Instructions for Travel Request Forms

On the Travel Website: [www.wichita.edu/travel](http://www.wichita.edu/travel) there are two different fillable PDF forms for you to fill out and submit to ma.wsutravel@wichita.edu, one is a Travel Authorization Request (TA) and the other is a Travel Reimbursement Request (TR). Please fill out the corresponding PDF based on your current needs.

**TA's will need to be completed and submitted 10 business days before your travel is to begin.**

On the TA we are looking for an estimate of your costs and the funding information for which department will be covering the costs of the travel. Please supply as much information as possible, as this will give the Budget Officer a picture of what your travel expenses might be. Please add comments if you are traveling with another WSU employee or students.

Estimated Expenses:

1. If you know exact amounts please use them, otherwise just put what you think the trip will cost.
2. Not every expense listed needs an amount associated with it.
3. If you have any questions or need help filling out the form please call 978-3070 for assistance.
4. Once you have completed the form please email to ma.wsutravel@wichita.edu.

**Please remember, DO NOT book any travel arrangements until you receive the following email:**

Dear WSU Employee,

The following Travel and Expense document has been approved by Michelle White.

- Document Code: TA000001
- Entered by: Travel Office
- Document Purpose: Meeting
- Document Description: State Meeting
- Document Comments: None

The following comments were entered:

Reminders: Expense reports to close trip are due no later than 5 business days from trip/travel return date. For travel reimbursement, please submit all travel related documents to your designated delegate. If travel airfare is funded by Foundation/Non State monies, do not use this travel authorization number when booking travel details. All WSU travelers must sign up for direct deposit for travel and expense reimbursement. If you have not completed form DA-130, please do so before you travel. The link to this form is located in the portal on the Faculty/Staff tab.

* BEFORE YOU TRAVEL *

**TR’s will be filled out after the trip has been completed and within 5 business days of travel.**

Expenses:

1. Please list every expense that you incurred, if there is not a specific expense type listed on the form, add it to the additional or unplanned expenses on line #10.
2. Please attach scanned copies of the receipts and retain originals in your office for auditing purposes. If we are unable to read the receipt a new one will be requested.
3. If you have a specific amount allotted for the travel from your department please list that amount in the comments section on line #11.
4. If you have any questions or need help filling out the form please call 978-3070 for assistance.
5. Once you have completed the form please email to ma.wsutravel@wichita.edu.
6. Any questions we have for you will come in email form so we can attach it to the travel document.