

CPPS Faculty and Staff Travel Policy

Effective April 3, 2024

To be considered for travel support provided by CPPS, the event or meeting must be in-person, and faculty/staff must be engaged in one of the following activities at the event.

- Representing the college as a delegate
- Presenting at the conference, either a podium, poster, or roundtable presentation
- Receiving an award at the conference
- Receiving special training at an event that cannot be replicated by remote attendance

If at least one of the four criteria above is met, travel support may be provided to the faculty or staff member to attend the meeting or conference. The award will be adjusted upon receipt of travel awards from other organizations. Support will be limited to travel and accommodations on the day before the event, and returning as soon as reasonably possible after conclusion of the event. Travel outside of these times will be considered personal, non-reimbursable travel.

CPPS expects costs submitted will be reasonable and prudent, planned ahead to purchase by early-bird deadlines, and incurred by the submitter. Airline travel must be purchased on the most economical, major carrier providing reasonable transportation to and from the conference or meeting.

Reimbursements for expenses submitted for trips including personal travel will be prorated between business and personal time. Airline ticket receipts, whether purchased on the CTA or personally, for trips covering personal travel must be accompanied by a screen shot of a ticket eligible for purchase for a trip not including the extra personal days (if the trip were for only the business portion of the trip). Rental car expenses will only be covered if an integral part of the business trip and will otherwise be considered a personal expense.

Without special exception, CPPS will cover no more than one professional development trip per year. Employees are also encouraged to consider webinars and virtual offerings for professional development opportunities.

All travel requests must be submitted in advance through the CPPS travel request process providing the following: (1) specific reasons this trip supports the college/department and meets at least one of the criteria above, (2) objectives of the trip, conference or meeting, (3) plans for dissemination of information learned upon return. Travel expenses purchased before the Spend Authorization has been fully approved, may not be reimbursed.

Please reach out to Lori Henderson in Business Services (pharmacy.travel@wsu.edu) at any time if you have questions about travel policies and/or procedures.

April 3, 2024