

# PNWU

## Business Travel Pre-Approval

The university will reimburse reasonable costs that an employee incurs for business travel which are consistent with the business needs, subject to pre-approval. All travel should be booked with at least 14 days advance notice and at the lowest cost available (*Refer to the University Spending Policy and Procedure for a complete description*).

|                         |  |
|-------------------------|--|
| Employee Name           |  |
| Director or Dept. Head: |  |
| Dates of Travel         |  |
| Department              |  |
| Reason                  |  |
| Event Name & Location   |  |

| Expense Description:           | Estimated Expense | Quantity | Subtotal |
|--------------------------------|-------------------|----------|----------|
| Registration Fee               |                   |          |          |
| Supplies                       |                   |          |          |
| Hotel                          |                   |          |          |
| Meals                          |                   |          |          |
| Airfare                        |                   |          |          |
| Mileage                        |                   |          |          |
| Other:                         |                   |          |          |
| <i>Grand Total for Travel:</i> |                   |          |          |

- ✓ Most lodging accommodations should not exceed \$200
- ✓ A meal per diem is awarded at \$50 per day of business travel.
- ✓ Alcohol purchases will not be paid for by the university.
- ✓ Under special circumstances, approved in advance by the President and with an itemized receipt, meals and alcohol will be reimbursed beyond the \$50 per diem for purposes of appropriate business related expenses such as donor, constituent, or other stakeholder meetings.
- ✓ Air Travel should be booked using kayak.com or other low priced option. When Alaska Air is the least expensive fare, book tickets through Alaska EasyBiz.
- ✓ Mileage is reimbursed at the IRS rate when using a personal vehicle
- ✓ Mid-size rental cars are approved when necessary. Gas is reimbursed per receipt.
- ✓ Within 10 days of completed travel, complete a travel expense form and tape all itemized receipts to a 8 1/2 x 11 piece of paper and return it to accounting.

\_\_\_\_\_  
Employee Signature

Date

\_\_\_\_\_  
Director or Department Head Signature

Date

\_\_\_\_\_  
Prepared by

Date

*Return this form to accounting prior to your travel.*

RENTAL INSURANCE IDENTIFICATION CARD INS050 (2007/02) Co. #: 10804 Continental Western Ins Co.  
Policy #CWP600746021: Effective Date: 6/1/2013 - 6/1/2014 Fleet  
Argus Insurance Inc. 910 E Franklin, Suite 2 PO Box 858 Sunnyside WA 98944 (509)837-3711 Pacific Northwest  
University of Health Sciences 111 University Parkway Suite 202 Yakima WA 98901

THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information: 1. Name and address of each driver, passenger and witness 2. Name of Insurance Company and policy number for each Vehicle involved

Insurance Limitations - Please purchase insurance for: There is no coverage for loss of use rental charges (the car is wrecked and takes 3 weeks to repair and the rental company charges you for each of those 21 days) and diminished value (the car is wrecked and the rental company claims that it has \$3,000 less resale value once it is repaired and charges you the \$3,000).