

Traveling Domestically—Quick Guide

Items to Consider Before Traveling Domestically

- Plan carefully before you travel:
 - Obtain any prior approvals
 - Check the policies to see if anything has changed
 - To ensure the most economical travel, book the travel as far in advance as you can—at least 2 weeks out, if possible
 - Know your funding sources and check your budget
 - If you use a personal credit card versus the University Procurement Card, reimbursements will not be processed until after the trip and all expenses can be accounted for
 - Reimbursement requests will be set for payment 10 calendar days after review in AP
- Ensure all expenses are necessary, proper and reasonable. The University asks that we use the most economical means of travel
- Upgrades for class and preferred seating are generally not allowable expenses
- Remember to keep all detail and summary receipts for items purchased or services used while traveling
- Refer to the Travel Receipts Quick Guide for more information on required documentation
- The University does not allow a per diem for domestic travel
- Review the Travel Procedure, Schedule E, for non-reimbursable items

Items to Consider After You Return from a Domestic Trip

- Any advance money not used should be repaid to the Cashier's window in Reynolda Hall
- Any documentation not submitted within 60 days from date the expense was incurred or 30 days from return of trip, whichever is later may be considered compensation
- The documentation requirements defined in University policies and procedures should be followed
 - There are several useful quick guides relating to documentation and receipt requirements
- Obtain proper approvals for all funding sources
- Submit complete documentation to Accounts Payable located at the UCC

Financial Services Quick Guide Library

finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

This quick guide is meant to assist University faculty, staff and students when traveling domestically.

Why it is Necessary?

To provide the campus community a checklist of items they should think about before and after traveling on University business.