

TRAVEL PROCESS CHART

PLEASE READ ALL TRAVEL GUIDELINES ATTACHED TO FULLY UNDERSTAND THE CHART

Travel Steps	Responsibility	Process	Form Required
A. Trip is planned 1. Travel cost estimated 2. Approval	Traveler	All travel requires concurrence by the traveler's supervisor and approval by the administrator or manager in charge of the departmental index code funding the travel.	Procedures to be determined by Departments
B. Necessary confirmations, reservations, & prepayment finalized (if applicable)	Traveler	Conference fees can be prepaid directly to the vendor by Business Services. Conference fees and lodging can be included in the advance or reimbursed after the trip. If out-of-state lodging is to exceed the prescribed per diem, a Request for Reimbursement of Lodging at Actual Cost should be filled out and approved PRIOR to trip. The UM-Western Pro Card may be used to HOLD but NOT PAY for the first night's lodging.	Travel Advance Form Reimbursement of Lodging at Actual Cost
C. Tickets Secured (if applicable) Under \$5000 Over \$5000	Traveler/Campus Dept. Purchasing	The UM-Western Pro Card MUST be used to purchase airline tickets. See State Guideline (MOM 1-370.10).	UM-Western Pro Card
D. Travel Advance secured (if applicable)	Traveler	Business Services is responsible for the distribution and control of travel advances. An advance form is obtained by the traveler at Business Services or Supervisor/Dept Budget Manager. If under \$700.00 it is converted into cash by the Business Services cashier. If over \$700.00 it is requested in check form, and must be turned in 10 working days in advance to Business Services for processing.	Travel Advance form
E. Trip Taken	Traveler	Retain <u>all</u> receipts of \$5 or more (except food) to be used when submitting Travel Expense Voucher upon return.	
F. Travel Expense Voucher 1. Reimbursement due traveler 2. Reimbursement due University	Traveler/Campus Dept. Business Services Traveler	Prepare a Travel Expense Voucher with required approval signatures and documentation and forward to Business Services. Business Services will process any reimbursement due the traveler. Any reimbursement owed the University must be attached to the Travel Expense Voucher form and delivered to the Travel Desk at Business Services. These forms must be turned in no later than (30) days after travel. After (31) days it will automatically be withheld from the paycheck.	Travel Expense Voucher

*Grants must also follow the travel guidelines of their contract and their granting agency.

