



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](#).