

## Travel Instructions

- Prior to traveling:
  - Please forward all award letters to April Cochran. She will keep track of your travel funding.
  - Contact her to use the departmental purchasing card to pay for any advance purchases (airfare and conference registration, generally)
    - Forward email copies of these receipts to her.
- Upon return
  - Log in to the Travel Voucher.  
<https://asaweb.wku.edu/php/prod/forms/travel/index.php>
    - Click Proxy at the top.
    - Enter [april.cochran@wku.edu](mailto:april.cochran@wku.edu) into the space and click Save Data.
    - Log out.
  - Bring all of the following to April Cochran in ONE packet:
    - Your student ID number
    - The date and time you left your house (not the flight time)
    - The date and time you returned to your house
    - If you drove to the conference/airport, list the mileage each way.
      - You aren't reimbursed if another conference attendee drove and you chipped in gas money, as they will be reimbursed for the mileage.
    - Receipts – please include paper copies of all receipts even if you have already sent an emailed copy to April
      - Conference registration
      - Hotel
      - Airfare
      - Checked bags
      - Taxi/shuttle to the hotel or airport
      - Airport or hotel parking fees
      - Toll roads