

## CCS Administrative Procedure

### 5.30.01-B Travel Arrangements

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#### Implementing Board Policy [5.30.01](#)

Contact: Expense Accounting Supervisor, 434-5327

#### 1.0 Purpose

These procedures cover the process to make travel arrangements for all necessary official travel on airlines, railroads, ships, busses, rental cars or vans, and expenses incurred for the use of the traveler's private motor vehicle.

#### 2.0 Limitations and Requirements

**2.1** As a CCS employee, all official travel must be approved in advance by an administrative supervisor by completing a *Travel Authorization (TA)* through ctcLink. An employee cannot approve their own travel.

**2.2** Under all circumstances, the state expects the traveler to be as economical as possible when making travel arrangements. Employees are responsible for excess cost and additional expenses for personal preference or convenience. [OFM, SAAM10.10.15]

#### 3.0 Travel Agency

**3.1** Azumano and Global Travel are the only approved travel agencies for CCS related travel. CCS related travel by air, rail, bus must be made through one of these travel agencies (Agency).

**3.2** The Agency will normally arrange air travel on state-contracted commercial carriers. When your destination is not served by a state contracted carrier, or when a lower fare is available from a different carrier, the Agency will book your flight on an available airline.

**3.3** It is the traveler's responsibility to notify the Agency when their meeting begins and ends in order that the most economical itinerary can be found. In most cases, the state contract will be the most economical means of travel when per diem and other factors (e.g. time and refund policy) are included in the overall cost.

#### 4.0 Making Travel Arrangements

##### 4.1 Azumano Travel

4.1.1 The Azumano airline reservation system requires the use of a designated Travel Coordinator. Travelers need to first attempt to book travel through their Travel Coordinator. If that individual is not available, then the backup Travel Coordinator should be contacted. In the event that neither Travel Coordinator is available, call the district travel department for reservation assistance.

4.1.2 CCS Travel Coordinators are designated as follows:

4.1.2.1 Assigned by an administrator as a Travel Coordinator or backup Travel Coordinator.

4.1.2.2 The employee's job description includes travel coordination responsibility.

4.1.2.3 District travel department staff.

4.1.3 Departmental Travel Coordinators are prohibited from booking their own airline reservations and should use the district travel department for this purpose.

#### 4.2 Global Travel

Airline reservations made through Global Travel may be done by the traveler, as the Global Travel representative acts as the Travel Coordinator.

### 5.0 Airline Reservations

**5.1** It is mandatory for CCS Travelers to book ALL CCS airline travel through Azumano Travel or Global Travel and to pay with a State P-Card. Reimbursement will not be provided for airline travel purchased from other sources, except in emergency situations. Do NOT book reservations before the TA is approved.

**5.2** The State of Washington has negotiated with certain airlines to provide substantial discounts from regular coach fares. It is mandatory for CCS travelers to travel by state contracted airlines unless the departure or arrival times are significantly inconvenient to the traveler (two to three hour delay, or a fare can be obtained from another airline that is substantially less than the listed discount fares (for example, a savings of 10% or more). State contract fares are normally refundable and do not require a Saturday night stay. When using another airline, the traveler is only allowed tourist class or the lowest available rate. There must be a substantial savings flying over a Saturday night or coming back later versus the state contract fare. Consider per diem when evaluating the overall cost/savings.

**5.3** It is advisable to do some comparative rate shopping between direct flights out of Spokane to the destination versus flying to Seattle for the connecting flight. State employees are expected to choose the most economical travel arrangements when traveling on official agency business.

**5.4** It is allowable to book airline reservations for non-CCS employees (i.e., candidates for CCS employment). The same procedures as booking reservations for CCS employees must be followed. Refer to Candidate Travel Expenses located on the travel webpage for additional information.

### 6.0 Ticket Delivery

E-Tickets/Itineraries are delivered via email. Global Travel may also fax your E-Tickets/Itineraries upon request. Azumano Travel E-Tickets/Itineraries are available online.

### 7.0 Car Rentals

**7.1** The current state contracts for car rentals are Enterprise Rent-a-Car and National Car Rentals. CCS employees are expected to use the state approved car rental agencies for all car rental needs. Reservations may be made through Azumano Travel, Global Travel, or through Enterprise and National directly. If Enterprise or National does not have a car available at the time of travel, or Enterprise or National does not serve a particular destination, an alternative rental agency may be used.

**7.2** The optional insurance offered by the rental agency must be declined by the traveler.

**7.3** Enterprise and National Rentals do not allow individuals under the age of 18 to operate a vehicle.

## 8.0 Personal or State Owned Vehicles

- 8.1** Employees may use a personal or state owned vehicle while on official CCS business.
- 8.1.1 In order to drive a personal or state owned vehicle for official CCS business, employees must complete a DES Driving Safety Program Requirements [Form](#).
- 8.2** Employees must determine if another mode of transportation would be less costly to the state before using a personal or state owned vehicle.
- 8.2.1 Mileage will be charged back to the traveler's department on a "per mile" basis per the current rates for use of vehicles.
- 8.2.2 Mileage will be reimbursed at the current state vicinity travel rate for personal vehicles.
- 8.2.3 Point-to-point mileage in the state will be reimbursed on the basis of the distances shown on the latest Department of Transportation Official State Highway Map or other standard highway mileage guide. Out-of-state mileage will be determined on the basis of standard highway mileage guides.
- 8.3** Employees may only transport individuals who are on official state business unless an *Informed Acknowledgement of Vehicle Operator Responsibilities* form has been completed and approved.

## 9.0 Cancellations

- 9.1** Contact the Travel Coordinator when reservations need to be cancelled. The Travel Coordinator will need the details of what is being cancelled. It is the responsibility of the traveler to ensure hotel reservations are cancelled.
- 9.2** If the cancellation includes the cancellation of attending a meeting or conference for which the registration has been prepaid, the traveler must request a refund in writing and send a copy of the refund request letter to the district travel department, MS 1006.
- 9.3** Modifications to original itineraries may be made as necessary. Any additional expense will be paid or reimbursed to the extent the modification is for CCS business. Modifications for personal convenience are not allowable as an agency expense.

## 10.0 Travel on Federally Sponsored Awards

Review the grant award document and any specific sponsor regulations to determine the requirements for approval and allowable expenditures. Follow the guidance provided by the Grants & Sponsored Research's site that provides details on approval/review, documentation, managing the travel budget, and other regulation details at [Grants & Sponsored Research Post Award/Compliance](#).

## 11.0 Related Information

- 11.1** OFM State Administration and Accounting Manual (SAAM), [Chapter 10 – Travel](#).
- 11.2** [Informed Acknowledgement of Vehicle Operator Responsibilities](#) form, CCS 2143
- 11.3** Grant and Sponsored Research Post Award/Compliance [CCS Travel Guidelines for Federally Sponsored Grant Awards](#)