

Applicant Travel

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

POLICY	Department chairs, unit heads, principal investigators, and project directors may authorize payment of travel expenses for prospective employees for travel to and from interview locations.
Eligible Applicants	State funds may be used to pay candidate travel expenses for the following positions:
Faculty	A position above the rank of instructor. (<i>SAAM 70.20.20</i>)
Administrative Professional	A professional position or an administrative position with supervisory duties. (<i>SAAM 70.20.20</i>)
Classified	A professional position or an administrative position with supervisory duties. (<i>SAAM 70.20.20</i>) An applicant must be listed on an eligible roster.
Applicant's Spouse	A spouse's travel expenses may be authorized from gift funds for applicants to faculty or administrative professional positions. WSU does not authorize travel expenses for a classified employee applicant's spouse.
Meal Expenses	A state account may be used to pay for meal expenses for the candidate, the candidate's spouse, and interviewers at the prevailing meal rate for location (see <i>BPPM 95.19</i>). A discretionary account may be used to support identifiable liquor expenses and meal costs that exceed the prevailing meal rate (see <i>BPPM 70.33</i>).

APPLICABLE REGULATIONS

Speaker Fees	The above administrators may authorize fees to pay candidates for lectures, seminars, demonstrations, or other services. See also <i>BPPM 95.25</i> .
General Travel	WSU travel policies and rates apply to applicant travel. See other sections in <i>BPPM</i> Chapter 95. The University reimburses applicants for travel by the most expeditious means.
Transportation	See <i>BPPM 95.07</i> .

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Other Expenses

Other reimbursable expenses include costs incurred in travel, such as taxi cabs, bus, rental vehicles, parking at the airport, or transportation to and from the airport (see *BPPM* 95.08).

Entertainment Expenses

Entertainment expenses must be reimbursed from gift funds. See *BPPM* 70.33 for procedures.

PROCEDURES

Approval

Complete a Spend Authorization in Workday to request approval for a candidate's visit. (See *BPPM* 95.01 and the Workday Create Spend Authorization reference guide.)

The responsible administrative officer has the option of authorizing all, none, or part of allowable travel expenses.

Classified Positions

For a classified position, the interviewing department must also secure prior approval from Human Resource Services and attach the approval to the Spend Authorization in Workday. (*SAAM* 70.20.50)

Invitation

After the Spend Authorization is approved in Workday, the administrator of the interviewing department may send an invitation to the candidate.

The invitation specifies WSU travel policies and *per diem* rates and includes an estimate of lodging and transportation costs.

Prepaid Transportation

Use a Central Travel Account to obtain a common carrier ticket (see *BPPM* 95.04 and 95.07). *Do not* mail a ticket to the applicant. A travel service can wire the tickets to an airport or terminal near the applicant for a nominal fee.

Claim for Reimbursement

The Expense Report in Workday is the claim document for reimbursement for a candidate's travel expenses. See *BPPM* 95.20 and the Workday Create Expense Report reference guide for procedures.

Itemize the travel expenses on an Expense Report in Workday in the same detail as is required for travel reimbursement to WSU employees.

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Reimbursement (cont.)

Ask the candidate to sign a printed copy of the Expense Report when they are at the interview. Attach the signed copy to the Expense Report in Workday.