

Associated Students and Viking Union Travel Procedures

Major Steps in the Procedure

1. Reservations
2. Training
3. Approval Paperwork

Reservations

Decide your method of travel:

Method	Cost	Considerations	Reserve by
A.S. minivan (seats 8, only one available)	\$21.75/day plus \$0.37/mile	<ul style="list-style-type: none"> ▪ Fuel cost included in per mile fee ▪ convenient pick-up and drop-off at VU 	Submitting the attached <u>Vehicle Reservation Request</u> form to the VU Reservationist at VU 536
WWU Motor Pool sedan	\$17.00/day plus \$0.38/mile	<ul style="list-style-type: none"> ▪ Fuel cost included in per mile fee ▪ pick-up and drop-off at Physical Plant in Happy Valley ▪ may leave personal vehicle in parking lot during trip 	Call Motor Pool @ 650-3413 or 650-3497 to check on vehicle availability. Then submit the online form found at: (http://www.wwu.edu/depts/fm/Forms/MotorPool/index.html) to <u>your group's advisor</u> who will forward it to: AS.business@wwu.edu , along with the ER (expenditure request)
WWU Motor Pool hybrid sedan	\$29.00/day plus \$0.15/mile		
WWU Motor Pool minivan (seats 7)	\$22.80/day plus \$0.44/mile		
WWU Motor Pool 12-passenger van	\$22.80/day plus \$0.51/mile		
Enterprise rental (special contract with WWU)	Current market rate	<ul style="list-style-type: none"> ▪ Must pay for fuel separately ▪ No per mile fee 	Contact Enterprise directly with assistance from a staff advisor if needed. Mention the contract with Western.
Private Auto	May reimburse driver up to max of \$0.44/mile	<ul style="list-style-type: none"> ▪ By far the most affordable option ▪ May choose to reimburse at a lower rate 	Simply get confirmation from driver. Driver must be trained and certified by AS/VU if reimbursement is being sought.

Before Deciding on a 12-Passenger Van, You Should Know...

- Large-Passenger Van Training is required for drivers in addition to the Basic WA State Driver training.
- There must be 2 certified drivers for each van that are 21+ years of age with 5+ years of driving experience. For other vehicles, the age minimum is 18 with 2+ years of driving experience.
- Travel routes must be pre-approved, and driving may not occur between 12:00AM and 6:00AM without special permission.
- For every 150 pounds of gear placed in the van, one occupant must be removed to avoid overloading.
- There are several additional policies and restrictions in place for these higher-risk vehicles that are addressed in each session of the Large-Passenger Van Training.

Other Modes of Transportation

Contact staff advisor, Finance Office, or AS Business Director for assistance in making these arrangements

- Air Travel – If paid for through AS/WWU account, arrangements must be made through Bellingham Travel. Out-of-pocket purchases by students can be made through any agency or online resource.
- Charter Bus – Groups must use the local bus companies that WWU has contractual agreements with. Get rate and company info here: http://www.wwu.edu/depts/purchasing/Bus_Services_03-06.doc.
- Ferry Travel – As a state agency, WWU gets a discounted rate on ferry tolls. Be sure to see an advisor or the Finance Office about getting an official letter that confirms that your travel is official state business.

Training

Driver trainings are offered in large groups at the beginning of the academic year and at various times throughout. So, if you know that your group will be traveling during the year, make an effort to attend one of the pre-arranged trainings, which usually take 1 hour to complete. If your group is unable to attend a group training, individual trainings can be arranged by contacting the appropriate staff member listed below at least a week prior to your trip.

Be sure to bring your valid driver's license with you to the training.

AS and VU student employees contact Greg McBride for training: 650-6119 or Greg.McBride@wwu.edu

AS club students contact Casey Hayden for training: 650-2489 or Casey.Hayden@wwu.edu

Approval Paperwork

Official State Travel vs. Unofficial Travel

If your group uses your AS or VU financial account to directly pay for any aspect of your travel (e.g. hotel, air fare, car rental, per diem, reimbursement for mileage, etc.), then the travel is considered "official state travel." For official state travel, your group must follow all policies and procedures laid forth in the document, including completing the appropriate approval paperwork listed below.

If your group is not using any AS/VU funds for your travel, the trip may be considered "unofficial travel," and it becomes unnecessary to complete the forms below. In this case, travel expenses are paid out-of-pocket by participants, and the group does not have access to state vehicles. Common examples of these trips might include, everyone going to a restaurant for a meeting, carpooling to a trailhead for a hike or to Seattle for an event.

The Exception – There are times when a group may find that paying their travel expenses through an AS/VU account is difficult either because of uncertain expenses or funding is being split among participants and will only cover a portion of those expenses. In these cases, the Finance Office can issue a stipend to each traveler, which is a check to the traveler that will be deposited into her/his personal account. In this way, AS/VU funds can be utilized, but they become "out-of-pocket" travel funds, making the travel "unofficial." Stipends are convenient and require less approval paperwork; however, the unofficial nature of the travel precludes the use of other state resources in conjunction with the travel (i.e. no WWU contracts with Enterprise, bus companies, ferries, special hotel rates, etc.). If your group is receiving stipends, the only forms listed below that will be necessary are the [Stipend Form](#) (1 for each traveler being paid) and the [Expenditure Request](#) (ER).

Explanation of Forms

When traveling on official state/AS/VU business, most of the following forms are required. Read Carefully:

Form Name	Available	Purpose	Needed When	Approved by
Vehicle Reservation Request (AS vehicles)	VU 5 th floor & in this packet	Check availability of vehicle and reserve	Using a vehicle owned by the AS/VU	VU Reservationist, Linda Bolinger
Motor Pool Vehicle Request	Online submission (enter form name in search field)	Check availability of vehicle and reserve	Using a Motor Pool vehicle	AS Business Director (AS.business@wwu.edu), then by Motor Pool staff
Expenditure Request (ER)	Online submission (found on the AS website)	Get approval to spend the funds	Anytime you spend money from your account (1 per vendor)	Your group's Budget Authority, then AS Business Director, then Finance Office (VU 538)
Vehicle Use Authorization	VU 5 th floor & in this packet	Get advisor approval for trip and list passengers and drivers	For any official travel using a vehicle, even your private auto	AS supervisor or advisor – one that can verify certified drivers' names
Travel Justification Form	VU 5 th floor & in this packet	Provide trip details, show expenses, explain purpose of trip	Traveling for over 24 hours	Group's Budget Authority, then Dir. of Student Activities (VU 538)
Stipend Forms	From AS advisor	Make complex travel payments easier; ensure travelers use funds appropriately	Groups have been approved to receive stipends (1 form for each payee)	Finance Office (VU 538)
Field Trip Insurance	VU 5 th floor & in this packet	Get very affordable medical and life insurance for travelers while on trip	(Optional) if you want extra protection – great rate (\$0.50 per person per day)	Submit to Finance Office (VU 538)
Special approval from AS Business Director and/or appropriate Council may be necessary for travel outside of the Washington/Vancouver B.C. area.				