

DLTS Travel Guidelines  
March 5, 2009

Complete a Request to Travel Form (APPLICATION FOR TRAVEL/TRAINING - STATEMENT OF EXPENSES) and have department head sign. Please explain the travel event and spell out all meeting names. No acronyms. Make copies for yourself AND department head.

If you only use the credit card for travel expenses, then Jan Renusch alone needs the receipt from that transaction to charge the department account and the travel form. The card is available in the dean's office and either Glenda or Jan can have you sign for it.

Glenda White only needs a Form when (a) you are asking for reimbursement (mileage, food, etc.) and/or (b) the dean is covering all or part of the cost; or (c) you are traveling and do not need reimbursement but need to file for insurance purposes (labeled at the top "For Insurance/Information Purposes Only"). It is important to note travel times as that dictates meals. Check the travel guidelines for information.

### **Staff Travel**

Staff do not have a travel allocation in the department budget. Their requests must be considered on a case-by-case basis and either funded from extra departmental funds, requested that the dean pay, or not funded. We will make every effort to support staff travel to at least one conference or user meeting as circumstances permit.

- Staff complete the Request to Travel Form for the event (do not use acronyms), times, projected expenses, etc. The department head signs and notes the appropriate funding.
- Take the Travel Form to Glenda White if you are seeking reimbursement from personal outlay.

\*\*In cases where the credit card can be used, please check it out from the dean's office and note on the Travel Form that it has been paid with the card. In this case, where the expense is totally coming from the card, Jan is the only point of contact.

In cases where the staff member gets reimbursed after the trip, the person needs to have all original receipts, prepare a summary cover sheet itemizing expenses (Hotel, Transportation, Meals, Registration) and a grand total—a request of the department head. This documentation should go to Glenda White who will then process for reimbursement. Copy all of your receipts before turning in.

### **Faculty Travel**

Faculty are allocated \$500/year for travel. Glenda tracks the expenses and provides a monthly report of balance. When faculty funds are exhausted, the person must pay from personal funds, or, in exceptional cases, request funding from the dean. Occasionally, there may be unused department funds that can be reallocated on a case-by-case basis.

Each faculty is encouraged to track his/her own expenses so that the actual expenses are reflected, not the anticipated expenses that initially are recorded on the Travel Form.

- Complete the Request to Travel Form. The department head signs and notes the appropriate funding.
- Take the Travel Form to Glenda White

In cases where the credit card can be used, please check it out from the dean's office and note on the Travel Form that it has been paid with the card.

Give Jan Renusch the confirmation receipt and return that receipt WITH the card to Jan. She will then reconcile to our departmental funds.

- In cases where the faculty member gets reimbursed after the trip, the person needs to have all original receipts, prepare a summary cover sheet itemizing expenses (Hotel, Transportation, Meals, Registration) and a grand total—a request of the department head. Also, if you have paid with the card, note this beside the appropriate line as a reminder not to be reimbursed for this item.
- This documentation should go to Glenda White who will then process for reimbursement. It is always a good idea to keep a record of your own final receipts as a check-point for the monthly reports.

Travel information is at <http://www.wku.edu/Dept/Support/FinAdmin/Travel.htm>

\*\*The credit card is generally used for up-front expenses like conference registrations, airline tickets, training seminars, etc. One link that explains credit card (procurement card) uses is

<http://www.wku.edu/Dept/Support/FinAdmin/Purchasing%20Card%20Policy.doc>