

## ***Faculty Travel – Three Easy Steps***

**Begin all travel plans 4 weeks in advance.**

### ***1) - Gain Authorization to Travel***

- Complete the *Authorization For Faculty Travel* form.
- Submit the form to the dean's office for approval.
- The dean must approve all travel and the travel amount in advance.
- You will be notified of the status of your request.

### ***2) – Secure Travel Arrangements***

- All airfare must be purchased through Gwinn's [gwinns.com/wu](http://gwinns.com/wu). Contact Susan Napoleon if you need assistance.
- A cash advance may be requested using the *Employee Advance and/or Airline Ticket Request* form. Save original receipts for reconciliation at the conclusion of your travel. Cash advances must be requested at least **three weeks** in advance of travel. Cash advance requests cannot be grossly overestimated.
- Conference registrations can be paid in advance using a *request for check voucher* form. Allow sufficient time for the check to arrive.

### ***3) – Reconcile Travel***

- Complete and submit a *Travel Expense Report* to the dean's office. The report must be submitted within **ten working** days of completed travel. Only original receipts will be reimbursed. A boarding pass must accompany a request for airfare reimbursement.
- A check payable to Webster University should be included if a balance is due to the university.
- A check will be sent to the employee if a balance is due.
- Complete and submit a *Faculty Travel Summary* form to the dean's office within **ten working** days of travel completion.

***No additional travel will be authorized or cash advances extended until all prior travel and/or advances are reconciled.***

***Both Student Travel and Faculty Travel forms need to be completed and submitted if faculty is traveling with students.***