

## **Western Washington University Associated Students Travel Policy**

### **I. Overview**

This policy provides guidelines for all A.S. funded travel including, but not limited to conferences, workshops, meetings, club competitions, organization work projects, and transportation for visiting artists and speakers. Travel should support the mission statement of the Associated Students and ensure stewardship over the allocated funds. Travel must be authorized by the AS Business Director prior to any release of A.S. funded travel-related expenses. If travel is for a period over 24 hours the travel must be approved by the Director for Student Activities. Authorized travel will enhance a particular organization's operations or the A.S. as a whole. Full-time staff will consult with WWU regulations.

### **II. Types of Travel**

#### **A. Business Travel**

1. Purpose of travel is for attending conferences, seminars, and workshops which enhance the growth of the organization and the A.S. as a whole. This also includes travel related to programming and A.S. business operations. The A.S. will in most cases, pay for transportation, lodging, registration fees and per diem expenses. This is considered official state travel.
2. Procedure
  - a. Approval
    - i. Travel Justification (TJ): Must be completed and submitted a minimum of two weeks before travel date; one month before if using air travel. No funds can be expended until the TJ has been approved. All Business Travel must be approved by related office director/supervisor, Business Director and Director of Student Activities. Travel Justification is required when traveling out of state or traveling for over 24 hours.
    - ii. Vehicle Authorization (VA): Must be completed and submitted one week before travel date. Vehicle Authorization is required for any person driving private auto, A.S. Motorpool, WWU Motorpool, and Third party rentals.
    - iii. Expenditure Request (ER): Must be completed and submitted two weeks before travel date. An ER is required to receive reimbursement or pay for, meals, lodging, registration and/or transportation costs. All expenses must be approved by Business Director.
  - b. Methods of Travel
    - i. Public Transportation (Bus, Train, etc...) is the preferred method of travel for the Associated Students. If public transportation is not available the most cost effective method of travel should be used.
    - ii. Each person driving a private auto, A.S. Motorpool, WWU Motorpool, and Third party rentals must complete driver training and be certified by A.S./V.U.
    - iii. WWU Motor Pool Vehicles: Motor Pool vehicle reservation form may be found online. Day fee plus cost per mile (which includes gas).
    - iv. Commercial Vehicle Rental: Must use Rental Company that WWU has contractual agreements with. Contact the VU Finance Office to find out what car rental company/companies the University has a contract with.

- v. Private Auto: Vehicle authorization form must be completed well in advance of travel. Driver must be trained and certified by AS/VU to be reimbursed. Reimbursement will be made upon return.
  - vi. Air Travel: Arrangement must be made through an official travel agency or directly through the commercial airline, by the VU Finance Office. Payment may not occur through online travel agencies. No reimbursement will be allowed for airline ticket purchase.
  - vii. Charter Bus: Must use bus companies that WWU has contractual agreements with.
  - viii. Ferry Travel: An official letter that confirms that your travel is official state business must be obtained from the VU Finance Office prior to travel in order to receive the state discounted rate on ferry tolls.
- c. Reimbursement
- i. Per Diem: Daily allowance for partial coverage of food and personal expenses associated with trip. Per Diem for Business Travel will be allotted at the Bellingham rate or the per diem rate of the travel destination, whichever is less for each day of travel or conference. Per Diem may be provided before travel under certain circumstances. See Business Director for approval. Funds will not be used for alcoholic beverages.
  - ii. Mileage: Per mileage allowance for coverage of gas, use of private vehicle and other expenses associated with use of private vehicle in travel status. Mileage for Business Travel will be allotted at the WWU rate for each mile traveled.
  - iii. Traveler is personally responsible for any excess costs or additional expenses incurred for personal preference or convenience. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business travel will not be reimbursed.
- d. Funding
- i. Funding for Business Travel should be taken from the amount allotted for travel in the organization's budget by the A.S. Board of Directors. Additional funding for A.S. Employee travel/conference costs can be requested from the Student Development Fund. Conference, workshops and seminar registration fees, transportation, per diem, and lodging costs may all be requested. The A.S. Board of Directors must approve a request to use money out of an organizational budget that's not allocated for travel
  - ii. Registration & Lodging fees must be paid for and coordinated at least 2 weeks prior to trip with Business Director and VU Finance Office.

## **B. Activity Travel**

1. Purpose of travel is to attend club leadership/organizational development conferences, social or recreational activities which will enhance a particular organization's operation. Participants of activity travel are expected to cover expenses associated with travel but funding sources are available through the Activities Council and Ethnic Student Center Steering Committee.
2. Procedure
  - a. Approval
    - i. Travel Justification (TJ): Must be completed and submitted a minimum of two weeks before travel date; one month before if using air travel. No funds can be

expended until the TJ has been approved. All Activity Travel must be approved by related office director/supervisor (if applicable), Business Director and Director of Student Activities. Travel Justification is required when traveling out of state or traveling for over 24 hours.

- ii. Vehicle Authorization (VA): Must be completed and submitted one week before travel date. Vehicle Authorization is required for any person driving private auto, A.S. Motorpool, WWU Motorpool, and Third party rentals.
- iii. Expenditure Request (ER): Must be completed and submitted two weeks before travel date. An ER is required to receive reimbursement or pay for, meals, lodging, registration and/or transportation costs. All expenses must be approved by Business Director.

b. Methods of Travel

- i. Public Transportation (Bus, Train, etc...) is the preferred method of travel for the Associated Students. If public transportation is not available the most cost effective method of travel should be used.
- ii. Each person driving a private auto, A.S. Motorpool, WWU Motorpool, and Third party rentals must complete driver training and be certified by A.S./V.U.
- iii. WWU Motor Pool Vehicles: Motor Pool vehicle reservation form may be found online. Day fee plus cost per mile (which includes gas).
- iv. Commercial Vehicle Rental: Contact rental store for details. Must use rental company that WWU has contractual agreement with. Contact (VU Finance Office??) to find out which company/companies WWU has contractual agreements with.
- v. Private Auto: Vehicle authorization form must be completed well in advance of travel. Driver must be trained and certified by AS/VU to be reimbursed. Reimbursement will be made upon return.
- vi. Air Travel: Arrangement must be made through an official travel agency or directly through the commercial airline, by the VU Finance Office. Payment may not occur through online travel agencies. No Reimbursement will be allowed for airline ticket purchase.
- vii. Charter Bus: Must use bus companies that WWU has contractual agreements with.
- viii. Ferry Travel: An official letter that confirms that your travel is official state business must be obtained from the VU Finance Office prior to travel in order to receive the state discounted rate on ferry tolls.

c. Reimbursement

- i. Per Diem: No A.S. allocated funds may be used to cover per diem for activity travel. Self generated funds, however may be used to cover food and personal expenses associated with trip. Per Diem for Activity Travel with self generated funds will be up to the Bellingham rate. No funds can be used for alcoholic beverages.
- ii. Mileage: Per mileage allowance for coverage of gas, use of private vehicle and other expenses associated with use of private vehicle in travel status. Mileage for Activity Travel with AS allocated funds will be allotted at 1/3 of the WWU rate for each mile traveled. Mileage for Activity Travel with self generated funds can be allotted at up to the full WWU rate. Registration & Lodging fees must be paid for and coordinated 2 weeks prior to trip with Business Director and VU finance office.

#### d. Funding

- i. Funding for activity travel may be obtained through the appropriate council (Activities Council or Ethnic Student Center Steering Committee) or through club funds (which may be obtained by fundraising, dues, donations, etc.)
- ii. In order to receive funds from Activities Council or ESC Steering Committee funding requests must be submitted in accordance with the council or committee's established timeline.
- iii. Non-ESC clubs may not request funding from the E.S.C. Steering Committee, just as ESC clubs may not request funding from the Activities Council.
- iv. There is no official limit to the amount funded for a conference. This is a decision to be made by the council in consideration of such factors as benefit to the A.S. and the student body at large.
- v. A.S. activity funding may be funded in the form of a grant, loan, underwrite, or stipend from the appropriate accounts. If a club or organization receives a grant, loan or underwrite they must program an on campus activity that reflects the benefits obtained through travel.
- vi. Stipend: A check to an individual student traveler that will be used for travel related expenses. Stipends are not issued for official state travel but funds in AS accounts can be allocated to issue stipend checks. A stipend precludes the use of other state resources in conjunction with travel (i.e. no special government rates, no use of university vehicles). Stipends cannot exceed 50% of the total travel costs for the individual. A Stipend Form per traveler and an Expenditure Request is required for a stipend check to be processed.

#### C. Contracted Travel

1. This section is to address travel for visiting artists and speakers.
2. Travel, lodging, and food expenses for visiting artists and speakers must be included as a condition of the contract. Expenses for guests of the artists or speaker will not be paid for unless it is a condition of the contract.
3. It is preferred that the contractors pay for travel themselves and be reimbursed upon completion of contract and providing a copy of receipts (this is required for airfare and car rentals). The contractor can be reimbursed for mileage not to exceed the WWU mileage rate.
4. Food for visiting artists and speakers can be paid for in several ways. A per diem amount for food can be included in the contract and paid directly in a check to the contractor. A not to exceed amount for hospitality can be included in the contract and the AS sponsor will purchase and provide the food. Meal buy-out check amounts can be indicated in the contract. AS event sponsors can take artists/speakers out to eat at a local restaurant (see AS Hospitality Policy for details).
5. It is preferred that the University make the arrangements and pay for lodging because a discounted state rate is available in most instances

### III. Enforcement

This policy should be reviewed annually by the A.S. Business Director, all appropriate councils, and approved by the A.S. Board of Directors.

Interpretation and Enforcement: A.S. Business Director

Revised: 2-4-09