



Help Webmenu FormsFinder FormsInbox

Form should be submitted as soon as travel dates are known or funding secured.
All travel must follow the [AS Travel Policy](#)
Please fill out any sections that are applicable to your trip, leave the rest blank.

Note: Employee travel must also be authorized and reimbursed through the University Travel and Expense Management system (TEM).

Section I- Administrative Data

Date(s) of Travel: 10/19/2020-10/21/2020
Organization/Club: AS Business Office
Main Travel Contact Name: Harry Potter Phone#: 360-650-6112
Main Travel Contact Email: asbus@wwu.edu

Section II- Traveler(s) Information

1: Name: Harry Potter W#: 01234567
Email: asbus@wwu.edu Phone: 360-650-6112
Status: Activity/Club Contracted Employee Other
2: Name: Luna Lovegood W#: 01234567
Email: as.enhancement.fund@wwu.edu Phone: 360-650-6112
Status: Activity/Club Contracted Employee Other

[check here for additional travelers](#) (max 30 travelers. If more, please attach traveler list)

Departure City, State: Bellingham, WA Destination City, State: Boise, Idaho
Departure Date: 10/19/2020 Est Time: 1:00 PM
Return Date: 10/21/2020 Est Time: 2:00 PM

Section III- Trip Justification

Purpose of Trip (include rationale and name of conference/event if applicable):
The AS Business Director and AS Student Enhancement Fund Coordinator will be attending the Norwest Regional Conference on Student Business and Economic Models.

Describe the expected benefits and how this travel relates to your work/education:
Attending this conference will allow the AS Business Director and AS Student Enhancement Fund Coordinator continue to improve the business practices of the Associated Students. This conference will help us gain new skills and exposure of different financial models and practices in other student organizations in higher education. This will allow us to continue to improve how funds (such as SEF) and the budgeting process work in the AS.

Please type or attach your itinerary, include any other dates, e.g., stop over, personal vacation, etc. list purpose.
Depart from WWU: 10/19/20, 1:00PM
Arrive at Boise Central Hotel: 10/19/20, 6:30PM
Attend opening conference session and dinner: 7:00PM, 10/19/20
Attend conference sessions and meals: 8:00AM-6:00PM, 10/20/20
Leave for WWU: 8:00AM, 10/21/20
Arrive at WWU: 1:30PM, 10/21/20
No personal stops.

Section IV- Financial Information



Fill out each applicable section. If no reimbursement is requested (or no funding was approved) budget information not required.

Employee Travel only: Approved TEM #: _____
(for employee travel attach receipts to TEM- not to this form)

Budget Information for Travel Related Segments:

Travel by air

Travel by Bus or Shuttle

Conference Registration

University Credit Card (Finance Office will place order)

FXXBUS- Business Office Admin

ASB:

Amount:

500.00

--Select Account Code--

Conference: Conference on Student Business & Economics Website: www.fakewebsite.com

Login Information if required: N/A Password: N/A

Please list for each attendee: Emergency Contact Name and Number, dietary restrictions, accommodations, etc. and any specific registration details.

Harry Potter:
Emergency contact: Albus Dumbledore, 360-650-1234, vegetarian & nut allergy
Luna Lovegood:
Emergency contact: Pomona Sprout, 360-650-4321, vegan

Finance Office/Budget Authority

Confirmation #: _____ Date made: _____

Lodging

University Credit Card (Finance Office will place order)

FXXBUS- Business Office Admin

ASB:

Amount:

495.00

E370- Out of State Lodging

Hotel Name: Boise Central Hotel Location: Boise, Idaho

Phone: 509-1234-456 Website: www.fakehotel.com

Number of Rooms: 1 Check-in Date: 10/19/2020 Check-out Date: 10/21/2020

Please include or attach details: # of beds per room & size, # of occupants per room, room assignments:

1 room, two beds (any size), Harry Potter & Luna Lovegood will share rooms.

Finance Office/Budget Authority

Reservation Confirmation #: _____ Date made: _____

Meals - must not exceed Per Diem

Other Travel Expenses (misc. expenses such as gas, parking, metro cards, uber, cab, etc.)

Travel By Automobile

Automobile Type:

AS Vehicles

To use AS Vans please reserve through VU Reservations [360-650-6131](tel:360-650-6131) or <https://events.wvu.edu/VirtualEMS/default.aspx> and give them a Budget Code for the charges.

Private Auto

Private Auto- reimbursed at the state milage rate, Clubs are at 1/3 of the state rate please read Private Auto Policy and refer to this site for current mileage rate: <https://www.wvu.edu/bservices/travel/autotravel.shtml>

Vehicle Rental - Enterprise

WWU has an agreement with [Enterprise](#) rental. Please include: location/date/time of pickup, location/date/time of drop off after trip, size of vehicle requested and # of occupants per vehicle. (Please fill out other expense for gas.)

Cash Reimbursement at Finance Office (\$75 or less, receipt required) ▼

--Select Fast Index--

ASB: _____

Amount: _____

73.00

--Select Account Code-- ▼

Finance Office/Budget Authority

Reservation Confirmation #: _____

Date made: _____



Please describe your expected route in detail, including which highways/freeways will be taken if driving, and stop-overs along the way. If driving longer than 6 hours, please describe shift times.

1-5 South from, I-405 South, 1-90 East, stop at Ellensburg rest area and switch drivers (about after 3 hours), I-184 East, US-20, US-26 into Boise.

AS/VU Vehicle Training is required to drive. Please list anyone who will be driving the vehicle:

Harry Potter, Luna Lovegood.

Please list any other approved travelers who will be in the vehicle:

No other travelers.

By e-signing this form I will acknowledge that I have completed the Washington State Basic Driver Safety Program and have completed the required paperwork.
With that in mind, I declare:

- To possess a driver's license recognized as valid under Washington State law (RCW 46.20); and
- To comply with Washington State's Mandatory Liability Insurance law and maintain proof of Financial Responsibility (i.e. auto liability insurance, certificate of deposit or liability bond) to legally operate a motor vehicle (RCW's 46.29 and 46.30)
- I agree to stop driving on official university business and notify my supervisor by the end of the next business day upon notification by the applicable licensing agency that my driver's license has been suspended, revoked, or otherwise determined to be invalid.
- I understand that if an accident occurs, my automobile insurance is primary and will be utilized prior to any possible provision of the state's excess liability protection. In the event my personal insurance coverage is exhausted, the state of Washington may provide excess insurance. Insurance deductibles are my responsibility and are not reimbursable by the state. I also understand that coverage by the state is not automatic, that it is governed by law. I further understand that there is no coverage whatsoever for physical damage to my personal motor vehicle.

I HEREBY DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREGOING IS TRUE AND CORRECT.

**Requirement: each driver must sign this eform (just add the next driver's email and hit approve).
Approving the form agrees to the statements above.**

Section VI- Approval Routing 

Required authorization varies according to your specific organization, event or club and is typically an advisor, supervisor and/or budget authority. Please see below for details.

Prepays for conferences and related expenses cannot be paid until this travel form is approved by the Associate Dean for Student Engagement and Director of the Viking Union and the AS Business Director/AS Clubs Business Director. Only then are any payments released by the Finance Office.

When the form is complete it will be forwarded to travel.services@wwu.edu to be reviewed and locked.

For office use only: Updates 

Routing Instructions 

Routing Email Selector:

--Select-- 