

Travel Expense Account Settlement Form Updated for FY2027

The recently updated Travel Expense Account Settlement Form is available on the WV Purchasing Division website <https://www.state.wv.us/admin/purchase/travel/TMforms.html>

Please download the Excel version and make sure the effective date is 7/1/2026. If you need a settlement for travel prior to 7/1/26, please contact the Fiscal Affairs Office.

West Virginia State University has implemented a new process for submitting the Travel Expense Account Settlement Form

Instructions

1. **Complete the form:** To the best of your ability, please fill in all information on the form. The Fiscal Affairs Office can provide a "cheat sheet" of instructions to go by to assist you. This is also available on our website <https://wvstateu.edu/administration/business-and-finance/purchasing-and-accounts-payable/>.
2. **Submission process: DO NOT PRINT THE FORM!**
 - **Save the form to your computer with a unique filename.**
 - **Send the form to accounts.payable@wvstateu.edu.** Include a separate attachment that includes all required receipts and documentation.
 - **The form will be reviewed and edited to comply with WV Travel Management Office guidelines.**
3. **A SignNow version will be created:** The document will be returned to the traveler for electronic signature and then routed to the traveler's supervisor for electronic signature.
4. **Finalizing the document:** Once the Traveler and Supervisor have signed the form, it will be routed to the VP of Business & Finance for final signature. A copy is then returned to Accounts Payable for processing in wvOASIS.

This new procedure is in-line with the West Virginia State University's effort to streamline Fiscal Affairs processes.