Prior to Travel

1. Estimate your travel plans and costs for items such as:
   a. Departure and return dates
   b. Conference cost
   c. Hotel accommodations
   d. Car rental or mileage if using personal car
   e. Meals
   f. Miscellaneous (tolls)

2. Fill out an online Ground Travel Authorization
   a. Travel Authorization System

3. Place Reservation
   a. Transportation
      i. Train/Bus
      ii. Rental Car
   b. Hotel Accommodations
   c. Conference Registration
      i. Payment may be paid using the WMU Procurement Card

During Travel

1. Obtain Receipts
   a. Meals
   b. Hotel Bills – itemized per day
   c. Miscellaneous

Following Travel

1. Upon return
   a. Fill out Travel Expense Voucher
      Travel expense voucher 2017
   b. Obtain proper signatures
   c. Submit travel voucher to Accounts Payable

Contact the Travel Administrator in the Payroll and Disbursements Office, at 387-2154 with any questions.
Detail instructions can be found at http://www.wmich.edu/travel/ground-travel

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