

Office of Student Involvement



www.vancouver.wsu.edu/involvement

PROCEDURES FOR TRAVEL

1. The first step BEFORE any money can be spent on any kind of travel is to complete a travel request form. One form for each student traveling.
2. Authorized Student Signature:
Traveling with or for ASWSUV- ASWSUV President's signature
Traveling with or for a club- Club President
All other student entities- Student Editor or Student Manager
3. Authorized Advisor Signature:
Traveling with or for ASWSUV- Michelle McIlvoy
Traveling with or for a club- Club Advisor
All other student entities- Student Editor or Student Manager
4. Select the funding source and write in the budget number if applicable.
5. Once signatures are received return the form to Arlene.

NOTE: The travel advance MUST be filled out several weeks (at least 2 weeks) in advance of your travel, especially if you need airline and hotel reservations.

6. Arlene will make airline reservations (state rate) and hotel reservations. Make sure the hotel you request has state rates (check with Arlene for exact state rates in area that you will be in) and will take a purchase order. It is the traveler's responsibility to do this prior to submitting the form to Arlene.
7. Keep all receipts with the exception of food receipts. Food per diem is determined by the state and you will be reimbursed at that rate. See Arlene for food per diem rates.
8. Turn in all receipts within 2 days of your return to Arlene who will generate paperwork for reimbursement. She will contact you when this expense voucher is completed and ready for you to sign. Once you sign the expense voucher (ASWSUV president and Michelle also sign) it is sent to Pullman for processing. It will take approximately 3 weeks for you to receive your reimbursement by check through the mail.