Prior to Travel

7. Estimate your travel plans and costs for items such as:
   a. Departure and return dates
   b. Conference cost
   c. Hotel accommodations
   d. Car rental or mileage if using personal car
   e. Meals
   f. Miscellaneous (tolls)

8. Fill out an Online Ground Travel Authorization
   a. Travel Authorization

9. Place Reservation
   a. Transportation
      i. Train/Bus
      ii. Rental Car
   b. Hotel Accommodations
   c. Conference Registration
      i. Payment may be paid using the WMU Procurement Card

During Travel

2. Obtain Receipts
   a. Meals
      i. Meal Guidelines
   b. Hotel Bills – itemized per day
   c. Miscellaneous

Following Travel

2. Upon return
   a. Fill out a Travel Expense Voucher
   b. Obtain proper signatures
   c. Submit travel voucher to Disbursements

More information can be found on the Travel Website.