

GROUP TRAVEL INSTRUCTIONS

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

1. Estimated Group Travel Expense and Advance Payment Form (This is a basic itinerary; complete only what applies to your trip). Approval signatures are required.
2. Group Travel Roster (list everyone traveling with the group, including students and full time employees).
3. Payment Authorization:
 - Payee name should be the full time person responsible for these funds.
 - Account information: Six-digit index number and a six-digit commodity code.
 - Description: Date(s), location and purpose of trip.
 - Signatures required on the bottom right hand side. This would be everyone required to approve expenditures for the index you will be charging.

All three forms can be found on the Financial Affairs forms web page located at <http://www.wku.edu/Dept/Support/FinAdmin/NewForms.htm>.

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 our office for payment.

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

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

All expenses (exceeding \$10.00) from this advance must be accounted for with a receipt. If you give out a per diem, the recipient must sign for each meal on each date in place of a receipt. You can prepare a form in your area to accommodate this if needed.

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 also be located on our web page (same location as above).

All expenses claimed on this voucher must have a receipt attached. Approval signatures are also required on this form.

Any money not used should be returned when you turn in this group travel expense voucher. 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 check 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 reimbursement, please note that on the group travel expense voucher.

If you need any additional information, please contact:

Toy Baker
Accounts Payable
SSB
745-2247