Cut-over Period for TEVs & TAs

There will be a cutover period in June where Travel Services will not accept Travel Expense Vouchers. (We can expect a 2-6 week cut-over period before 7/1). This is so we can convert some legacy data into Workday. We are still awaiting a set cut-off date, and will communicate this out, once received.

All Travel Authorities for travel dating after 7/1/2020 should not be submitted until after the Workday implementation, with the exception of international travel and other trips needing immediate bookings. Please contact the Business Center if you have any questions or concerns!

NEW 2020 MILEAGE RATE EFFECTIVE JANUARY 1ST IS NOW $0.575 PER MILE.
How to Prepare a Purchasing Card Packet:

- Match up all your transactions to your monthly report, in the order of the reconciliation report.
- Check off Statement (Your monthly report should contain every transaction that is on your statement)
- Packet should contain:
  - Reconciliation Report
  - Monthly Statement
  - All transactions for the month with original receipts
- Sign & Date the last page of the report (which goes on the front of the packet)
- Send to Approving Official (AO) to double check, sign and file (If you are mailing your packet, you should save a scanned copy because we have had them lost in the mail)
  - If Heidi or Liz is the AO, send to:
    - CAHNRS Business Center
    - 201 Johnson Hall
    - PO Box 646424
    - Pullman, WA 99164-6424

Purchasing Item to Note:

If you are making a purchase on a grant, please send a copy to your Grant Administrator for their documentation needs. Need to know who your Grant Administrator is, use the link below:

https://cahnrs.wsu.edu/research/grant-administrators/