SES Seminar Speaker Travel Instructions

To be completed by SES host

1. Faculty host should arrange for travel as soon as possible.

2. Faculty host should fill out travel authority form for FSClark Business Center:
   http://cwrtest.cahe.wsu.edu/TestEForms/
   a. Host should fill in HOSTS’s information at the top of the form.
   b. “Title” should be “SPEAKER’S NAME seminar”
   c. Put SPEAKER’s email and phone in the “purpose of trip” box, along with purpose of the trip (Seminar to SES faculty and grad students).
   d. Enter Expected Itinerary information and select the Pullman hotel, “no” travel advance. However, do select “yes” for hotel exception. (Exemption is reason #2–Accommodations are not available below maximum amount and there are no savings from using lodging further away.)
   e. Standard Seminar travel budget: 09B-2110-2964
      Other budget: supply yourself

3. The Business Center will create a TEV for the speaker and give to Rich Hoeft to manage.

4. Please work with the speaker and GLOBAL TRAVEL (509.332.1212) to arrange for travel and to set up air travel and car rental or car service. Global travel will bill SES directly. If travel is by private car, then this will be reimbursed with a travel expense voucher after travel. Alternatively, if the speaker wants to arrange travel himself or herself, then WSU will reimburse after their visit. Please have the travel receipt emailed to the SES seminar chair, the SES accountant, and the SES front desk.

5. Faculty host should make hotel reservation by phone at Holiday Inn Express (509.334.4437) or the Hilltop Inn (509.332.0928), but not the Marriott.
   Faculty host should instruct Holiday Inn or Hilltop Inn to direct bill SES (an account is already set up) at the Government rate (regardless of which budget the speaker is traveling on). If these hotels not available, then the speaker should reserve own room and pay the bill. A zero balance receipt will then be reimbursed with the TEV. (Other hotels in Pullman can also direct bill SES). Please have the confirmation emailed to the SES seminar chair, the SES accountant, and the SES front desk staff.

6. Speaker should meet with Rich Hoeft to sign TEV in person. Receipts may be mailed or scanned and emailed to Rich Hoeft after the speaker returns home. Private car miles will be reimbursed here at government rate. Rich will submit the complete TEV with receipts to the business center.

7. Meals cannot be covered by the regular SES seminar budget. Instead meals are covered by discretionary funds. After the meal is over, bring the ITEMIZED receipt to Rich Hoeft. On the back of the receipt, please list the seminar speaker and the faculty attending dinner.