WANT TO TRAVEL OUT OF STATE?  
HERE’S HOW TO NAVIGATE THE SYSTEM

1) FY 2014 travel will be supported on a first-come first-serve basis.
   - In order to reserve LAS funding, please submit a travel request form (see #3 & #4 below) with documentation of paper acceptance ASAP. To maintain LAS funding eligibility, you must document acceptance of the paper presentation at least one month before your trip. When the LAS travel budget allocation is expended, trips that cannot be funded will be placed on a waiting list and will be funded if other trips are cancelled or if additional LAS travel funds become available.

2) Choose how you would like to book your airfare:
   - WSU Travel Agent – RECOMMENDED – Begin with #2 below.
   - Book your own – Obtain at least two competitive quotes for airfare with similar departure and return times. When you return, submit the quotes and your airfare itinerary/receipt along with a university travel voucher (see #7 below). You must document that you have chosen the less expensive of the competitive quotes. Please bear in mind that if you purchase your own ticket you will be responsible for bearing its cost until after your return, when you receive your reimbursement. Then proceed to step #2.

3) Obtain a Request for Out-of-State Travel form and “Travel Sticky”:
   - Form and travel sticky may be obtained from your department administrative assistant. Form is also available online from the Office of Financial Operations and Business Technology: www.wichita.edu/travel. Do this at least six weeks before you intend to travel.

4) Follow these instructions to fill out your request form:
   a. Fill in the top four lines of the travel form.
   b. Complete the ESTIMATED COSTS ITEMIZATION section. You can estimate the cost of your airline ticket by viewing ticket prices on-line or calling the WSU travel agent (see #5 below for travel agent contact information).
   c. Complete the FOAP section listing funding sources with the appropriate Fund Number, Organization Code, and if applicable, the amount you expect from various university sources, other than LAS, (e.g. ORA grant, department RU).
   d. Complete a travel sticky, noting the amount being requested from the LAS Dean’s Office. Funding allowances:
      - Probationary faculty--$1,300 maximum per fiscal year:
        i. $800.00 for first trip to present a refereed paper;
        ii. $500.00 for second trip for probationary faculty to present a paper
      - Tenured faculty--$800 maximum per fiscal year:
        i. $800 for one trip to present a paper
   e. Signatures:
      - The traveler and the department chair must sign and date the travel request form and travel sticky.
   f. Attach proof of paper acceptance documentation (e.g. acceptance email, copy of agenda).
   g. Submit the form to the LAS Dean’s Office, Lindquist Hall 200. It will move through LAS within two days, but allow at least one week for it to move through the entire approval system.

5) Receive the processed form:
   - The form will be returned to you with a request number printed in the upper right-hand corner. When you receive the form and request number, you may call WSU Travel Agent, Laurie O’Leary (316) 733-2753, to help you select and book your lodging and flight. You may make your own reservations at the hotel where the conference is being held. However, you must use the WSU travel agency to book any other hotel.

6) As you travel:
   - Save itemized receipts for food, registration, hotel expenses, passenger coupons (e.g. airport shuttle, taxi), baggage handling, and the itinerary from your airline ticket. Make note of departure/arrival times along with complimentary meals.
7) **When you return:**

- Complete a Travel Voucher-General Expense Form (available at [www.wichita.edu/travel](http://www.wichita.edu/travel)) or give your receipts and itinerary to the department employee who is charged with completing travel documents. Please include an official copy of the conference agenda, stating the dates of the conference, official agendas, and an account of the amount of meals provided by the conference and/or hotel. Please sign the travel voucher once completed. **Travel vouchers should be submitted to the Travel Desk, Controller’s Office, Box 38 within five business days of your return.**

- Expect your travel request to be processed within two to three weeks. Your reimbursement will be directly deposited to your bank account or mailed to your home address. Your direct deposit for travel is different from your direct deposit for your paycheck because travel is handled in Topeka and payroll is handled locally. If you have not filled out a form directing your deposit for travel, go to [www.wichita.edu/travel](http://www.wichita.edu/travel) and fill out the DA 130. Fill in your name as the Vendor Name, and your Social Security Number as the Vendor Number and submit it to the Office of Financial Operations and Business Technology.

**SPECIAL NOTES:**

- If booking travel at the end of the fiscal year (which ends June 30th), work closely with your department to make sure deadlines associated with end-of-year travel are met.

- In-state travel—contact Dean Koeber to request funding. A travel request form and travel sticky are not required. However, you must save your receipts and submit them with a travel voucher when you return.