

WKU English Department TRAVEL FUNDING PROCEDURES

Booking your trip:

- NO using 3rd parties (Expedia, Travelocity, Orbitz, Hopper, etc,) when booking flights, hotels or rental cars.
- NO bundling (flight + hotel, rental car + flight, etc.)
- When funding has been approved by the department, the procard needs to be used to book flights, hotels, conference registration, etc.

Before your trip:

Go to: <http://www.wku.edu/english/faculty-information/>

After you click the link, type in your NetID and password to gain access to the e-Signature form.

Each trip must have its own form.

- Please submit at least **ONE** month prior to the trip to help us maximize funding.
- In the "Destination" section, please enter city, state for domestic travel or city, country for international travel.
- Be as specific as possible in the "Purpose of Trip" section. If you are attending a conference, you must include the name of the conference (no abbreviations) and the full title of your paper. Please include a sentence or two describing the topic of your paper so we can share your work with colleagues.
- Please DO NOT use abbreviations in any section of the form.
- Please contact Emily regarding mileage and per diem rates.
- If your registration fee includes banquet charges, you MAY NOT claim per diem for those specific meals.
- Mileage may only be claimed for use of your personal vehicle.
WKU has contract pricing for Enterprise Car Rental and National Car Rental. Go to http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=WESKENUN
- Once you have entered all your information, please click the "Validate" button at the bottom of the form.
- In the Send to email address field enter: english.travel@wku.edu

This form will go to Emily at english.travel@wku.edu. She will look it over and email it back to you with the approved funding amount. Keep this form for your records! We will provide you a checklist for each trip. This checklist is attached to an envelope where you can keep all required documents and receipts. Please stop by my office and grab one before you leave for your trip or request it to be left in your mailbox.

During your trip: Please place all pertinent materials in the envelope.

- Conference invitation email or letter
- ALL ORIGINAL receipts acquired during trip that you want to claim for reimbursement
- Copy of conference program with your name highlighted

After your trip:

- Please complete the green packet that is in the basket on Emily's door.
- If you have traveled out of the country, currency MUST be converted before submitting your packet.
- Once this is completed, contact Emily to make an appointment to begin the reimbursement process. She will take travel appointments on Tuesday and Wednesday of each week.