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.