

OTHER- FM Team - TRAVEL

Activity	Who	Form/Hyperlink
<p>WMU Travel</p> <p>This site is designed as an overview of Western Michigan University's travel policies and procedures for receiving authorization to travel, reporting expenses and obtaining reimbursement when traveling on behalf of WMU. Travelers should also comply with any other authorization procedures required by their departments</p>	<p>Employee, Admin; all can complete forms</p>	<p>Travel Homepage</p>
<p>Can you travel?</p> <p>WMU Essential Travel Guidelines due to COVID-19 On March 11, 2020 WMU suspended all non-essential travel.</p>	<p>Employee, Admin all can complete forms. MUST get VP signature for Essential Travel Complete WMU Essential Domestic Travel Waiver Form</p>	<p>Essential Travel Guidelines</p> <p>WMU Essential Domestic Travel Waiver Form</p>
<p>Travel Authorization Expense</p> <p>Guides and Videos</p> <p>How to Access the Travel Authorization Form for Travel through PeopleSoft Financial.</p>	<p>Travel Authorization and Expense system in PeopleSoft Financials will help with:</p> <p>Online prep of the Travel Authorization Online approval of the Travel Authorization via workflow process</p> <p>Delegation of authority to another person Video guidance</p>	<p>Travel Authorization Expense</p>
<p>AIR TRAVEL: There are 3 parts to your travel</p> <ol style="list-style-type: none"> 1. Authorization 2. Travel 3. Reimbursement 4. Checklist 	<p>Employee, Admin; all can complete forms. Employee & Supervisor need to sign for reimbursement and turn in to FM Business and Operations department.</p>	<p>Air Travel Home tab</p> <p>Air Travel Authorization</p> <p>Air Travel - Travel</p> <p>Air - Reimbursement</p> <p>Air Travel - Checklist</p>
<p>GROUND TRAVEL: There are 3 parts to your travel</p> <ol style="list-style-type: none"> 1. Authorization 2. Travel 3. Reimbursement 4. Checklist 	<p>Employee, Admin; all can complete forms Employee & Supervisor need to sign for reimbursement and turn in to FM Business and Operations department</p>	<p>Ground Travel Home tab</p> <p>Ground Travel - Authorization</p> <p>Ground Travel -Travel</p> <p>Ground Travel - Reimbursement</p> <p>Ground Travel - Checklist</p>
<p>FORMS and POLICIES: Reservations, checklists, Rental agreements: Car and Vehicle Rental Information</p> <p>Foreign Travel Moving Expenses Travel Expense Voucher/policy Per Diem Travel authorization</p>	<p>Employee, Admin, ; all can complete forms</p> <p>Check here for Rental agreements, Reservation instructions, Per Diem, Travel authorization, Moving Expenses, Foreign Travel and Checklists</p>	<p>Forms and Policies Web Link</p> <p>Traveler Profile - AAA</p> <p>Reservation System NuTravel Quick Guide</p>
<p>Lodging :</p>	<p>Employee, Admin; all can complete forms</p>	<p>Lodging</p>

Hotel Reservations
How to change reservation/plans
Reimbursement

Meals:
Meals during trip
Per Diem
Conference/ Seminar Meals
Hosting Meals

Personal Vehicle Milage Reimbursement

Who: FM Management

What: Employees who use a personal vehicle on campus, between campuses or to off-site locations for the sole purpose to preform job duties.
Must be submitted monthly.
Daily travel to/from home/campus is **not included**

Personal Vehicle Milage Reimbursement
Who: Custodial Hourly Staff
What: Employees who use personal vehicle on campus and between campuses to preform job duties.

Must be sumitted monthly.
Daily travel to/from home/campus is **not included**

Student Travel Guidelines
For University Authorized Trips
Students Travel is part of WMU Work or Course Instruction

Employee & Supervisor need to sign for reimbursement and turn in to FM Business and Operations department

Employee, Admin; all can complete forms
Employee & Supervisor need to sign for reimbursement and turn in to FM Business and Operations department

Employee or requestor completes and submits vehicle milage reimbursement. Employee & Supervisor need to sign for reimbursement and turn in to FM Business and Operations department.
Form "FM-201 Mileage Log" is located on the FM Intranet under Forms/Personnel. See form hyperlink.

Employee obtains Mileage Log form from Custodial Supervisor.
Employee completes mileage log and returns to Supervisor.
Supervisor approves mileage log and returns the mileage log into the timekeeper for reimbursement payment to the employee.

Prior authorization must be obtained by following the travel authorization process as with all University travel.

[Meals](#)

[FM-201 Mileage Log on FM Intranet under Forms/Personnel](#)

Paper copy of the Mileage Log form. See Custodial Supervisor.

[Student Travel](#)