

University Libraries Travel Reimbursement Procedures May 2017

1. In order to properly account for official travel, a completed and approved Travel Authorization Form is required before travel is taken, even if no WKU reimbursement is involved. One needs to be completed at the least “For Insurance Purposes Only.” Approval must be obtained through the Dean of the College and, if travel outside the Continental US, by the Office of the Provost. Travel Vouchers can be found in the “Travel” section of the following webpage:
<http://intranet.wku.edu/php/prod/forms/travel>.
All travel must be in compliance with WKU’s Travel and Reimbursement Policy located at the following: <http://www.wku.edu/policies/>.

2. Before Travel
Anyone in the Library who travels on University Libraries business should fill out an “[Employee Travel Authorization Form](#)” (whether you are requesting reimbursement or not) and submit to your Department Head. Department Head will send to the Dean and the Dean will send to Glenda White in the Dean’s Office before you use the procard. You will be notified when approved and then may proceed with arrangements.

3. After Travel
Please do not fill out the online travel expense voucher; Glenda White will do this for you.
 - a. Upon your return, bring all receipts and your [Return From Trip Form](#) (with no abbreviations) to Glenda White to get reimbursed.
 - b. You do not need receipts for meals. You can no longer get reimbursed for tips (on meals, taxi, etc.) as the cost of your meals per day has been increased to cover that.
 - c. After you sign your travel form, it will take about 2 weeks to process. If you have not received an email about direct deposit, please contact Glenda White and she will check on the status.

4. If you are out of town or work out of town and can’t get to the Dean’s Office to sign your travel form, send Glenda an email saying you give her permission to sign for you.

5. DLSC faculty can call first when filling out the pre-authorization form to see if they have funds left or need to secure additional funds before making arrangements.

Please note:

- a. Jan needs receipts for all procard charges for reconciliation purposes. Glenda needs a copy to complete the travel form.
- b. Glenda will send a reconciliation of travel expenditures and available travel funds to the Department Heads and Dean monthly.