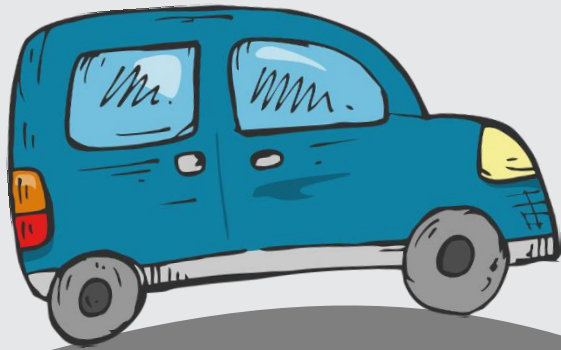


CAHNRS

February 2022 Newsletter



Travel

2022 Mileage Rates:

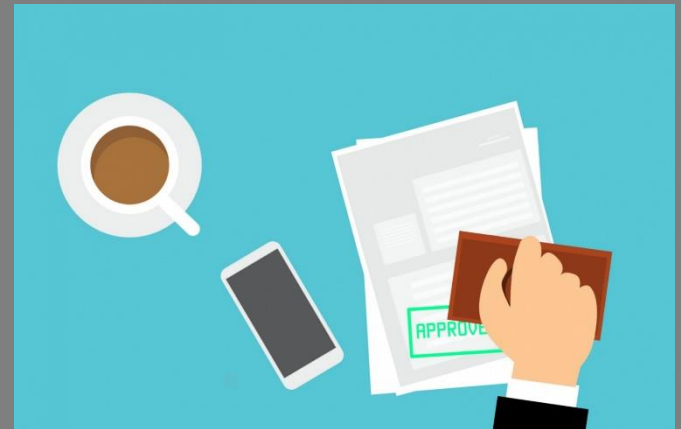
As part of the **January 14** revisions, the reimbursement rate for motor vehicles went from \$0.56 to **\$0.585 per mile**.

Purchasing

Purchasing Card Reminder:

When applying for a purchasing card the approving official should be your Administrative Manager.

If a purchasing card holder is leaving WSU/CAHNRS, please let the Business Center know as we need to make sure all the purchasing card transactions are cleared.



Tips for Workday

Link to the Spend Category Guidance List:

<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/169154189>

When verifying purchasing cards ..

Commonly used Spend Categories for Postage & Shipping:

SC00053 - Postage
1st class Postage
2nd class Postage
3rd class postage
Postage Equipment Cost
Book Rate Postage
Post Office Box Rental

SC00159 - Freight and Express
Charge for items shipped and other freight and express charges