Travel Instructions

- Prior to traveling:
  - Please forward all award letters to Jarrod Smith (jarrod.smith@wku.edu). He will keep track of your travel funding.
  - Please take a few minutes to stop by the department office in advance of the travel so that Jarrod can go over the travel reimubrsement process. He will assist with the use the departmental purchasing card to pay for any advance purchases.
- Upon return
  - Log in to the Travel Voucher.
    https://asaweb.wku.edu/php/prod/forms/travel/index.php
    - Click Proxy at the top.
    - Enter jarrod.smith@wku.edu into the space and click Save Data.
    - Log out.
  - Please email Jarrod Smith the following:
    - Your student ID number
    - The date and time you left your house (not the flight time)
    - The date and time you returned to your house
    - If you drove to the conference/airport, list the mileage each way.
      - You aren't reimbursed if another conference attendee drove and you chipped in gas money, as they will be reimbursed for the mileage.
    - Receipts – Email receipts tend to suffice for most reimbursement, but please bring any paper copies that cannot be emailed to Jarrod to scan.
      - Conference registration
      - Hotel
      - Airfare
      - Checked bags
      - Taxi/shuttle to the hotel or airport
      - Airport or hotel parking fees
      - Toll roads