

West Virginia University Travel Authorization

Traveler: _____

Title: _____

Address: _____

FIMS # _____

Status: Employee: _____ Student: _____ Other: _____

Travel Date(s): _____

Destination: _____

Purpose Of Travel: _____

ESTIMATED TRAVEL EXPENSES- please check the appropriate box			
	Personal Expense	Procurement Card	Submit for Reimburse't
Personal Vehicle (mileage)			
Rental Car			
Gas for Rental Vehicle*			
Commercial Airfare			
Lodging			
Per Diem (personal expense only)			
Registration Fees			
Miscellaneous (i.e. parking, taxi)			

*Fuel charges via state pcard are only permissible for a rental vehicle.

Pcard Holder's Name: _____

Pcard Holder's Name: _____

Funding Information: _____

Traveler's Signature _____

Date _____

Director/Designee _____

Date _____

Associate Dean _____

Date _____

Form Instructions: WVU Travel Authorization form is required in advance of all overnight travel. After appropriate signatures, please forward original form to the Business Office.

Receipt Instructions: Original itemized receipts for any reimbursable expenses are to be turned in to the Business Office. Receipts for pcard charges must accompany the state pcard cover sheet and also be turned in to the Business Office within 48 hours upon your return.

Note: WVU Travel Authorization form must be completed in advance of travel and submitted to the EBO before any travel reimbursement can be processed. All forms are subject to internal audit.