Any university-paid travel requires a WMU Travel Authorization. (For self-funded travel, please see Leave Authorization, p. 2.)

WMU Travel Authorizations are processed using information you submit via the online “Going SOMewhere Travel Authorization Request” form in the Resources section of the SoM website. This form works for faculty, student, and guest travelers, and should be filled out by the host if the traveler is a guest.

Fill out the Going SOMewhere form as soon as you know about your trip. When the approvals are complete, your request will be assigned a travel authorization number, which will be emailed to you.

It will take at least a week, maybe longer, to secure your travel authorization number because your request must be approved at three levels. To avoid delays, submit all the information requested on the form and be particularly thorough with funding source information, funding amounts and cost estimates.

We will not start the travel authorization process until we receive your Going SOMewhere form response. You will need the travel authorization number to make your flight reservations (see below). Typically, flights get more expensive closer to the departure date. For this reason, it’s wise to submit your Going SOMewhere form at least one month before your trip; two is better for the best ticket pricing.

If you have questions about how or when to submit the Going SOMewhere form, contact assistant to the director Jenny Snyder, music@wmich.edu, (269) 387-4671.

Air Travel: Most of the time, you will make your own flight reservations. The university mandates that AAA must be used to book air travel. After receiving your Travel Authorization number from the SoM office, you may call AAA at (800) 854-5044 or (269) 387-3700. Please email flight confirmation/itineraries to music@wmich.edu.

Car Rentals: Car rentals also require a TA number. The university mandates that we must use the Hertz Stadium Drive location (3621 Stadium Drive, Kalamazoo, MI 49008, (269) 372-0495) if the pickup location is Kalamazoo. The SoM will usually make the reservations because Hertz requires a WMU fund/cost number. Hertz direct-bills us.

If you need a rental car in another city, you may make the reservation yourself. We recommend making the reservation through the Kalamazoo Hertz office, instead of online, to facilitate billing.

Buses and Trucks: The assistant to the director (Jenny Snyder, music@wmich.edu, (269) 387-4671) will make truck and bus reservations with information gleaned from your Going SOMewhere form. Please be specific about the size of vehicle needed. You can get information
from the websites of the university's preferred vendors: startruckrentals.com (trucks) and bwcharters.com (buses).

**Procurement Cards:** Note that university procurement cards **may not be used** for lodging, restaurants, gas stations, or any travel-related expenses, including tolls. You will need to pay these expenses out of pocket and submit receipts for reimbursement.

**Guest Lodging:** The assistant to the director (Jenny Snyder, music@wmich.edu, (269) 387-4671) will make lodging reservations for SoM guests staying in Kalamazoo. We use a short list of hotels/motels with which we have direct-billing arrangements. Please request guest lodging as far in advance as possible.

**FRTF:** The university has a strict 30-day limit for submitting FRTF paperwork. To ensure funding, you must turn in all receipts for which you wish reimbursement to the SoM business office **within five business days** after you return from your trip. We can't process receipts turned in after that point.

Please read all the FRTF guidelines (google: WMU FRTF) if you have not used this funding source before, and see the business manager in advance of your trip to go over details.

**Travel Expense Vouchers:** Upon returning from your trip, you'll need to fill out your expense voucher. A link to the university's Travel Forms is just below the Going SOMewhere form on the SoM website. SoM business manager Deb O'Keefe (269) 387-4677, business office assistant Brittany Belvin (269) 387-4660, or the university travel administrator, Jennifer Halseth, (269) 387-2154, can help you with your voucher form.

**Guest Artists:** Please let us know as far in advance as possible if you are hosting a guest artist who needs lodging. Host faculty should take care of local transportation. Please plan to transport your guests if at all possible, or find another person who can. The office staff are not available to transport guests.

**Student Travelers:** Most student travel is subject to the same rules as faculty travel; do not allow students to book their own airfare; they must use AAA. Students may fill out their own Going SOMewhere form, if appropriate. Please see the business manager, deborah.okeefe@wmich.edu, (269) 387-4677 as early as possible if you are planning a student trip.

Note that the university requires **legal waivers for all student travelers.** The form is available in the Resources area of the SoM website. For group travel, it is the faculty teacher/sponsor’s responsibility to get these signed and returned to the business office before the trip.

**Leave Authorization / Self-funded Travel:** If your trip will be 100% self-funded, you may submit a Leave Authorization form (available in the Resources area of the SoM website) instead of a Going SOMewhere form. Note: If the university is paying any costs up front, even if those costs will be reimbursed by another funding source later, the Going SOMewhere form is required.