

Illness or Injury While on Travel Status

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

ILLNESS/INJURY

When a University traveler on official WSU business is incapacitated due to an injury or illness, the traveler is to contact their supervisor as soon as possible. The "prompt return" requirement (see *BPPM* 95.01) may be waived for health and safety concerns. (*SAAM* 10.10.35)

When a traveler takes leave of absence of any kind due to being incapacitated due to illness or injury, not due to the employee's own misconduct, the authorized reimbursement for subsistence and lodging may be continued during the leave period. (*SAAM* 10.20.50.a)

When a traveler takes leave of absence of any kind as a result of illness or injury that is due to the traveler's own misconduct, the authorized reimbursement for meals, lodging, transportation, and all other travel expenditures may not be continued during the leave period. (*SAAM* 10.20.50.b)

Cost of Returning

Food and lodging reimbursement is usually not allowed if the dollar amount exceeds the total transportation cost of returning the employee to the official residence and sending them back to the temporary work station after recovery.

EXAMPLE: The traveler is scheduled to conduct a seminar in Chicago from Monday through Friday. They are ill on Tuesday. They are eligible for sick leave and can collect reimbursement for Tuesday's food and lodging because travel costs to Pullman and back to Chicago would cost more than daily food and lodging expenses.

Hospitalization/Medical Costs

Hospitalization and medical costs are covered by the University's medical insurance plans. Workers' Compensation may support medical costs related to job-related accidents (*SPPM* 2.30).

Expense Report

Include an explanation of the health or safety issue on the traveler's Expense Report in Workday. Include the name of the supervisor who approved the emergency alteration of travel plans and the approval date. When leave of absence of any kind is taken while in travel status, the traveler enters the exact hour the leave begins and

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Expense Report (cont.) ends on the Expense Report in Workday. See *BPPM 95.20* and the Workday Create Expense Report reference guide for instructions.

Accident/Illness Report Upon return, the employee's supervisor reports any incurred occupational injuries or illnesses to Human Resource Services on an Accidental Injury/Occupational Illness Report (see *SPPM 2.24*).

Time/Leave Reporting The employee records sick leave used on an Enter Time request time or leave report in Workday. (See the applicable Workday Time and Absence reference guide.)