<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INDIVIDUAL TRAVEL GUIDELINES</td>
<td>2</td>
</tr>
<tr>
<td>INDIVIDUAL TRAVEL PROCEDURES</td>
<td>4</td>
</tr>
<tr>
<td>TEAM TRAVEL PROCEDURES</td>
<td>7</td>
</tr>
<tr>
<td>TRAVEL EXPENSES - RECRUIT’S OFFICIAL VISIT</td>
<td>11</td>
</tr>
<tr>
<td>VISITING CANDIDATES AND OTHER OFFICIALS</td>
<td>14</td>
</tr>
<tr>
<td>DEPARTMENT VANS</td>
<td>14</td>
</tr>
<tr>
<td>INSTITUTIONAL USE OF PERSONAL VEHICLES</td>
<td>16</td>
</tr>
<tr>
<td>MOTOR POOL</td>
<td>17</td>
</tr>
<tr>
<td>RENTAL VEHICLES</td>
<td>20</td>
</tr>
<tr>
<td>FOREIGN TOURS</td>
<td>22</td>
</tr>
</tbody>
</table>
14.01 SUBJECT: GENERAL INDIVIDUAL TRAVEL GUIDELINES

Travel for professional improvement and recruiting student-athletes is necessary, but must remain within the budget. The department will pay for/reimburse expenses in accordance with the following guidelines. Refer to University Business Policies and Procedures Manual (BPPM 95.00) for state travel regulations.

**LODGING**

1. Receipts are required for all lodging expenses. An itemized statement from the hotel showing payment was made is required to receive reimbursement. If an itemized statement or a statement showing a zero balance due is not available, an Affidavit of Lost Receipt form must be completed.

2. Rates defining “high cost” and “low cost” areas are subject to periodic changes. Please refer to University Business Policies and Procedures Manual (BPPM 95.19) for up-to-date rates.
   a. Continental USA: (Rates given do not include taxes)
   b. Non-Continental USA/Foreign: (Rates given do include taxes)
      http://www.state.gov/m/a/als/prdm/
   c. Prior approval to exceed the lodging allowance must be requested on the Travel Authority form. Please refer to University Business Policies and Procedures Manual (BPPM 95.06) for lodging exception rules.
   d. WSU will not allow the department to pay hotel deposits or direct bill lodging for individual employee travel. Traveler should use their State Travel Charge card number to guarantee room and then claim reimbursement on the Travel Expense Voucher.
   e. When two or more WSU travelers share lodging, each traveler enters the actual amount he or she spent for lodging on the Travel Expense Voucher. Each Travel Expense Voucher is to include the name of the other traveler(s) under Travel Details. When lodging is shared with someone not involved with official business, e.g., a spouse, the University reimburses the official traveler at the single-room rate. The traveler is responsible for obtaining the appropriate single-room rate from the lodging provider.

**PER DIEM**

No receipts are necessary to claim per diem. Rates are established by the State Legislature and cannot be exceeded. These rates are subject to periodic changes. Please refer to University Business Policies and Procedures Manual (BPPM 95.19) for up-to-date breakdown of rates by meal.

1. Continental USA:
2. Non-Continental USA/Foreign: (Rates given do include taxes)
http://www.state.gov/m/a/als/prdm/

3. To claim a meal, indicate on the Travel Expense Reimbursement Form the city where the meal was eaten. Allowable meal times for the per diem claim:

   7:00 a.m. Breakfast
   12:00 p.m. Lunch
   6:00 p.m. Dinner

4. The traveler qualifies for per diem only if travel status is three or more hours in excess of the normal working day (excluding weekends and holidays) on one-day trips. On one-day trips, unless the meal is eaten in conjunction with a meeting, the per diem received is considered taxable income. WSU Payroll Services will process the payment on your next paycheck. For further details, please refer to University Business Policies and Procedures Manual (BPPM 95.06).

MISCELLANEOUS EXPENSES

Please refer to University Business Policies and Procedures Manual (BPPM 95.08).

The following miscellaneous expenses can be reimbursed. Receipts are required.

Note: If a receipt is lost or unattainable, complete the Affidavit of Lost Receipt form and process with the Travel Expense Voucher.

a. Gasoline for rental vehicles. Gasoline for private vehicles must be claimed as mileage.

b. Parking

c. Ferry, bridge, or turnpike tolls

d. Business telephone calls

e. Game admission and programs

f. Bus, limousine, or taxi fares (including tips)

g. Entertainment. Expenses for meals and other refreshments for entertaining are allowed and are reimbursable with a receipt or charge card slip and a list of names of those entertained. Department staff should not entertain each other on the road nor claim food per diem for a meal if their meal was included on the entertainment tab. Gratuities should be kept to a reasonable amount.

h. Laundry or dry cleaning for employees in continuous official travel status for more than five days for travel within the continental United States. An allowance is already included in the meals and incidental rates for travel outside the continental United States. A receipt is required in all cases.
i. Registration fees for out-of-town meetings, should be processed on a Travel Authority through your sport/area administrative assistant at least two weeks prior to traveling.

j. Supply items under $50 not directly related to travel but purchased while on official travel status may be claimed on the Travel Expense Voucher. (Examples include costs for photographic materials, small tools, computer supplies or office supplies.) For supply expenses exceeding $50 plus applicable tax, use standard purchasing procedures to obtain or to seek reimbursement.

The following will not be reimbursed.

a. Personal expenses and expenses not essential to the transaction of official state business.

b. Purchase of goods, supplies, or equipment that can be processed through the business office and WSU Purchasing Office prior to travel.

c. Athletic club/spa expenses and sightseeing expenses.

d. Costs of personal trip insurance and medical and hospital services.

e. Out-of-pocket charges for vehicle calls caused by the negligence of the traveler.

14.02 SUBJECT: INDIVIDUAL TRAVEL PROCEDURES

RESPONSIBILITY

Employee

1. Obtain a Travel Charge Card Application on-line or from the business office. Complete and return to business office (see Athletic Department Policy Section 04.09).

2. State Travel Charge cards are received in two to four weeks. Use the State Travel Charge card for all possible travel expenses. Purchases not related to travel are prohibited. Eligible employees may receive a WSU Chevron or Budget Rental card through the business office and should be used whenever possible.

3. Make arrangements for transportation through travel agent.

4. Request sport/area administrative assistant to process a Travel Authority Form. You may request a cash advance for food and lodging for travel on a trip in excess of 15 days. The advance amounts to the number of nights times the lodging per diem and the number of days times the food per diem for the destination city. Requests for an advance should be made on the Travel Authority Form and routed to the business office at least 10 working days prior to departure.
5. Receive airline tickets, itineraries and other confirmations from travel agent. Notify travel agent of any changes as soon as possible. Call and cancel lodging reservations as soon as possible if the need arises.

6. Within one week of the conclusion of travel, submit completed Travel Expense Reimbursement Form and receipts to sport/area administrative assistant for preparation of the Travel Expense Voucher. Receipts for food are not required. The actual hotel invoice, not a credit card slip, is required for all lodging expenses. Receipts for entertainment expenses must include names and purpose. Receipts for all other expenses are required. If a receipt has been lost or was not available, complete an Affidavit of Lost Receipt Form and submit with the Travel Expense Reimbursement Form to your sport/area secretary.

   a. If coaches or athletic personnel are traveling together and share lodging, each traveler must claim the actual amount he or she spent for lodging on their Travel Expense Voucher. Each Travel Expense Voucher is to include the name of the other traveler(s) under Travel Details. If each traveler pays a portion of the lodging, one traveler submits the original receipt and the other(s) submit a copy. The traveler(s) submitting a copy indicates under Travel Details the name of the traveler submitting the original receipt. If one traveler pays the entire lodging bill, both travelers so indicate under Travel Details. The traveler paying the bill submits the original receipt for reimbursement and the other travel makes no claim for reimbursement. If prior approval was received for a spouse to accompany you (at no cost to the department), reimbursement must be claimed at the single room rate. The traveler is responsible for obtaining the rate from the lodging provider.

   b. If a travel advance has been issued for the trip, the completed Travel Expense Voucher must be submitted to the business office within three working days of trip return. Failure to submit a Travel Expense Voucher within the allotted time may result in garnishment of wages and refusal of future travel advance requests.

   Sport/Area Administrative Assistant
1. Prepare Travel Authority Form for employees in your sport/area and submit to business office at least 10 days prior to the trip if no advance is requested. Travel Authorities requesting an advance (for trips in excess of 15 days only) must be submitted to the business office at least 14 days prior to the trip. To calculate the advance amount, multiply the number of nights times the lodging per diem and the number of days times the food per diem for the destination city. Retain a copy of the Travel Authority Form for your files. Each Travel Authority Form filed must clearly describe the purpose of the trip and the benefit to WSU. See example of wording below.

   a. Recruiting - Recruit new athletes to attend WSU, participate in collegiate sports, and fill athletic scholarships.

   b. Donor Solicitation - Solicit donations for support of athletic scholarships and programs.

   c. Marketing and Promotions - Establish/maintain contacts for continued awareness of WSU Athletics and raise funds to support WSU Athletics.

   d. Conferences/Conventions - Attend the (full name of affiliation) (conference/workshop title) held at the location listed below. This provides professional development.

2. Upon trip completion, receive Travel Expense Reimbursement Form and receipts from traveler.

3. Complete Travel Expense Voucher Form for travelers in your sport/area. Have traveler review and sign. Make a copy for your files. Submit completed Travel Expense Voucher with original receipts to business office within one week of trip completion.

4. If a travel advance was received, contact the business office to verify the amount and obtain payment request number. Travel Expense Vouchers clearing advances must be processed within three working days of return. Failure to submit a Travel Expense Voucher within the allotted time may result in garnishment of wages and refusal of future travel advance requests for the traveler.

5. Maintain file of all Travel Authorities and Travel Expense Vouchers by name of individual traveler.
**Business Office**

1. Receive completed Travel Authority Form, review, obtain appropriate administrative staff signature. Copy Travel Authority, file original and send copy back to preparer. Forward to travel desk in Controller’s Office any Travel Authorities requesting an advance or a conference registration fee be paid.

2. Receive completed Travel Expense Voucher from sport/area administrative assistant. Review for accuracy and obtain appropriate signature(s). Copy and forward original to the travel desk in the Controller’s Office, file one copy and return a copy to the preparer.

3. Maintain file of all Travel Authorities and Travel Expense Vouchers by name of individual traveler.

**Travel Agent/Agency**

1. Monitor bookings made on air trade account. Report trade account usage to business manager on a bi-weekly basis.

2. Receive travel request from coaches/staff.

3. Book individual travel per request at lowest possible rates and fares. E-mail final confirmation to coach/staff and their administrative assistant.

4. Notify traveler and administrative assistant of all subsequent itinerary or ground transportation changes upon confirmation.

5. Send tickets to coach/staff or their administrative assistant.

6. Notify business office on a daily basis of the details for all air bookings and refunds processed through the corporate travel account.

14.03 **SUBJECT: TEAM TRAVEL PROCEDURES**

**RESPONSIBILITY**

**Coach/Sport Designated Travel Contact**

1. Submit team competition schedule and travel roster to travel agent, compliance office and business office fiscal tech as early as possible.

2. Complete Travel Request Form and submit to travel agent. If local transportation is required, complete
Motor Pool Request Form and submit to business office fiscal tech.

3. Discuss travel arrangement options with travel agent, keeping in mind the size of your travel budget, rate savings for early booking, and possible penalties for later changes/cancellations. Notify travel agent of final decision in a timely manner.

4. Hotel arrangements should be discussed with your sport’s assigned business office liaison, to get information on hotel contact names and numbers or to see if a contract is set up for that area with a certain hotel chain. If the coach/sport designated travel contact decides they want to be the individual responsible for making arrangements with the hotel, the following requirements must be met.

   a. The individual responsible for hotel arrangements should review the agreement for accuracy (i.e. dates, number of rooms, rates, location, etc.). **In discussions with the hotel, please request that the hotel contact sign the agreement prior to sending/faxing. An agreement is not completed until both parties sign!**

   b. After reviewing the agreement, add a “Recommended By” line in the vicinity of the agreement acceptance signature line. The individual completing the review should sign and date this line.

   c. Forward agreement to the Director of Business Operations for signature. A signed copy will be returned to you and you are responsible for getting a copy back to the hotel.

   d. The individual responsible for hotel arrangements will be responsible for getting the rooming list, credit applications and any other required paperwork to the hotel in a timely manner.

5. Submit a completed Team Travel Authorization Form and Anticipated Expenses Form to the compliance office no later than **seven** working days prior to departure. Your Anticipated Expenses Form will serve as your request for a check.

6. Require any student-athlete leaving the team during the trip to complete a Student-Athlete Travel Release Form and submit it to the business office 3 days prior to departure.
7. Notify immediately the travel agent, compliance office, and business office of any changes to the competition schedule or travel roster. Any itinerary changes should be forwarded to the compliance office and business office as soon as the travel agent confirms them.

8. Upon notification by the business office, pick up travel packets from business office prior to departure.

9. Be sure to have all student-athletes, student-trainers, and student-managers sign the Meal Certification Sheet provided in the packet, if meal money is provided. Coaches, trainers, and managers employed by athletics and volunteer coaches cannot receive meal money stipends, but must claim per diem upon return. However, the team travel advance may be used to pay for all official travelers eating a team meal.

10. Save all receipts for team trips and submit to business office fiscal tech with the Team Travel Summary Report, Team Meal Attendance Sheets, Meal Certification Sheets and unused portion of check within two working days of return.

11. Complete a Travel Expense Reimbursement Form for out-of-pocket expenses. Submit to sport administrative assistant within five working days of return.

### Travel Agent/Agency

1. Monitor bookings made on air trade account. Report trade account usage to business office on a bi-weekly basis.

2. Receive Travel Request Form from coaches and make air and ground transportation arrangements for teams.

3. Notify coach and business office of travel arrangements as soon as possible after completion.

4. Notify coach and business office of all changes upon confirmation.

5. Notify business office on a daily basis of the details for all air bookings and refunds processed through the corporate travel account.

### Compliance Office

1. Receive Team Travel Authorization Form and Anticipated Expenses Form from coach.

   a. Verify number of student-athletes traveling does not violate Pac-10/NCAA squad limit requirements.

   b. Verify departure time is not more than 48 hours prior to competition.
c. Verify return time is not more than 36 hours after competition.

d. Verify meal and snack amount correspond to travel/competition dates and times.

e. Approve itinerary and authorize issuance of check.

f. Forward copy of forms to business office.

g. Approve final travel roster the morning of travel or the afternoon the day before, if team departure time is early the day of travel.

h. E-mail business office with official approval and send three copies of forms to business office for distribution.

i. Make copy for sport team travel file.

**Business Office**

1. Prepare Travel Authority for each team trip.

2. Work with sport designated contact to arrange lodging and buses. If the business office is responsible for making arrangements, receive and review contracts for hotel stays and bus charters. Forward to Director of Business Operations for signature. Fax signed contract back to vendor (requesting their signature if not already on contract). Retain original contract in team trip file and send copies to sport designated contact, contract desk in Controller’s Office and Director of Business Operations. Note any deadlines for rooming lists or deposits.

3. Maintain lodging information spreadsheet, which shows the dates of stay, hotel name, contact, phone number, rooms reserved, rate, amenities, etc. Forward copy to sport designated contact.

4. Book motor pool/department vans upon receipt of **Motor Pool Request Form**.

5. Receive approved Team Travel Authorization and Anticipated Expenses Form from compliance.

6. Prepare anticipated expenses check and obtain appropriate signatures.

7. Verify that lodging, transportation, and billing arrangements are set. Provide information such as
credit applications, arrival times, special team needs, etc. upon request of hotel/bus representatives. Also verify that air tickets, received from travel agent, match roster on Team Travel Authorization Form; contact coach and travel agent if a discrepancy is found.

8. Prepare Team Travel Summary Report Form, Meal Certification Sheets, and Team Meal Attendance Sheets to compile with check, air tickets, Motor Pool Release Form, game contracts, department van record sheet and keys, hotel contracts, etc. as needed for trip packet.

9. After receiving final approval for travel from compliance office, give packet to coach.

10. Receive trip packet back from coach after return from trip. Verify forms are complete and accurate. Verify receipts and unused cash total the original amount of check requested.

11. Verify receipts are in accordance with all State and NCAA rules and regulations. Notify compliance office of any potential violations immediately.

12. Complete Invoice Voucher to recover expenses to the petty cash account and submit to associate athletic director for approval. Route to Travel Division of the Controller’s Office.

13. Process all direct bills for team trips for payment. Compare Travel Expense Vouchers filed for the trip to the Meal Certification Sheets to check for duplication of meal reimbursements. When all bills and Travel Expense Vouchers have been received, compile with trip packet to create the Team Travel Report. This is a report of all expenses incurred for the team trip. The original report is sent to the head coach and a copy is attached to the team travel packet, which is filed by sport.

Director of Business Operations

1. Review contracts for bus charters, air charters, and hotel stays. If rates and contract conditions are acceptable, sign contracts and return to department contact working with vendor.

14.04 SUBJECT: TRAVEL EXPENSES - RECRUIT’S OFFICIAL VISIT RESPONSIBILITY
Coach

1. Contact travel agent to make airline arrangements. Provide name(s), sport, and dates to travel agent two to five days in advance of travel.

2. Make hotel reservations, specifying that WSU will pay for room and tax only.

3. If meals are to be eaten off campus, obtain a Meal Authorization Form (see Athletic Policy Section 4) in advance of visit and have head coach or appropriate area director give signature approval. Submit Meal Authorization Form to participating restaurants for signature. Complete form, including full names and titles of those who ate. Also list any gratuity that was left. Return appropriate copy of form to business office.

4. If applicable, upon approval of compliance office, complete a Request for Check Form to reimburse recruits for mileage (see University Business Policies and Procedures Manual, BPPM 95.19, for maximum rate) from the business office.

5. Provide all forms as required by the WSU compliance office for official visit authorization (see Athletic Policy Section 06.01).

6. Provide Request for Check Form (see Athletic Policy Section 4) for host money to business office at least two days before official visit.
   a. Complete the following information on the Request for Check Form:
      - Date, amount, requester’s signature, payee.
      - Purpose of check needs to be specific. Indicate sport, name(s) of recruit(s) and date(s) of visit.
   b. Pick up check from business office.
   c. Have the student-athlete host read and sign the Student Host Instructions/Receipt Form prior to hosting and sign the Student Host Expense Report Form (see Athletic Policy Section 06.01) after hosting the recruit. Return original Forms and receipts to business office along with any unused host money. Send copy to compliance along with their required forms.

Sport/Area Administrative Assistant
1. Maintain file of all required documentation for recruits.

2. Process a **Travel Expense Voucher** through the Controller’s Office for any airfare, taxi, or other travel expense reimbursement due the recruit.

3. Process an **Invoice Voucher** to reimburse coach for any out of pocket expenses incurred for the recruit’s visit.

**Compliance Office**

1. Provide authorization for visit to business office and travel agent as soon as possible (see Athletic Policy Section 06.01).

**Business Office**

1. Receive authorization for visit from compliance office.

2. Receive and process Request for Check Form from coach for host money.

3. After visit, receive copy of Student Host Expense Report Form (see Section 6) and any unused money from coach. Deposit any unused money and prepare Invoice Voucher to recover expense to petty cash account.

4. Receive copies of Meal Authorization Form from coach/host.

5. Process payment to vendors for meals and local hotel lodging for official visit.

6. Monitor billing cycle for Meal Authorization Forms to ensure that vendors have received payment in a timely manner.

**Travel Agent**

1. Prepare options for recruit’s air travel upon request from coaching staff.

2. Receive authorization from compliance office.

3. Book reservations, e-mail confirmations to coach and business office. Print airline tickets and deliver to Athletics.

**Student-Athlete Host**

1. Before hosting a prospective student-athlete, read Student Host Instructions and sign Student Host Information Form (see Section 6) to receive student host stipend. Turn in receipts and any unused money to
coach and sign Student Host Expense Report within two days of visit.

**14.05 SUBJECT: VISITING CANDIDATES AND OTHER OFFICIALS**

Note: If a fee or stipend is to be paid, notify the business office. Fees over a certain amount must be contracted and approved by the Controller’s Office.

**RESPONSIBILITY**

**Sport/Area Administrative Assistant**

1. Complete a Travel Authority Form for each visiting candidate or other visiting official and submit to the business office.

2. Contact travel agent for transportation arrangements.

3. Contact hotel to make reservations for candidate. Make sure to stipulate WSU Athletics will pay for room and tax only.

4. Obtain a Meal Authorization Form(s) in advance of visit and have head coach or appropriate area director give signature approval.

5. Complete an Invoice Voucher for fees and a Travel Expense Voucher, including traveler’s name, traveler’s address, taxpayer identification number, dates, and purpose of travel, for travel expenses.

6. Have traveler sign Invoice Voucher and/or Travel Expense Voucher and submit form(s) to business office to process payment.

**Business Office**

1. Receive Travel Authority from sport/area regarding visit. Submit to appropriate administrator for signature. File original and return copy to sport/area.

2. Receive copies of Meal Authorization Forms and hotel bills. Pay local vendors for meals and lodging.

3. Monitor billing cycle for Meal Authorization Forms to ensure that vendors receive payment in a timely manner.

**14.06 SUBJECT: DEPARTMENT VANS**

The department has three 15-passenger vans available for official use only. No special license is required when driving a van of 15 people or less, but the driver must complete the Van Driver Safety Class. Passing the class certifies the driver for two years, after which time the driver must take a refresher class to be re-certified. Under no
circumstances will more than 15 people, including the driver, be allowed in university and department vans. Please do not use vans for hauling heavy cargo.

RESPONSIBILITY

Employee

1. Register for Van Driver Training II class. Pass class and receive two year certification card, which must be shown along with a valid drivers license to check out vans.

2. Obtain Motor Pool Request Form from the business office. Complete request form and submit to business office, at least 48 hours in advance of travel. Prior to trip, obtain the Department Van Record Sheet from the business office after providing driver’s license and certification card. Inspect the van(s) for any damage before using. If you do not report damage and the next person to use the van reports damage prior to usage, your budget will be billed for the damage.

3. After the trip is completed, complete the Department Van Record Sheet and return it and the key(s) to the business office as soon as possible.

4. Use the gas card stored in the van to obtain gas at the motor pool. If this cannot be done, use your departmental Chevron card.
   a. The motor pool gas pumps are available 24 hours a day. They are located behind the Quonset hut which is on the west side of the motor pool complex.
   b. Each sport/area budget will be charged $25.00/day for the van’s use. Gas from motor pool does not get charged to your sport/area budget; therefore, it is important that the motor pool credit card be used as much as possible to save your budget money. If the Chevron card is used, the cost will be charged to the sport/area budget.

5. Notify the business office as soon as possible if the van has a problem or irregularity in its handling. Make sure this is reported on the Department Van Record Sheet.

6. If you are out of town and experience any problems with the van, notify the business office (335-0320) before having any repair work done. After hours or weekends, contact the motor pool at 335-4555.

7. For emergency purposes, an accident report form, proof of insurance, and instruction booklet are located in the
glove box. Notify the business office if they are missing.

8. Complete an accident report if any damage occurs to the van and submit this to the business office. If no report is completed, the sport/area budget will be charged for the cost of repair.

9. Return van(s) promptly, clean and with a full tank of gas. A $50.00 fee will be assessed to the sport/area budget for violations.

Student Driver

1. Student drivers are not allowed to operate any vehicle for athletics business unless approved in advance by the Athletic Director, Senior Associate Athletic Director, or Associate Athletic Director for Internal Operations.

2. Complete and pass Van Driver Training II class. At the class you will also be required to complete a Student Driver Authorization Form. Certification for both of these will be good for 2 years from the completion date.

3. Receive safety policies and read thoroughly.

Business Office

1. Receive completed Motor Pool Request Form from requester. Check for availability, complete business office reply section and return to requester. Reserve Motor Pool vehicle if necessary.

2. If a department is available, provide driver with a Department Van Record Sheet and a van key.

3. Maintain a van checkout record, showing the van number, date, driver name, certification check, and return date.


5. Process van usage charges on a monthly basis.

6. Arrange for vans to be taken for maintenance as needed.

14.07 SUBJECT: INSTITUTIONAL USE OF PERSONAL VEHICLES

Whenever an employee is required to use a vehicle not provided by the institution either from the University’s Motor Pool or its department van program, use will be compensated. Compensation will be in the form of mileage reimbursement at the rate established by the State of Washington, which is found in University Business Policies.
and Procedures Manual (BPPM 95.19). At the discretion of the department, reimbursement may be limited to the amount of gas actually purchased.

If the University-issued gas credit card is used for the purchase of gas and oil, mileage reimbursement is prohibited.

Personal mileage can be claimed on the Travel Expense Voucher Form.

14.08 SUBJECT: MOTOR POOL

WSU’s Motor Pool provides vehicles to authorized WSU faculty, staff, and students who travel on WSU business. **To operate a state owned passenger van, a driver must have completed and passed the Van Driver Training II course.** For more details on policies related to traveling for state business, see the University Business Policies and Procedures Manual (BPPM 95.35) found.

RESPONSIBILITY

Employee

1. Obtain and complete Motor Pool Request Form and return to business office to schedule use of motor pool vehicles. Schedule at least 24 hours prior to use or call motor pool (335-9085) directly if the vehicle is needed within 24 hours.

2. If the vehicle is needed within 24 hours, obtain reference number from motor pool and give to business office to complete Vehicle Release Authorization Form.

3. Receive authorized Vehicle Release Authorization Form from the business office. **Vehicles are not released from motor pool without a properly authorized and completed release form.**

4. Report to motor pool in the Marley Service Garage on Grimes Way Road at the scheduled checkout time.
   a. Motor Pool Hours: 7:00 a.m. - 4:30 p.m., Monday – Friday.
   c. Must exhibit valid driver’s license and if renting a van, a valid Van Driver Training II card.
   d. **Only those individuals indicated as driver on the Vehicle Release Authorization Form may check out the vehicle.**

5. Weekend or holiday departure:
a. Present the completed and authorized Vehicle Release Authorization Form to the motor pool office prior to 4:30 p.m. on the last workday prior to the weekend or holiday departure. Per day charge begins when the vehicle is removed from the motor pool parking area.

b. Receive vehicle(s) keys.

c. Pick up vehicle(s) by 4:30 p.m. on the last workday prior to weekend or holiday departure.

6. Park private vehicles with campus parking permits in the parking lot west of the car storage building.

7. Once the vehicle(s) is/are checked out, assume full responsibility for care and maintenance.

8. Prior to your departure, visually inspect the assigned vehicle and indicate any damage on the Vehicle Sign-Out Ticket (found on vehicle dash). Keep ticket in glove box and return to motor pool upon completion of trip.

9. Do not use Motor Pool vehicles for personal use. They shall be used for official university business only, regardless of the source of travel funds. Use of state-owned vehicles for personal business is absolutely prohibited.

10. Do not provide rides for non-WSU personnel except in the following situations:

   a. Non-WSU personnel who are going to the same destination as university personnel may ride in university cars but may not share in the driving.

   b. A spouse may accompany a WSU driver when other university personnel are not traveling on the assumption that the company provides an added margin of safety.

   c. Personnel on official State of Washington business (e.g. employees of other state universities, cities, counties) may accompany a WSU driver.

11. Vehicle return during workday:

   a. Return vehicle to the motor pool compound. Leave the keys in the ignition.
b. Enter the motor pool office area, indicate the return mileage, and sign the Vehicle Release and Mileage Report.

c. Report damage or needed service and repairs to the Motor Pool Office and turn in Vehicle Sign-Out Ticket.

12. Vehicle return after hours:

   a. Park the vehicle in the parking lot near the north gate of the motor pool.

   b. Lock vehicle.

   c. Make note of damage or needed repairs and services.

   d. Deposit keys and completed Vehicle Sign-Out Ticket in the locked receptacle in the motor pool office.

13. Obtain gas, oil, repairs, and maintenance from the motor pool whenever possible.

14. When on the road, use self-service pumps when available. Use the credit card in the glove compartment for all gas and oil purchases.


16. Return vehicles at or before scheduled time. Should circumstances delay vehicle return, notify motor pool immediately. Failure to return the vehicle at the scheduled time or cancel reservations may result in a penalty fee.

17. Major Repairs:

   a. Must be authorized by motor pool.

   b. Call motor pool to report major repairs needed.

   c. During working hours: (509) 335-9085

   d. After hours/weekends: (509) 335-4555

   e. Receive approval and notification of approved private garage or nearby State of Washington Department of Highways facility.

18. Take personal responsibility for payment of all parking tickets and fines.

**Student Driver**

1. Student drivers are **not** allowed to operate any vehicle for athletics business **unless** approved in advance by the Athletic Director, Senior Associate Athletic Director, or Associate Athletic Director for Internal Operations.

2. Complete and pass Van Driver Training II class. At the class you will also be required to complete a [Student Driver Authorization Form](#). Certification for both of these will be good for 2 years from the completion date.

3. Receive safety policies and **read thoroughly**.

**Business Office**

1. Receive [Motor Pool Request Form](#) from employee.


3. Check drivers license and if applicable, Van Driver Training II card. Give Vehicle Release Authorization Form to employee (keep yellow copy and give top copy to employee).

4. Receive Interdepartmental Invoice monthly from the motor pool and review charges.

5. Send all Student Driver Authorization Forms to motor pool. Distribute safety policies to student drivers.

6. Schedule with HRS or conduct Van Driver Training II classes as needed.

**14.09 SUBJECT: RENTAL VEHICLES**

The State of Washington has a contract with Budget Rental Car, [http://www.wsu.edu/~travel/stateContBudgetRentCar_2001-2003.htm](http://www.wsu.edu/~travel/stateContBudgetRentCar_2001-2003.htm). Therefore, **all vehicle rentals (in designated off-campus locations) must be with Budget (if available)**. The WSU Budget card is a charge card, therefore, these charges are sent directly to the business office on a monthly basis. **When renting from Budget, it is not necessary to purchase collision or liability insurance coverage on any vehicle rented for state business.** However, the state contract does not provide coverage of vehicle contents. Therefore, you may want to consider requesting this additional coverage for trips when you will need to transport expensive items such as audio/video equipment.

If a suitable Budget rental is not available, other rental agencies may be used. This rental should be put on your State Travel Charge card or a personal credit card and claimed on the [Travel Expense Voucher](#) with other expenses. Provide a statement indicating why another rental company was used. **Do purchase insurance for vehicle rentals**.
from other agencies; collision, liability and contents (if expensive items are to be in the vehicle).

RESPONSIBILITY

Employee

1. For team or individual travel, notify travel agent of rental needs (vehicle type, times, dates, etc.).

2. Review booking done by travel agent; verify that dates, cost, and type of vehicle are acceptable.

3. At rental location, sign the rental agreement, inspect the vehicle for damage, and check out the rental vehicle. Return vehicle; retain a copy of the rental agreement and obtain a return receipt.

4. Following team trip, return a copy of the rental agreement to the business office in the team trip packet.

5. Following individual travel, return a copy of the Budget rental agreement and receipt with Travel Expense Reimbursement Form to sport/area administrative assistant.

6. If vehicle express return or rapid return service is necessary, return the rental agreement to the business office immediately upon receipt from the rental agency.

7. The employee is personally responsible for all moving and parking violations.

Travel Agent

1. Contact rental agency to reserve vehicle(s) for the trip. Budget is the contracted company and will be used unless service is not available.

2. Notify employee of rental arrangements, including the rental confirmation number and any unusual circumstances the employee needs to be aware of.

Sport/Area Administrative Assistant

1. Following individual employee travel, receive Budget rental agreement and receipt with Travel Expense Reimbursement Form from employee.

2. Report expenses on Travel Expense Voucher for rentals charged on State Travel Charge card or personal credit card. Forward rental agreement and receipts to the business office.

Business Office
1. Following team trip, receive a copy of the rental agreement and receipt from the coach. Following individual travel, receive a copy of the rental agreement and receipt from sport/area secretary with the Travel Expense Voucher.

2. Receive monthly statement from Budget Rent A Car. Review and code for payment. Forward to Associate Athletic Director for Internal Operations for approval. Copy and send original to Controller’s Office for processing.

14.10 SUBJECT: FOREIGN TOURS  
(revised 11/06)

RESPONSIBILITY

Coach

1. The Request to Conduct a Foreign Tour form must be completed and authorized before any public announcements regarding a tour can be made.

2. Complete Request to Conduct Foreign Tour form including proposed travel party, purpose of tour, projected expenses and source of funding.

Note: The expense of conducting a foreign tour is not covered by a sport’s operating budget, so other sources of funding must be identified (e.g. donations, special projects, student-athlete contributions, etc.).

Contact the Athletic Foundation Office for approval of all communications soliciting contributions and for assistance with identifying potential donors. For additional information, reference Athletics BPPM 8.01d.

3. Submit request form to the Associate Athletic Director for Compliance and the Sport Supervisor for approval.

4. If foreign tour is approved, University purchasing and cash receipting policies and procedures apply. Work with appropriate office(s) (e.g. Athletics Business Office and/or Athletic Foundation).

5. Contact International Programs regarding insurance coverage and/or requirements for student-athletes.

6. Request foreign travel insurance cards from the Business Office for coaches and other staff members.

7. Prior to departure, the team’s foreign tour must be certified by the institution as being in compliance with NCAA By-Law 30.7. Complete the WSU Foreign Tour Certification Form.
8. Submit certification form to the Associate Athletic Director for Compliance and the Director of Athletics (or designee) for final approval.

9. Upon return from foreign tour, work with sport’s principal assistant to complete team travel paperwork and submit the required paperwork to the business office within two working days of return.

**Associate Athletic Director for Compliance**

1. Review and approve, if appropriate, the Request to Conduct Foreign Tour form.

2. Review and approve, if appropriate, the WSU Foreign Tour Certification Form.


**Sport Supervisor**

1. Review and approve, if appropriate, the Request to Conduct Foreign Tour form.

2. Review and approve, if appropriate, proposed special projects to raise funds for foreign tours.

**Director of Athletics (or designee)**

1. Review and approve, if appropriate, the WSU Foreign Tour Certification Form.

**Athletic Foundation Office**

1. Review and approve, if appropriate, sport’s communications soliciting contributions for foreign tour.

2. Assist sport with identifying potential donors for foreign tour.

3. Receive contributions for foreign tour, provide appropriate donor recognition, deposit to proper account and provide coach with copies of deposits.

**Business Office**

1. In accordance with University and Athletic Department policies and procedures, facilitate the processing of required paperwork associated with the travel, purchasing (including contracts) and receipting (non-donations) of the foreign tour.
2. Provide foreign travel insurance cards for coaches and staff members, as requested.