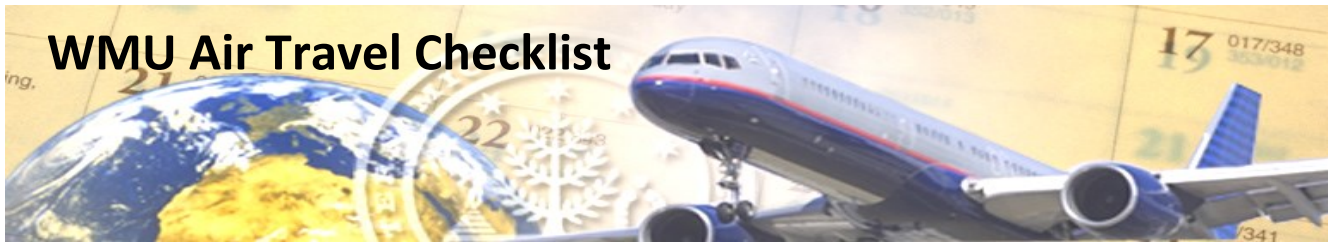


WMU Air Travel Checklist



Prior to Travel

1. Create or Verify a AAA/Certify Login
 - a. Create a profile - Fill out an [Individual Traveler Profile](#) and send to AAA
 - b. Verification
 - i. If you cannot remember your login information, contact AAA at (800) 854-5044
2. Estimate your travel plans and costs for items such as:
 - a. Departure and return dates
 - b. Conference cost
 - c. Hotel accommodations
 - d. Air travel
 - e. Car rental
 - f. Meals
 - g. Miscellaneous (such as taxi, Internet, luggage, etc.)
3. Fill out an Online Air Travel Authorization
 - a. [Travel Authorization](#)
4. Place reservation through AAA/Certify
 - a. \$22 service charge to call AAA – (800)854-5044
 - b. \$10 service charge to use the Online booking tool for [Certify](#)
5. Make hotel reservation
 - a. Can be made through AAA (will need personal credit card for charges)
 - b. Must use personal credit card to charge room
6. Make car rental reservation (if needed)
 - a. Procurement card can be used for Hertz Rent-A-Car **only**

Note: International travelers should have visa and/or passport documents when traveling abroad.

During Travel

1. Obtain Receipts
 - a. Meals
 - i. [Meal Guidelines](#)
 - b. Hotel Bills – itemized per day
 - c. Rental Car
 - d. Miscellaneous

Following Travel

1. Upon return
 - a. Fill out [Travel Expense Voucher](#)
 - b. Obtain proper signatures
 - c. Submit travel voucher to Payroll and Disbursements

More information can be found on the [Travel Website](#).