

Library Travel Procedure

August 2015

Before Travel:

1. Go to <https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth> to fill in and submit the WKU's travel authorization form.
2. Register for conference and make travel arrangements.
 - If you need the ProCard to pay for the registration fee or airline ticket, see Jan Renusch on Cravens 1st floor after your department head has signed and submitted the e-signature form, and you have received notification from Glenda that you are approved for funding.
 - Send the ORIGINAL registration receipt and/or airline confirmation to Jan immediately when you return the card, and a copy to Glenda (with your after-travel paper work).

After Travel:

1. Keep all receipts over \$10 except meals (you will claim per diem) and gas, if you're driving your own car (you will claim mileage).
 - a. Hotel bills must be itemized
 - b. Do not claim per diem for meals included in the cost of the conference
2. Go to <http://www.wku.edu/library/documents/backfromatrip.pdf> to download and print this *When You Get Back from a Trip* Form.
 - Be sure to put your name and 800 number at the top.
 - Include the TIMES you left **and** returned, as this will affect your per diem.
 - Make copies of everything for your records.
 - Submit the form with your receipts to Glenda.
 - You will be reimbursed in your next paycheck, and you are notified by email that a deposit has been made; it generally takes at least two weeks.

If you have any questions, please contact:

- Glenda 745-5054 glenda.white@wku.edu
- Jan 7455-2904 jan.renusch@wku.edu