



# OCTOBER NEWSLETTER



CAHNRS Finance and Administration

## NEW ZOOM OFFICE HOURS

### **Personnel:**

Tuesday from 10:00 a.m. to  
10:30 a.m.

Meeting ID: 999 8631 3102  
Password: 251581

### **Purchasing:**

Tuesday from 1:30 p.m. to  
2:00p.m.

Meeting ID: 924 5507 4262  
Password: 187645

### **Travel:**

Wednesday from 10:00 a.m. to  
10:30 a.m.

Meeting ID: 919 4964 1734  
Password: 273248

## TRAVEL

**Reminder: \*\* All travelers are required to disclose when personal time/travel is being incorporated into an official WSU Business related trip. This information is required on all Spend Authorizations prior to travel, and the Expense Report in Workday must indicate the exact time official travel status begins and ends.\*\* Reference: B.P.P.M. 95.17**

Do I need a Spend Authorization?

**Spend Authorizations are only required for Out of state or Foreign travel.** If you are *traveling within Washington* as an employee, a Spend Authorization does **NOT** need to be completed.

Please see WSU's B.P.P.M. 95.01 for further detailed information.

Visit our website at: <https://business-center.cw.wsu.edu/travel/>

