Before submitting a Travel Expense Voucher to the Accounts Payable office, please review the checklist below to make sure the form is complete and accurate. Incomplete vouchers will be returned to the traveler. The traveler will be responsible for making corrections or supply missing information.

- Employee ID#
- Name and home address
- Cost center number
- All receipts must be itemized showing exactly what was purchased and indicate proof of payment. Credit card statements showing the total amount only will not be accepted
- Accurate mileage: must provide MapQuest printout, odometer reading or log
- Itemized receipts for transportation and lodging. Receipts must be itemized and show detail. The Accounts Payable office cannot accept a statement showing the total amount only. Justification must be provided for any miscellaneous expense, such as Internet.
- Lodging receipts must be itemized and show payment. Ask for receipt upon check out.
- Meal Per Diem is used and based on location and the GSA website. NO receipts unless hosting a meal. Must have an overnight stay to receive Meal Per Diem
- Restaurant receipts must be both itemized and credit card. If paying with cash, get receipt showing paid. Must have originals, copies will not be accepted
- International Travel, complete spreadsheet, provide conversion rates or credit card statement with original receipts
- Authorized Reimbursement is the amount to be reimbursed
- Business Purpose of travel
- Date and time trip began
- Date and time trip ended
- Location of travel
- Traveler signature. Traveler must sign the Travel Expense Voucher in the space provided.
- Authorizing signatures – supervisor at a minimum. Travelers are not permitted to authorize their own travel expenses.

The above checklist is not intended to be all inclusive. Additional information is located at the following website: http://wmich.edu/travel/

If you have any questions, please contact the Accounts Payable Office.

Payroll and Disbursements Office
Seibert Administration Building, Room 1270
1903 West Michigan Avenue
Kalamazoo, MI 49008
Phone: (269) 387-4253
Fax: (269) 387-4299
Office Hours
Monday through Friday
8:00 a.m. – 5:00 p.m.