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

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

Link to the Spend Category Guidance List: https://jira.esg.wsu.edu/servicedesk/customer/kb/view/169154189