

Questions regarding the completion of this form should be directed to the  
Accounts Payable Office, 304-204-4003.

**Important Information:**

- This Travel Settlement Form must be completed within 30 days of travel.
- Either EMPLOYEE or NON-EMPLOYEE TRAVEL box MUST be checked. (BOX E5 or E6).  
An agreement MUST be attached for NON-EMPLOYEE TRAVEL.
- Name must **EXACTLY** match what is in wvOasis. (BOX B7). To check, go to <https://vista.wvsao.gov/>.
- Address should be traveler's home address, not campus (Exactly match wvOASIS) (BOXES B8, B9, & D9)
- wvOASIS Vendor ID (BOX N7) can be found at <https://vista.wvsao.gov/>. DO NOT use SS# or WWSU ID#
- Headquarters box should almost always read **Institute, WV**. (BOX I9).
- Department should be **WV State University**. (BOX C10)
- Travel Purpose must be filled in. (BOX D11)
- Either STATE or PERSON CAR box MUST be checked. (BOX C12 OR C13)  
If neither were used, MUST enter N/A, i.e., Rental Car or other ground transportation.
- Registration Required YES OR NO box MUST be checked. (BOX C14 OR C15)

**EXPENSES SHOULD BE BROKEN DOWN BY EACH DAY OF TRAVEL**

- City/State should include departure and arrival city on days when traveler actually travels to a different location. Otherwise, leave blank.
- You MUST include ALL expenses related to this travel on Lines 17-29 of this form; including Mileage, Air, Vehicle Rental, Lodging, meals & incidentals, and other even if expense was paid by someone else or on P-Card.
- Other Expenses in Column L must be detailed in Cells A35 - H40.
- Expenses put on a P-Card or Direct Billed to the State must be detailed in cells J35-P40.

Use the Notes and Comments for Clarification Box to explain something that may appear to be missing: i.e., no hotel costs...was it covered by the conference, or did you stay with family?

- Per Diem meal breakdown from gsa.gov website must be attached.
- Attach copies of all travel related documents, including:

Air Fare	Taxi Fares
Vehicle Rental	Tolls
Lodging	Per Diem printout
Conference Itinerary	Baggage Handling Fees

- BANNER Fund and Org must be filled in for proper accounting.
- Document MUST be signed by the Traveler and the Traveler's Vice-President.

**Incomplete and/or inaccurate forms will be returned to the TRAVELER for correction.**

## CHECKLIST

1. Checked either one of the EMPLOYEE or NON-EMPLOYEE TRAVEL boxes
2. Entered NAME exactly as it is in wvOASIS
3. Entered TITLE
4. Entered wvOASIS VENDOR ID
5. Entered ADDRESS exactly as it is in wvOASIS
6. Entered Institute, WV in HEADQUARTERS box
7. Entered NORMAL WORK HOURS
8. Entered West Virginia State University in the DEPARTMENT box
9. Entered work unit at WVSU in the DIVISION box (i.e. Academic Affairs, Student Affairs, etc.)
10. Entered work area at WVSU in the SECTION box (i.e. Biology, Student Activities, etc.)
11. Entered a description of travel in the TRAVEL PURPOSE box
12. Checked either STATE CAR or PERSONAL CAR box
  - a. If neither, entered N/A in both boxes
13. Checked YES or NO in the REGISTRATION REQUIRED box.
14. Listed each date of travel separately along with costs broken down per day
15. Listed all OTHER EXPENSES in Column L in Cells A35 - H40
  - a. TOTAL OTHER EXPENSES (H42) is equal to TOTAL in L31
16. Listed all EXPENSES PAID BY OTHER SOURCES in Cells J35-P40
17. Included anything relevant in the NOTES AND COMMENTS FOR CLARIFICATION box
18. Attached all travel related documents
19. Entered funding codes at bottom of form
20. Signed and dated form
21. Forwarded to VP of area for signature
22. Forwarded to VP of Business and Finance for final signature
23. Forwarded to Accounts Payable Office for processing