



WICHITA STATE UNIVERSITY

FINANCIAL OPERATIONS AND BUSINESS TECHNOLOGY

Travel Services

## Travel Request Form

Fill this form out for either an authorization (10 days prior to the trip) or a reimbursement (5 days after you return). Save the request form and attach any supporting documentation then email to [ma.wsutrans@wichita.edu](mailto:ma.wsutrans@wichita.edu).

1. Select the corresponding box for this request

Travel Authorizations (TA) stop at #10

Travel Reimbursements (TR) complete entire form

2. Traveler myWSU ID: \_\_\_\_\_ Traveler Name: \_\_\_\_\_

Submitter Name: \_\_\_\_\_

(if different from traveler)

Who should we contact for details of the trip?

Traveler

Submitter

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

3. Destination(s): \_\_\_\_\_

4. Travel Dates From: \_\_\_\_\_  
(mm/dd/yy)

To: \_\_\_\_\_  
(mm/dd/yy)

Departure time: \_\_\_\_\_  
(TA request leave blank)

Return time: \_\_\_\_\_

5. Purpose of Trip:  *If 'Other' is selected explain:* \_\_\_\_\_

6. Name of Conference or Meeting (if applicable): \_\_\_\_\_

7. Funding Information:

Fund: \_\_\_\_\_

Org: \_\_\_\_\_

- If travel is being paid by other departments, list the departments name and funding below
- If split funding, provide additional funding and percentages below

8. Comments/Additional Information:

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9.

Expense (if applicable) or Estimated Expense	Paid By	Amount	Fund/Org (if different from above)	Notes
Conf. Reg. & Job Related Training Fees				
Gasoline				
Airfare				
Lodging (please comment if you will not be claiming hotel charges and why)				
Miscellaneous Expenses (i.e. parking, tolls)				
Rental Car				
Taxi, Bus or Shuttle				
Other				
<b>Total</b>				

10. **Mileage:** \_\_\_\_\_ miles x \$0.545 = \_\_\_\_\_

Please attach one mileage log per month or provide a printout with starting and ending addresses.

**If this is a TA STOP here! Save the form then email to [ma.wsuttravel@wichita.edu](mailto:ma.wsuttravel@wichita.edu).**

11. **Meals:**

Add the date and check the box for any meals that were provided to you.

Date	Breakfast	Lunch	Dinner

12. **Additional Information:**

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Below is a list of possible required documents. If applicable, these documents should be included with the travel request. This list is not intended to cover all travel scenarios.

**Conference Agenda and Receipt**

**Lodging Receipt**

**Transportation Receipts**

**Certified Statement for Receipts-when a receipt is not available or illegible**

**Currency Conversion from Oanda website: [www.oanda.com](http://www.oanda.com)**

**VP's approval**