Travel, Meal and Entertainment Policies
College of Arts and Sciences, Dean’s Office

The College and departmental budgets are not large, but we can all help to make our resources go further. As part of our “budget awareness” please follow the guidelines funding of travel, meal and entertainment policies. Complete WMU Travel Policies and information can be found at:
http://www.wmich.edu/travel/index.html

1. A Travel Authorization form is required before making any travel reservation arrangements.
   a. Departmental Chair approval and College Dean/Assoc. Dean approval is required for Travel Authorizations and Travel Vouchers per Provost Office.
   b. Chairs/Directors should submit the Travel Authorization (online) to Liz Roe in the Dean’s Budget Office.
   c. Travel Vouchers can be dropped off or mailed (MS 5308) to Liz Roe for review and signature by Dean’s.

2. Faculty and staff should use AAA travel (nuTravel Technology Solutions) to book airline tickets for university business.

3. Guests and students traveling by are not required to use AAA Travel for airline tickets unless department prefers to be billed directly for the expense.

4. A travel authorization is not needed for local travel except to reserve a rental car for the Kalamazoo area.
   a. No mileage reimbursement is allowed for travel in Kalamazoo and the immediate area.
   b. Local travel is defined as to/from the campus of Western Michigan University and not to/from faculty/staff home.

5. For conference presentation or attendance please include the program or a registration receipt with the travel voucher showing dates of conference.
   a. Hotel and meal charges will be paid for the duration of the conference plus appropriate travel time.

6. For meals while traveling on university business, please use the GSA per Diem rates (for more details see – website: http://www.gsa.gov/mie).
   a. Itemized receipts are no longer being accepted for meals except when hosting a meal.
   b. Meals for one day trips are not allowed per the Treasury Department regulations and are classified as taxable income. An exception would be hosting meals.
   c. The GSA per Diem rates are $46 - $71 per day
   d. Include a copy of GSA rate if not using the base rate of $46
   e. First and last day of travel is 75% of per Diem rate
   f. Tip: Use “Other” box for full day per Diem rate (versus filling in breakfast, lunch and dinner).

7. Ground transportation expenses should be appropriate for the location and nature of the trip.
   a. An example may be ground travel where mileage reimbursement is higher than airline travel. The most cost effective reimbursement will be allowed.

8. Personal telephone calls should not be billed to the university.

9. Expenses will be reimbursed only if they are clearly needed for the purpose of travel.

10. High or unusual expenses need be explained or justified.

11. The purpose of the trip must be noted on the travel reimbursement form.

12. Alcohol purchases should not be charged to Fund 11.

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