



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
 - i. Guidelines - <http://www.wmich.edu/travel/meals>
 - b. Hotel Bills – itemized per day
 - c. Miscellaneous

Following Travel

1. Upon return
 - a. Fill out Travel Expense Voucher
 - i. http://www.wmich.edu/travel-expense-blank_3.pdf
 - 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>