order payable to WSU. Travel Services does not accept cash payments.

Travelers Signature

The signature must be the traveler's own signature. Substitute signatures or signature stamps are not acceptable.
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Guarantee for Advance of Funds to Nonemployee Student

University policy limits cash or travel advances to faculty and staff employees only. The responsible dean or director may request an exception to the Travel Advance policy in order to advance funds to a nonemployee student.

The dean or director must inform the recipient of University policies and procedures regarding travel advances.

<table>
<thead>
<tr>
<th>CONTROLLER ONLY</th>
<th>ACCOUNT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYMENT REQUEST NO.</td>
<td>FUND SFUND PROG BUDGET PROJECT OBJECT SUBOBJ NET AMNT</td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>TRAVEL SERVICES</td>
<td></td>
</tr>
<tr>
<td>WSU/109/GdEx1017-1014</td>
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</tr>
</tbody>
</table>

In order to ensure payment to the University in the event the recipient defaults in accounting for and/or returning the funds, the dean or director signs the **Guarantee for Advance of Funds to Nonemployee Student** certification. The dean or director enters the budget and project of the 17A account that is to support any outstanding balance of funds.

**Account Information**

Indicate the account coding for supporting WSU account(s).

If the travel expense is to be paid by the traveler, enter details under **Further Details** and leave the **Account Information** section blank.

If the travel expense is to be paid by a third party, enter the entity's name under **Travel Funded by Third Party** and leave the **Account Information** section blank. (See also BPPM 95.16.)

**Net Amount**

Enter amount in the following circumstances:

- When limiting the traveler to a specified amount for the trip.
- When the trip will be financed by one or more WSU-administered budgets. Include all coding and designate the amount estimated from each budget.
- To authorize an applicant or speaker fee paid in exchange for a service, e.g., lecture or seminar (see **BPPM 95.14**).
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DISTRIBUTION

The TA is routed differently for different travel situations.

General Travel

If the TA includes a request for a travel advance and/or conference registration, the department must route the TA to Travel Services and/or Accounts Payable as indicated below.

If the request does not include a travel advance or conference registration, the originating unit retains the original of the TA or substitute TA (see Substitute TA Forms) and any back up documentation. This constitutes the official University record of approval for the travel.

The department provides a copy to the traveler.

The department provides an additional copy to the college if required by the responsible dean/director.

Travel Advance

Submit the original TA and a copy to Travel Services at least ten days before anticipated departure.

Rented Aircraft

Submit the original TA or substitute TA to Purchasing at least ten days before anticipated departure. See also BPPM 95.30.

Conference Registration

Submit the original and a copy of the TA and the registration form to Accounts Payable at least ten days before the fee is due.

Foreign Travel

See BPPM 95.15.