

Student Pre-Travel Packet

Submit all materials to accounting@washburnlaw.edu or give to the Financial Office Coordinator located in the Dean's Suite.

- 1) **Travel authorization form** filled out and signed by student and department head.
- 2) **Travel Policy Acknowledgment form** filled out by student.
- 3) **Personal Information form** filled out by student.
- 4) **Motor Vehicle Record form** (if driving a rental car) filled out by student.
- 5) **Travel Advance Acknowledgment form** (if seeking per-diem in advance) signed by student.

If you would like assistance in booking your trip and paying for it ahead of time using the schools credit card. Please contact Financial Office Coordinator or email accounting@washburnlaw.edu with travel specifics and details.

**Washburn University
Out-of-Town Travel Authorization Form**

Part I - Travel Request

Name:		Departure date:	
Department:	School of Law	Return date:	
Campus phone:		Destination:	
WIN number:		Estimated total cost:	
Campus address:		E-mail address:	
Purpose of trip:			

I request that the University bear the expense of this trip as indicated below (check one):

- At no expense to the University
- In the amount of \$_____ in accordance with applicable University policies and procedures
- Full amount of authorized expenses to be paid by the University
- Other:

Mode of transportation: Scheduled bus Scheduled aircraft Train Auto - personal
 Chartered bus Chartered aircraft Auto - rental Auto - WU owned

Additional comments

By my signature below, I certify:

1. I have made satisfactory arrangements for my responsibilities and duties during the period of my requested absence, or
2. The period of my requested absence does not conflict with any class sessions.
3. If I use my private vehicle as a means of travel for this trip, I will have in effect for the period of travel listed above, liability and property damage insurance at least equal to the University-required minimum.
4. I will not drive on University business without a valid driver's license.

Requestor Signature:

Approver Signature:

For Finance Office Use Only

Maximum amt approved:	
Charge to Banner fund:	
Charge to Banner org:	

Part III - Instructions and Information

Complete this form, obtain applicable approvals and submit the approved request to accounting@washburnlaw.edu

When travel is complete, a travel expense report must be completed, showing all expenses relating to the trip. This includes expenses prepaid by the University, direct billed to the University, etc. The spreadsheet version of the report will automatically allocate expenses to the FOAPALs the employee specifies. Receipts for all meals, hotel, transportation, etc., must be attached to the travel expense report and must include the date, place and other details to document the expenditure as a business-related travel expense.

For additional information regarding travel policies and procedures, consult your copy of the *Washburn University Policies, Regulations and Procedures Manual* or contact the Director of Finance.



TRAVEL POLICY ACKNOWLEDGEMENT

I have read the [Washburn University Policy \(J,Travel\)](#), [Washburn University Policy \(X, Risk Management & Safety: Section 4 Operation of Vehicles\)](#) and the [Washburn University School of Law Honor Code](#) and agree to abide by the policies.

Name **(Please Print)**:

Event/Competition:

Event Date:

Event/Competition Location:

Signature:

Date:



PRE-TRAVEL PERSONAL INFORMATION FORM

Please complete with your full name as indicated on a valid photo ID (drivers' license or passport):

Birthdate (mm/dd/yyyy)

WIN #

Cell #

Mailing Street Address

City, State, Zip

E-mail

****REQUIRED ATTACHMENTS****

1. You **MUST provide** a photo copy of the ID you will use to board a flight, **if** applicable.

Attached:

2. You **MUST provide** a photo copy of your drivers' license, **if** you will be driving a rental car.

Attached:



MOTOR VEHICLE RECORD Student and/or Volunteer Disclosure and Release

In connection with my driving a Washburn University owned, hired, or borrowed vehicle for University business, I understand a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state, and other agencies which maintain such records, as well as, independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Washburn University or its agent.

I hereby authorize procurement of my motor vehicle report. This authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time in conjunction with my driving on University business. Washburn University, the University commercial auto insurer, and insurance agent will also use this information in conjunction with loss control and safety review efforts.

Print Full Legal Name (Include Middle Initial)

Driver's License Number

Driver's License State

Driver's License Expiration

Signature

Date

**TRAVEL PER-DIEM
ADVANCE ACKNOWLEDGEMENT**

I, _____, acknowledge I am receiving a travel advance for an upcoming trip for official business for Washburn University.

The advance is for meals and incidentals while in travel status and is based on the travel location, travel days, meals provided, departure and return times.

I understand the advance is based on an estimate of my travel and if for any reason the travel advance exceeds the actual meals and incidentals per diem I will be responsible for paying the University the excess amount. This may be done by

- Reducing the travel reimbursement by the excess amount when possible, OR
- If reimbursement is less than the excess, their next month's advance would be reduced by the excess, OR
- Reimburse the University.

I also understand if my advance is less than the actual meals and incidentals per diem while traveling, I will be reimbursed the difference when filing my travel expense report.

I should submit my travel expense report as quickly as possible upon my return, but no later than 60 days after. I also recognize this timeframe may be shortened at the end of the fiscal year to meet fiscal year deadlines.

Approximate time of departure from home:

AM
PM

Approximate time of return to home:

AM
PM

Traveler's Signature

Date: