



WEBER STATE
UNIVERSITY

Travel Training

(Per PPM 5-32)



General Information

- All WSU business travel expenses are to be paid with a University purchasing card (p-card).
- When planning a trip, consideration should be given to:
 - The economical expenditure of University funds.
 - The efficient use of the traveler's time.



Authorized Travel Expenses

- WSU will pay the following on approved travel:
 - Transportation Costs
 - Airfare
 - Private Vehicle
 - University Vehicle
 - Lodging
 - Per Diem
 - Ground Transportation
 - Miscellaneous Charges



Airfare

- WSU will pay for **coach airfare** priced less than business and first class.
 - Select most cost effective fare based upon circumstances.
 - Reservations should be obtained at least **21 days in advance** to obtain the least cost airfare.
 - Book through **WSU Travel Services** (ext. 7024) to avoid loss of funds due to uncertain or last minute travel.



Airline Fees

- **Baggage Fees**

- WSU will pay first bag fee where trip is 7 days or less.
- WSU will pay subsequent bag fee where trip is 8 days or longer.

- **Change Fees**

- WSU will pay one change fee per trip resulting from University obligations.
 - May not exceed \$200 for domestic tickets.
 - May not exceed \$300 for international tickets.
- The reason for the change fee must be documented.



Private Vehicle

- WSU will pay for the use of a private vehicle subject to the following conditions:

Total Cost of Driving Private Vehicle
Is Less Than
Airfare Equivalency Calculation
(Provided by Travel Services)



Calculation Variables

Cost of Private Vehicle

- Mileage (round trip at 38 cents/mile)
- Costs incurred in route (meals, lodging, tolls, etc.)
- Parking fees at the destination

Airfare Equivalency

- Cost of airline ticket
- Mileage to airport (round trip at 38 cents/mile)
- Airport parking
- Cost of ground transportation at the destination (shuttle, taxi or rental car)



University Vehicle

- WSU will pay the cost of using a University owned vehicle.
 - Contact the **Fleet Management Office** at extension 7643 for reservations.
 - Go to www.weber.edu/ppm/Policies/5-33_VehicleFleet.html for details.



Lodging

- WSU will pay lodging costs for the period of the authorized event as documented by:
 - Copy of agenda or
 - Airfare Equivalency Calculation
- Fifty mile radius rule:
 - Lodging costs at a destination within 50 miles of Ogden must have documented approval by the Provost or appropriate Vice President.



Per Diem

- WSU gives an allowance for personal expenses while traveling for the University.
 - For all overnight travel
 - For extended day travel
 - More than 10 hours in length **and** more than 100 miles traveled each way.



How Per Diem is Calculated

- Determined by method of transportation:
 - **Flying:** Begins two hours before SLC departing flight time and ends two hours after flight arrival time back in SLC.
 - **Private Vehicle:** Calculated based on the arrival and departure times used in the Airfare Equivalency Calculation provided by WSU Travel Services.
 - **University Vehicle:** Begins when leaving on trip and ends upon return as documented by travel itinerary.



Per Diem Rate Schedule

Leave between 12:01 a.m. and 10:00 a.m.	Leave between 10:01 a.m. and 4:00 p.m.	Leave between 4:01 p.m. and 12:00 a.m.
\$47	\$36	\$23
Interim full days		
\$47		
Return between 12:01 a.m. and 10:00 a.m.	Return between 10:01 a.m. and 4:00 p.m.	Return between 4:01 p.m. and 12:00 a.m.
\$11	\$24	\$47
Extended day travel	\$15	



Ground Transportation

- WSU will pay for ground transportation at the destination.
 - Use public transportation when possible.
 - Shuttle
 - Taxi
 - Rental Vehicle
 - Must be authorized by supervisor prior to trip.
 - Use standard vehicles only.
 - Use state contract rental agencies to take advantage of insurance coverage.



State Contract Car Rental Agencies

- **Enterprise/National**

State Contract # MA985

1-800 Rent A Car

www.enterprise.com

Business Rental Program # XZ47075/PIN # STA

- **Hertz**

State Contract # MA984

1-800-654-3131

www.hertz.com

Counter Discount Program (CDP) # 0198552

- **Car rentals that are not on state contract are not covered by State Risk Management and are subject to a \$10,000 deductible payable by the traveler, department or WSU.**



Miscellaneous Expenses

WSU will pay:

- Conference registration fees.
- Airport parking: short and long-term.
- Mileage to and from airport.
- Parking, tolls, etc. at destination.
- Tips (shuttle, taxi, bellman)

WSU will not pay:

- Parking or traffic citations.
- Damage to private vehicle.
- Bank and ATM fees incurred on personal accounts or credit cards.
- Airline fees for personal services or upgrades.
- Airfare or lodging procured using frequent flyer or awards programs.



Before Trip

- Login to the eWeber portal.
- Go to the Individual Travel Reimbursement Application.
- Complete travel request page and click “Submit”.
 - An email will be sent to your immediate supervisor for approval.
- **Once approval email is received back from your supervisor, you may begin making travel arrangements.**



During Trip

- Use WSU p-card for all business expenses.
 - Obtain an itemized receipt for each transaction.
 - Keep all receipts in a secure location.



After Trip

- Login to the eWeber portal.
- Go to the Individual Reimbursement Application and select your “In Progress” trip.
- Complete reconciliation of all expenses and submit trip to your reconciler.
 - **Reconciliation process must be completed within 10 working days of return.**



Receipts

- Click the “Travel Documents & Receipts” button to upload copies of scanned receipts.
 - **Required documentation** includes:
 - Conference/Event registration receipt
 - Conference/Event agenda showing dates of event
 - Airfare itinerary and receipt
 - Airfare equivalency if electing to drive rather than fly
 - Itemized receipts for all WSU p-card expenditures
 - Itemized receipts for all out-of-pocket business expenditures
 - Any other documentation supporting unique details of trip
 - **Attach original p-card receipts to p-card statement**





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Travel Training Complete

