## Traveling Domestically

### 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
- 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 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
- Review the Travel, Meals and Entertainment Policy, Schedule E, for non-reimbursable items

### Items to Consider After You Return from a Domestic Trip

- Any advance money not used should be repaid to the Cashier’s window in Reynolda Hall and any documentation not submitted within 60 days from date the expense was incurred or 30 days from return of trip, whichever is later
  - Extending beyond these deadlines may cause any reimbursements or uncleared/unreconciled/unpaid amounts to 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
- Obtain proper approvals
- Submit complete documentation to Accounts Payable located at the UCC

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**Financial Services**  
**Quick Guide Library**  
finance.wfu.edu  

**Responsible Unit:**  
Accounts Payable  

**Additional Assistance:**  
ap@wfu.edu

**What is it?**  
This quick guide is meant to assist University faculty, staff and students regarding finance related information to consider 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.

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