

Libraries' Policy/Procedures for Overtime Eligible Staff Work –Related Travel

To ensure compliance with WSU travel (BPPM 95.01) and time reporting policies and procedures (BPPM 60.60), effective April 1, 2012, all overtime eligible staff employees planning to travel to attend off-campus meetings, trainings, or conferences, will be required to consult with Bonny Boyan in the Libraries Administrative Office (LAO) prior to finalizing travel plans.

The following information is needed to determine appropriate reporting of time worked:

Name:

1. Your regular work schedule, including start and stop times:
2. Hours of work or leave for all days within the same week as the event:
3. Location of event:
4. Mode(s) of transportation both directions:
5. If using an automobile for any portion of the travel, name of driver, both directions:
6. Day, date, and time of day you are departing from your home:
7. Day, date, and time you plan to arrive at event site:
8. Event schedule each day, including start and stop times:
9. Day, date, and time of day you are departing from event site:
10. Day, date, and time you plan to return to your home:

If you have any questions, please contact Bonny Boyan in LAO, 5-1535, or boyan@wsu.edu.