

CHHS Travel Process

1. Annual Travel Allowances Listing

By July 1, the Unit Office Coordinator will provide to the CHHS Travel Expert (Suzanne.thomas@wku.edu) the Annual Travel Allowances spreadsheet ([Employee List](#)). Data will include:

- Each Employee Name
- Total E&G (Department/Unit Index) travel funds authorized for the fiscal year AND index number
- Indication of whether travel funds cover registration

Note that grant-funded travel will not be listed.

2. Employee Travel Authorization Form (to seek approval for the travel and confirm the funding sources prior to expenditures)

1. Traveler will complete an Employee Travel Authorization Form ([E-Signature Form](#)), then send to their Department Chair/School Director
2. Department Chair/School Director will review, then send to the CHHS Travel Expert (Suzanne.thomas@wku.edu)
3. The Expert reviews and logs the authorization. If travel is on a grant, the expert will send to the CHHS Grant Accounts Specialist (Jo Ellen Scruggs) for review.
4. Any issues will be returned to the traveler for correction.
5. The Expert will send the authorization to Deirdre Greene for the Dean's "proxy" approval.
6. Deirdre will send the approved, final authorization to the traveler and their office staff.
7. The traveler may now begin expenditures using the Departmental Pro-card (i.e., airfare, registration, car rental).
 - a. WKU [Travel Policy guidelines](#) must be followed.
 - b. If using a Pro-card, each traveler must be an authorized Pro-card user.

3. Travel Voucher Approval Process (to request reimbursement for out-of-pocket &/or per diem expenses after travel is completed)

1. When the travel is complete, the traveler will create a [Travel Voucher](#) form ([instructions for completing the Travel Voucher](#)).
2. The completed form should be saved as a pdf, electronically signed by the traveler and the department chair/school director. Send the signed pdf and the applicable documentation (receipts, etc.)—also scanned as pdf—to the Travel Expert (Suzanne.thomas@wku.edu).
3. The Expert will review and record the voucher (compare to the associated authorization). If the travel is to be paid with a grant index, the Expert will send the voucher to the CHHS Grant Accounts Specialist for review.
4. Any issues will be brought to the traveler for correction.
5. Final vouchers will be submitted via email by the Expert to the WKU Travel Office (the traveler and their department office staff will be copied).

Tips

1. Hotel and airline expenses are **strongly encouraged** to be on the department/school pro-card, not on personal cards.
2. Remember to include ALL receipts with the voucher (this includes conference registration, airline, lodging) that were charged prior to the actual travel but still related to the travel event.
3. Please include the itinerary of the conference.
4. If claiming per diem, tips are NOT allowed for reimbursement. This includes Uber, parking, etc.
5. Valet expenses can only be claimed if there is NO other option at the hotel.
6. A travel voucher MUST be submitted within 90 days of the travel.
7. Car rental is **strongly encouraged** for longer drives and will be the most economical versus driving your personal vehicle. WKU has a contract with Enterprise and National Car Rental which provides full auto insurance coverage.

<https://elink.enterprise.com/en/weskenun.html>

WKU Car Rental Contract Summary:

<https://www.wku.edu/strategyopfin/travel/documents/enterprise2020.pdf>