

# Paying for Non-Employee Travel

University Standards: STN-U5348.10C

**Effective:** September 28, 2023

## Authority

|                               |   |
|-------------------------------|---|
| <a href="#">POL-U5348.10</a>  | Traveling for Official University Business Policy |
| <a href="#">RCW 43.03.130</a> | Travel Expenses for Prospective Employees         |
| <a href="#">SAAM 70.20.20</a> | Prospective Employee Interview Expenses           |

## See Also

|                              |  |
|------------------------------|--|
| <a href="#">POL-U5348.09</a> | Paying Honoraria or Stipends to Non-Employees Policy |
|------------------------------|--|

## Policy Owner

|                         |   |
|-------------------------|---|
| Policy Owner:           | Director of Business Services/Chief Procurement Officer |
| Responsible Department: | Travel Services   |

## Purpose of Guidelines

To ensure compliance with state law and fiscal responsibility when using state funds for the expenditures of non-employee travel for University business.

## Definitions

### Non-Employee

For the purpose of these standards, non-employees include employment interviewee candidates, contractors, and guests participating in a University sponsored event or activity for University business.

### Prospective Employees - Interviewees

Hiring authorities may pay the travel expenses of a prospective employee to be interviewed by the University. State law permits travel expenses to be paid for employment candidates in the following position types:

- Positions above the rank of instructor, or
- Professional staff, or
- Classified employees in supervisory positions.

Travel expenses authorized for interviewees shall be payable in accordance with state regulations and per diem rates.

Departments are to follow [Interviewee Travel Instructions](#) for payment or reimbursement of travel expenses.

### **Contractors**

Estimated travel expenses are to be specified in the contract to avoid the need for a separate travel authorization.

Travel expenses authorized for contractors shall be payable at rates in accordance with state regulations and per diem rates unless otherwise stated in the contract approved through Contract Administration.

Departments are to follow [Contractor Travel Instructions](#) for payment or reimbursement of travel expenses.

### **Honoraria Recipients**

In accordance with the *Paying Honoraria or Stipends to Non-Employees Policy* ([POL-U5348.09](#)), travel must be included in the honoraria amount, not paid or reimbursed separately (see Section 4 of the policy).

### **Other Guests**

Guests are defined as individuals who are not enrolled students or employed with the University but are needing to travel to participate in a Western business activity.

Financial Managers may authorize the payment of travel expenses only payable in accordance with state regulations and per diem rates.

Departments are to follow [Guest Travel Instructions](#) for payment or reimbursement of travel expenses.