Applicant Travel

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. *(SAAM 70.20.20)*
- **Administrative Professional**: A professional position or an administrative position with supervisory duties. *(SAAM 70.20.20)*
- **Classified**: A professional position or an administrative position with supervisory duties. *(SAAM 70.20.20)* An applicant must be listed on an eligible roster.

**Applicant's Spouse**

A spouse's travel expenses may be authorized from discretionary funds (program 17A) for applicants to faculty or administrative professional positions. WSU does not authorize travel expenses for a classified staff 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 BPPM 95.19)*. A discretionary account may be used to support identifiable liquor expenses and meal costs that exceed the prevailing meal rate *(see BPPM 70.33)*.

**APPLICABLE REGULATIONS**

**Speaker Fees**

The above administrators may authorize fees to pay candidates for lectures, seminars, demonstrations, or other services. See also *BPPM 95.25*.

**General Travel**

WSU travel policies and rates apply to applicant travel. See other sections in *BPPM* Chapter 95. The University reimburses applicants for travel by the most expeditious means.

**Transportation**

See *BPPM 95.06*.

**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)*.
Applicant Travel

Entertainment Expenses

Entertainment expenses must be reimbursed from discretionary funds in program 17A. See BPPM 70.33 for procedures.

PROCEDURES

Approval

Complete a Travel Authority to request approval for a candidate's visit (see BPPM 95.05).

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 on the Travel Authority. (SAAM 70.20.50)

Invitation

After the Travel Authority is approved, 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 Travel Expense Voucher is the claim document for reimbursement for a candidate's travel expenses. See BPPM 95.20 for procedures and an example.

Itemize the travel expenses on a Travel Expense Voucher in the same detail as is required for travel reimbursement to WSU employees.

Ask the candidate to sign the Travel Expense Voucher when he or she is at the interview.
### Applicant Travel

**TA No.** TA12345

**WASHINGTON STATE UNIVERSITY**

**PULLMAN, WA 99164-1025**

#### SECTION 1

**TRAVEL AUTHORITY**

<table>
<thead>
<tr>
<th>NAME OF TRAVELER/SPEAKER</th>
<th>WSU ID NO.</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
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</thead>
<tbody>
<tr>
<td>Applicant and spouse for Dean of Nursing</td>
<td></td>
<td>Applicant</td>
<td>Nursing Education</td>
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**PURPOSE OF TRIP**

Applicant to be interviewed and to present seminar on Health Maintenance Organizations.

**DATE PREPARED**

<table>
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<tr>
<th>MAIL CODE</th>
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<tr>
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**PREPARER’S NAME (FIRST LAST)**

Jane Cline

**PREPARER’S TELEPHONE**

335-1234

**ITINERARY**

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<th>TO</th>
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<tbody>
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<td>5/15/16 to 5/17/16</td>
<td>Boston, MA</td>
<td>Pullman, WA and Spokane, WA</td>
<td>CUB Hotel Ridpath Hotel</td>
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</table>

**EXCEPTIONS/RESTRICTIONS/FURTHER DETAILS**

- Speaker fee is authorized. Pay fee and spouse expenses from 17A account.
- Pay applicant travel from 06A account.

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.

**APPROVING OFFICIAL NAME AND TITLE**

**APPROVING OFFICIAL SIGNATURE/DATE**

**DEAN/DIRECTOR NAME AND TITLE**

**DEAN/DIRECTOR SIGNATURE/DATE**

**CONTROLLER/DATE**

#### SECTION 2

**CONFERENCE REGISTRATION**

- Check if conference expenses are to be paid directly by the Travel Section.
- Attach a completed registration form and enter amount.

**REGISTRATION AMOUNT**

#### SECTION 3

**TRAVEL ADVANCE**

- Mail to traveler's address. **Hold**

- **Employee Travel Advance Agreement:** I agree to submit an itemized Travel Expense Voucher justifying the expenditure of this advance by the tenth day of the month following the travel. I agree to return any unexpended portion of this advance with the Travel Expense Voucher immediately after completion of travel. In case of failure to file a Travel Expense Voucher or any other default, I authorize WSU to withhold the amount of this advance from my paycheck.

**TRAVELER’S SIGNATURE/DATE**

#### SECTION 4

**ACCOUNT INFORMATION**

<table>
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<tr>
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<th>PROJECT</th>
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**SUPERVISOR/DATE**

**PAYMENT REQUEST NO.**

<table>
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**Figure 1**