

# Traveling Domestically—Quick Guide

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## 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
- 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 by creating a cash sale and taking the funds 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
- Submit complete documentation using Create Expense Report task in Workday

## Financial Services

### Quick Guide

### Library

[finance.wfu.edu](http://finance.wfu.edu)

### Responsible Unit:

Accounts Payable

### Additional Assistance:

[ap@wfu.edu](mailto: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.