

For non-university employees- we will also need a filled out W-9. Do not include your social security number on any forms.

WESTERN MICHIGAN UNIVERSITY  
TRAVEL EXPENSE VOUCHER

Admins will add a voucher number once its been processed by an admin

VOUCHER NO.

T

http://www.wmich.edu/travel/

Fill out all red arrows

EMPL ID  
TRAVEL AUTH. #  
PAYEE  
ADDRESS  
ADDRESS  
DEPARTMENT CONTACT

Please attach travel authorization

DATE

Include a fund and cost center # for the account that is paying out the reimbursement (if you don't know this number, tell us which account you'd like to pay from and we can write it in)

4 3 6 0  
4 3 5 9  
4 3 5 8

INSTATE  
OUTSTATE  
FOREIGN  
OTHER

Select the circle that best describes your travel

UNIVERSITY EMPLOYEE YES NO

Kristie (7-5602) or Stephanie (7-5624)

TRANSPORTATION - AIR, BUS, RAIL, PERSONAL CAR (Please Attach Receipts)

Departure	Return	From	To	Car Miles

Air, bus, or rail travel need receipts. **Personal car** travel needs a map screenshot attached that shows the number of miles traveled. You do not get reimbursed for gas. **Rental cars** get reimbursed by gas and not mileage- attach receipts

MILEAGE REIMBURSEMENT RATE

Using a recent form ensures the mileage reimbursement amount is updated

Total Car Miles	Mileage Expense	Ticket Expense	Total Transportation

LODGING (Please Attach Receipts)

Date	City, State	Name of Hotel	Amount
			Total Lodging

attach receipts for your stays

Current Daily Standard Meal Per Diem: Breakfast \$13.00 Lunch \$15.00 Dinner \$26.00 Incidentals \$5.00  
(Includes Tip) \*The first & last day of travel will be paid at 75% of the Per Diem Rate

MI per diem. If you are getting reimbursed for out of state meals, look up rates here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

MEALS	G	Date	G	Date	G	Date	G	Date	G	Date	G	Date	G	TOTAL
Breakfast														
Lunch														
Dinner														
Other														
														Total Meals

Make sure your first and last day per diem rates are 75% of the full cost (ie. Day one breakfast per diem is \$9.75). Include \$5.00 for tip in the "other" row. You do not need any receipts attached.

Use other box for incidentals or full day per diem rate

\*Please indicate number of Guests in columns marked 'G.'

Only count the # of people the reimbursed meal covered

Name & Title of Guest(s)

OTHER TRAVEL EXPENSE (Please itemize including taxis, parking, baggage handling, telephone...etc.)

OTHER COST


Any taxis, Ubers, Lyfts, parking, luggage, etc. can be recorded here. Attach receipts.

Total Other

ALL EMPLOYEE REIMBURSEMENTS ARE PAID VIA ACCOUNTS PAYABLE DIRECT DEPOSIT

Signatures

Traveler  
Supervisor  
Printed Name & Title  
Additional Approver  
Printed Name & Title  
Business Purpose  
Period Covered From To

Traveler: sign your name

Supervisor: if you are a student, have your supervisor sign. If you are faculty, have John sign. Printed name and title of supervisor.

Audited By  
Date

Grand Total

Authorized Reimbursement

Lastly, if you are a student and you traveled off campus for an over night trip, your supervisor needs to complete the Clery form (links below) within 30 days of your return. This should only be completed by your supervisor.

\*Make a copy for the department and traveler prior to sending the original to Accounts Payable

<https://wmudps.wmich.edu/clery-trip-form-faqs.php>  
<https://wmudps.wmich.edu/clery-student-off-campus-trip-policy.php>  
<https://wmudps.wmich.edu/clery-trip-submit.php>