



6.5 – Travel Checklist (Business Center)

- Traveler submits completed [Pre-Travel Request Form](#) to administrative assistant.
- Administrative assistant works with department head, director, and/or administrative manager for funding approval and creation of travel authorization (TA).
- Administrative assistant submits the form to the Business Center.
- Business Center will authorize and arrange airfare, and/or create and authorize motor pool, charter bus, or rental car reservations per information on the Travel Request Form.
 - The Business Center can process conference registrations using purchasing card or check payment if needed. Faculty can pay for registration and request reimbursement through the travel expense form after completion of the travel.
 - The Business Center can pay for airfare on the Central Travel Account (CTA), or employees can pay for airfare and request reimbursement on the travel expense form after completion of the travel (a copy of the itinerary and a receipt showing proof of payment is required).
 - For motor pool reservations, names of drivers, including student drivers, vehicle pick up and drop off times, and contact info for drivers must be included in travel request. Safety training is required for 8-passenger van. Pick-up is only available during business hours (M-F 8am-5pm) at McCluskey Hall. All drivers picking up vehicles must have a valid driver's license, be over 18 years of age, and have their signed authority form in hand.
- Traveler submits [travel expense worksheet](#) and all required receipts to the administrative assistant for submission to the Business Center for reimbursement. Travel reimbursement requests must be submitted *no later than two weeks* after conclusion of the travel. Any requests that are submitted after that will require a written justification explaining the delay and are subject to approval by the Controller's Office. If someone other than the claimant pays for lodging, a list of who stayed in the lodging is required.

Forms: <https://vcea.wsu.edu/faculty-staff/business-center/travel/#forms>

Questions? <https://vcea.wsu.edu/faculty-staff/business-center/travel/#faqs>

Contact: The [Business Center](#) is located in Dana Hall, Room 152. The hours of operation are Monday-Friday 8:00am to 5:00pm. The phone number is (509) 335-5827. The manager is Donna Clark (e-mail donnac@wsu.edu).

Note: The pre-travel form must be submitted to the Business Center with department requisition number on it. If airline travel involves Alaska Airlines, administrative assistant may choose to book directly in EasyBiz rather than work with Business Center. SDC staff will continue to help with course fee travel as necessary. Travel request must be submitted well in advance of the travel and include course number; name(s) of traveler(s); purpose of trip; destination; dates of travel; and transportation and lodging details. For travel involving guest speakers, etc., please work directly with administrative assistant/administrative manager.