

WKU HUMANITIES POD TRAVEL FUNDING PROCEDURES

Before you book anything:

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
- **IF YOU DO NOT SUBMIT A TRAVEL AUTHORIZATION FORM, YOU WILL NOT BE REIMBURSED FOR YOUR TRIP!**

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!

Booking your trip:

- NO using 3rd parties (Expedia, Travelocity, Orbitz, Hopper, etc.) when booking flights, hotels or rental cars. You may only book directly through the airline, hotel or conference.
- Lodging may only be booked through hotels, motels, and AirBnB.
- NO bundling (flight + hotel, rental car + flight, etc.)
- We will not cover upgrades.
- When funding has been approved by the department, the procard needs to be used to book flights, hotels, conference registration, etc.
- **In general, pref.is to use pcard, however if going over travel amount, you will need to use your card and be reimbursed up to the authorized amount.**
- After your hotel is booked, please reach out to them to get a pre-authorization form for Emily or Janet to complete.
- Forward Emily and Janet any receipts you receive when booking.

After your trip:

- Please complete the checklist on the English website. This is the PDF version of the green packet. https://www.wku.edu/english/travel_checklist.pdf.
- Submit your checklist to Emily or Janet (whoever you have been working with).
- Please make sure all the receipts are included with the checklist that have not been submitted yet.
- If you have traveled out of the country, currency **MUST** be converted before submitting your checklist.