



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

Instructions for Travel Request Entry Form

The Travel Request Entry Form is used to submit travel request for either an authorization or a reimbursement and it will be entered into TEM by the travel staff. When you have finished the form, save it from the website then email to ma.wsutavel@wichita.edu and attach any supporting documentation. Direct all questions regarding your trip to wsutaveloffice@wichita.edu and not the ma.wsutavel@wichita.edu email address the form is submitted to.

Travel Authorizations (TA) will need to be completed no later than 10 business days before your travel begins.

1. Select the box next to TA and complete through #10
2. Enter the traveler's myWSU ID and Name
 - a. Submitter Name
 - b. Who we should contact regarding any questions or requests
 - c. Phone Number and email
3. Enter the destination of your trip
4. Enter the travel dates for business only
 - a. If you know the travel times already you can list them, otherwise you can leave this section blank
5. The purpose of the trip will need to be selected (Conference, Training, etc.)
 - a. When selecting 'Other' you must provide an explanation (observation at school)
6. If you are attending a Conference or a Meeting list the name
7. Funding Information: You must list a fund and org. number even if you are not expecting reimbursement, if you do not know the fund and org. number list the department you work in
8. Add comments to describe unique situations:
 - a. Traveling with another WSU employee or students
 - b. If you are expecting funding from 2 different departments
 - c. If you are going to use personal time along with the business travel, indicate the personal dates
9. Estimated expenses: This is what you are estimating the total expenses to be. Supply as much information as possible, as this will give the Budget Officer a clear picture of what your travel expenses might be
 - a. If you know exact amounts use them, otherwise just put what you think the expense will cost
 - b. Not every expense listed needs an amount associated with it
 - c. The 'Paid by' source could be either Personal funds, WSU BPC card, WSU Sunflower, iTravel BPC card or Other Source, which is used when an outside vendor is going to reimburse the trip
10. Mileage, if you know you are going to use your personal vehicle, fill this section out

At this point in the process you can stop as the meals will be calculated on the reimbursement. When you have finished the form through #10, save it from the website then email to ma.wsutavel@wichita.edu and attach any supporting documentation. You will receive an email from Travel Services to approve your TA. If you have any questions or require assistance filling out the form call 978-3070.

Travel Reimbursements (TR) will be filled out after the trip has been completed and within 5 business days of travel.

1. Select the box TR and complete the entire form
2. Enter traveler's myWSU ID and Name
 - a. Submitter Name only if different from traveler
 - b. Who we should contact regarding any questions or requests
 - c. Phone Number and email
3. Enter the destination of your trip
4. Enter the travel dates for business only
 - a. Enter the time you left Wichita and returned back
5. The purpose of the trip will need to be selected (Conference, Training, etc.)
 - a. When selecting 'Other' you must provide an explanation (observation at school)
6. If you are attending a Conference or a Meeting list the name
7. Funding Information: You must list a fund and org. number, if you do not know the fund and org. number list the department you work in
8. Add comments to describe unique situations:
 - a. Traveling with another WSU employee or students
 - b. If you are expecting funding from 2 different departments
 - c. If you are going to use personal time along with the business travel, indicate the personal dates
9. Expenses:
 - a. Find the corresponding expense and enter the amount that was actually spent
 - b. The 'Paid by' source could be either Personal funds, WSU BPC card, WSU Sunflower, iTravel BPC card or Other Source, which is used when an outside vendor is going to reimburse the trip
10. Mileage, the form will calculate this for you, please include either a mileage log with all the destinations listed or in the Additional Information section #12 list the address or location
11. Meals, list the date and check the box to the corresponding meal that was provided
12. Additional Information:
 - a. Mileage destinations
 - b. Incurred expenses not listed in number nine
 - c. If you shared a hotel room with another WSU employee list their name

When you have finished the form, save it from the website then email to ma.wsuttravel@wichita.edu and attach any supporting documentation. Retain originals in your office for auditing purposes. Receipt that are illegible will not be accepted a new one will be requested or the 'Certified Statement for Receipts' will be requested. Any questions regarding your trip will come in the form of an email. If you have any questions or require assistance filling out the form call 978-3070.