

WMU Air Travel Checklist



Prior to Travel

1. Create or Verify a AAA/Nutravel (formerly Res-X) Login
 - a. Create a profile - Fill out an Individual Traveler Profile found at:
<http://www.wmich.edu/sites/traveler-profile.pdf>
 - 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, hotel tips, etc.)
3. Fill out an online Air Travel Authorization
 - a. [Travel Authorization](#)
4. Place reservation through AAA/Nutravel (formerly Res-X)
 - a. \$22 service charge to call AAA – (800)854-5044
 - b. \$10 service charge to use Nutravel – <https://enterprise.nutravel.com>
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. Guidelines - <http://www.wmich.edu/travel/meals>
 - b. Hotel Bills – itemized per day
 - c. Rental Car
 - d. Miscellaneous

Following Travel

1. Upon return
 - a. Fill out Travel Expense Voucher
http://www.wmich.edu/travel-expense-blank_3.pdf
 - b. Obtain proper signatures
 - c. Submit travel voucher to Accounts Payable

Contact the Travel Administrator in the Payroll and Disbursements Office at 387-2154 with any questions.

Detailed instructions can be found at <http://www.wmich.edu/travel/air-travel>



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. https://auxe.wmich.edu/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. Guidelines - <http://www.wmich.edu/travel/meals>
 - b. Hotel Bills – itemized per day
 - c. Miscellaneous

Following Travel

2. Upon return
 - a. Fill out Travel Expense Voucher
 - i. http://www.wmich.edu/travel-expense-blank_3.pdf
 - b. Obtain proper signatures
 - c. Submit travel voucher to Accounts Payable

Contact the Travel Administrator in the Payroll and Disbursements Office, at 387-2154 with any questions. Detail instructions can be found at <http://www.wmich.edu/travel/ground-travel>