**CHHS Travel Guidelines**

**For Faculty/Staff Considering Travel**

1. Each faculty and staff member must fill out the [**Employee Travel Authorization Form**](https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth)for every trip (or blanket travel) prior to travel regardless if funding is requested or not. Please see WKU Finance & Administration Travel Expenses & Reimbursement Policy ([3.1014](http://www.wku.edu/policies/docs/198.pdf)).
2. Timeliness of Travel Authorization Requests
	1. Domestic travel Funding requests must be submitted at least 15 days prior to making travel arrangements to ensure funding is approved. Employees need to fill out the [**Employee Travel Authorization Form**](https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth) located in the e-signature forms. Under normal circumstances, the Department/School will communicate acceptance or rejection of travel funds to employee within 14 days.
	2. International requests must be approved by Academic Affairs therefore must be submitted at least 30 days prior to making any travel arrangements. If the form is approved at the Dean’s level, it will be forwarded to Academic Affairs for final approval at which time travel arrangements can be made. Under normal circumstances, the Department/School will communicate acceptance or rejection of travel funds to employee within 14 days.

Faculty and staff are urged to utilize early purchase discounts, low-cost fares, or other available discounts for travel and lodging.

1. Funding is provided for one WKU Faculty/Staff member per refereed paper. Co-authored or multiple authored papers may share the allocation.
2. The following funding will be given preference:
	1. Individuals who are actively engaged in research as evidenced by published refereed journal articles, books, external grant submissions, or proceedings.
	2. Clinical individuals seeking required CEUs for their current position.
	3. Individuals seeking travel funds for professional development, administrative purposes, or continuing education purposes must clearly articulate how the travel relates to enhancement of teaching, service, research abilities, professional competence, or clinical expertise. The purpose of the travel should be related to and reflect department or college programs and objectives. An explanation of all travel must be detailed in the “Purpose of Trip” section of the [**Employee Travel Authorization Form.**](https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth)
3. For individuals who are requesting mileage, etc., in the blanket trips section of the [**Employee Travel Authorization Form**](https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth), an explanation of travel is also required in the “Purpose of Trips” field.
4. Once the form is completed by the faculty/staff member, it should be sent to the Department Head/Director who must complete the funding approval section and forward it to deirdre.greene@wku.edu for final approval. Once the form is approved or denied at the Dean’s level, the form will be sent back to the faculty/staff member for his or her records (or forwarded to Academic Affairs for International Travel). If travel is approved without the use of university funding, the Department Head/Director will indicate in the funding approval and notes sections that the individual is approved to travel at his or her own expense.
5. In general, CHHS and department/school funding is not to exceed $2,000 each Fiscal Year per employee, regardless of the funding source\* (i.e. State, DELO, and Foundation), except under special circumstances. In this case, a written justification must accompany the Employee Travel Authorization Form and be approved by the Dean before travel arrangements can be made. Conference registration fees are not included in the $2,000 maximum.
6. Out-of-State travel reimbursement will only be reimbursed for the cost of the most economical form of transportation.
7. Requests for reimbursement for expenses 60 days after return date or longer will not be accepted.
8. Department/Schools will be responsible to ensure that the [**Individual Travel Voucher**](https://intranet.wku.edu/php/prod/forms/travel/)(please see WKU Finance & Administration Travel Expenses & Reimbursement Policy, [3.1014](http://www.wku.edu/policies/docs/198.pdf)) does not exceed what was approved on the Employee Travel Authorization Form.

\*NOTE: The $2,000 maximum does not include blanket travel authorizations or travel funded by research grants and external funding (i.e. FUSE, QTAGs, etc.).