

1
**TRAVEL
PRE- APPROVAL
FORM**



2
**Supporting
Documentation:**
1. Per Diem - GSA.gov
2. Mileage - Google Maps
3. Lodging - Hotel Breakdown
4. Airfare - National Travel
5. Registration - Conference
6. Rental - Alan Huddleston



3
Submit to Academic
Program Association
for review and approval
by Supervisor



6
Title III Office will email
traveler the Approved
Travel Request with
corrections if necessary.



5
**Submit to Title III
Office for
APPROVAL**



4
**Submit to your
Vice President for
APPROVAL**



7
Travel Memo



8 Travel Memo must be
completed by traveler
and establish checks
needed for advanced
payment and/or
reimbursement; then
submitted to the
Title III Office



9
Per Diem, Mileage and
Lodging checks can be
picked up from Title III
Office, at most, 5 busi-
ness days prior to travel



12
Title III Office mails out
travel settlements within
7 busines days of receiv-
ing the completed Travel
Settlement Form



11
Travel Settlements must
be submitted within 7
days of returning;
including lodging,
ground transportation,
parking receipts or any
other receipts approved
for reimbursement



10
Travel Settlement



13
Failure to submit a travel
settlement within 7 days
of returning, may result
in the inability to travel
or decrease availability
of funds



**WEST VIRGINIA STATE
UNIVERSITY**

Title III Programs