

## **GROUP TRAVEL INSTRUCTIONS**

### **REQUESTING GROUP TRAVEL**

The following paperwork needs to be completed prior to the trip by the person requesting the advance:

1. Payment Authorization:
  - Payee name should be a full time employee responsible for the funds.
  - Account Information: Six digit index number and a six digit commodity code. All Commodity codes can be found in banner at FTVCOMM.
  - Description: Date(s), location and purpose of trip.
  - Signatures required on the bottom of the form:
    - Recommended for payment by: Is the person preparing the form or the recipient of the funds.
    - Approved by: Is the Department Head responsible for the index being used.
2. Estimated Group Travel Expense and Advance Payment Form (This is a basic itinerary; complete only what applies to your trip) Approval signatures are required. The recipient must sign this form as Requested by: Recipient; the Department Head must sign as Approved by: Department Head.
3. Group Travel Roster (list everyone traveling with the group, including students, faculty and staff members).

All forms and instructions can be found on the web at:

---

You can only request money for travel related expenses for the group. A group must consist of at least one full time faculty/staff member and one student.

Please remember that if you are using a grant account, the document must go through Grant Accounting in WAB for their approval prior to coming to Accounts Payable.

Accounts Payable can usually process the check within 48 hours after receiving the completed and approved paperwork. You will be notified when the check is ready so that it can be picked up.

## **GROUP TRAVEL INSTRUCTIONS**

### **TURNING IN GROUP TRAVEL**

Once you return from your trip, a group travel expense voucher must be completed **no later than 10 business days following conclusion of the trip.**

This form can be located on the web at:

<http://www.wku.edu/Dept/Support/FinAdmin/Travel.htm>. Page one is usually used for Per Diem meals (Must have a signature for each meal each day, for which per diem money is given). Private Auto mileage should also be listed on the first page. Additional or Other Expenses should be listed on page two. Attach all receipts and per diem signature sheets to the expense voucher, obtain the approval signatures need and return to Accounts Payable along with any money not used. If your expenses exceed the amount of the advance and your department allows the difference to be reimbursed to you, no additional paperwork will be required from you. The reimbursement will be issued from the group travel expense voucher that you turn in. If you spend more than the advance and your department will not allow any additional reimbursements, please note that on the group travel expense voucher.

All expenses (exceeding \$10.00) must be accounted for with a receipt. A lost receipt affidavit can be prepared (online) for a lost receipt. This form is only used in extreme cases and should be looked upon as an exception. If a receipt is not provided you may prepare a receipt, list the reason for the payment, and obtain a signature from the individual to whom you made the payment (i.e. writing out a receipt without a signature is not acceptable documentation). If you give out a per diem, the recipient must sign for each meal on each date in place of a receipt. The Group Travel Per Diem Form is also located on the web.

The Study Abroad and KIIS Purchasing Card Guidelines can be found at:

<http://www.wku.edu/Dept/Support/FinAdmin/Purchasing.htm>. Please contact Pam Davidson @745-4260 if you have questions.

Employees who travel outside the United States will be responsible for all foreign currency conversions into US Dollars. This will include showing the calculation on all original receipts and include the source of the conversion factors used. The dates of the conversions calculation need to coincide with the dates of the trip.

If you need any additional information, please contact:

Jackie Alford 745-2246  
Sr. Accounts Payable Associate  
Supply Services Building Room 102