

Miscellaneous Travel Expenses

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

TRAVEL-RELATED EXPENSES

Miscellaneous travel-related expenses essential to the transaction of official business are reimbursable to the traveler. (*SAAM* 10.60)

Reimbursable Expenses

Reimbursable expenses include, but are not limited to:

- Reasonable ground transportation fares (including tips), car rentals, parking fees and ferry and bridge tolls.

NOTE: Tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and are **not** reimbursable.

- Registration fees required in connection with attendance at conventions, conferences and official meetings (see *BPPM* 95.01).
- Room rental in a hotel or other place which is used to transact official business, i.e., in addition to a room for lodging. The room rental is reimbursable as a separate item and, as an exception to policy, must have approval from the Executive Director/Controller.
- Charges for necessary facsimile services.
- Charges for business telephone calls.
- Charges for GPS (global-positioning system) devices required in connection with University business travel to ensure timely arrival at the business destination.
- Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence when authorized by the Executive Director/Controller.
- The actual cost of laundry and/or dry cleaning expenses for employees in continuous official travel status for more than five days for travel within the continental United States.

NOTE: An allowance is already included in the meals and incidental rates for travel outside the continental United States.

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Reimbursable Expenses (cont.)

- Costs of personal care attendant services required by disabled employees in order for them to travel. Such costs may include the fees and travel expense of the attendant. The limit for such costs are not limited by the dollar amount established below. Instead, limits for such costs are set in advance by the Executive Director/Controller.
- Mandatory fees charged by lodging facilities for items such as room safes, premium high-speed internet access, long-distance telephone calls, laundry credit, or food and beverage credit.
- Fees charged for internet access required to conduct official University business.
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.

SUPPLY EXPENSES

Supply items under \$50 not directly related to travel but purchased while on official travel status may be claimed on an Expense Report in Workday. (Examples of supply expenses include costs for photographic materials, small tools, computer supplies, or office supplies.) (See *BPPM* 95.20 and the Workday Create Expense Report reference guide for instructions.)

Supply expenses exceeding \$50 plus applicable tax are not to be claimed on an Expense Report. Use standard purchasing procedures to obtain such supplies or to seek reimbursement (see *BPPM* Chapter 70).

EXPENSES OVER \$50

Whenever possible, miscellaneous travel-related expenses in excess of \$50 should not be paid for by the employee. The supplier of the service should be requested to bill WSU in accordance with established purchasing procedures.

RECEIPTS

Travel-Related Expenses

Receipts are required for reimbursement of all miscellaneous travel-related expenses exceeding \$50.

Laundry/Dry Cleaning

A reimbursement claim for laundry and/or dry cleaning expenses must be supported by a valid receipt from the cleaning establishment regardless of the expense amount.

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Coin-Operated Laundromat

If a receipt is not available from a coin-operated laundromat, the employee may claim actual expenses up to \$50 by adding an Other Travel Expenses line on the Expense Report in Workday. (See *BPPM* 95.20 and the Workday Create Expense Report reference guide.) NOTE: Workday provides different expense item options depending on whether the travel was in-state, out of state, or foreign.

NONREIMBURSABLE EXPENSES

Certain travel expenses are considered personal and not essential to the transaction of official state business. Such nonreimbursable expenses include, but are not limited to:

- Airfare purchased with airline miles. (Miles are obtained through airline frequent flyer programs and credit card mileage-reward programs.)
- Lodging purchased with points. (Points are obtained through membership in hotel and travel service loyalty programs.)
- Valet service charges (however, charges for a personal attendant for a disabled person may be allowed).
- Entertainment expenses, e.g., radio, television, videocassette rental, and other items of a similar nature.
- Taxi fares, car rental and other transportation costs to places of entertainment and/or similar facilities. In addition, transportation expenses between an employee's official residence and official station are not reimbursed.
- Costs of personal trip insurance and medical and hospital services.
- Personal telephone calls of an employee; however, reasonable charges for brief, family-related telephone calls are allowable.
- Tips or gratuities associated with personal expenses, e.g., those personal expenses listed above.
- Out-of-pocket charges for vehicle calls caused by the negligence of the traveler. Examples include service charges for delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when lights have been left on.
- Tolls associated with the use of high occupancy toll (HOT) lanes.