

## WWU Sport Club Handbook – Travel Authorization

### Step 1) Section I: Administrative Data

Check the box Travel Authorization. Fill out the following information: Date of Request, Department (Campus Recreation), Contact (Clark Cripps), Phone (x4191) and Mail Stop (9098).

Western Washington University Travel Form			TE	
Section I: Administrative Data				
Requested Action		click here for <a href="#">Instructions</a>		
<input checked="" type="checkbox"/> Travel Authorization	Date of Request	10/02/2010		
<input type="checkbox"/> Travel Justification	Department	Campus Recreation	Contact	Clark Cripps
<input type="checkbox"/> Travel Expense Advance	Phone	4191	Mail Stop	9098

### Step 2) Section II: Comments Purpose of Trip

Start by stating how many members will be traveling. Describe what your club will be competing in during your trip. If you are flying by **AIR** you must list all passengers in this box. All other modes of transportation do **NOT** need a list of every participant.

Section II: Comments Purpose of Trip (If Group Travel, list all attendees in Section II)
10 members of The Rain Dance Club will be competing in the 156th Annual Rain Dance National Championships located in Forks, WA.
Section III: Traveler/Employee Information

### Step 3) Section III Traveler/Employee Information

Put the name of your club along with the (number of people participating in parentheses). Provide an estimated cost of the trip and check your traveler's status (Non-employee/Other). Put down the departure and destination location along with the date and estimated time you will be leaving and arriving back in Bellingham. Provide a detailed itinerary that includes the expenses of the trip, where you will be staying and other information regarding your trip.

Section III: Traveler/Employee Information			
Name: WWU RAIN DANCE TEAM		Estimated Cost of Trip \$	
Traveler's Status: <input type="checkbox"/> State Employee <input type="checkbox"/> Interviewee <input type="checkbox"/> Grant Related Business <input type="checkbox"/> Non-employee/Other			
Departure Location Bellingham, WA		Destination Forks, WA	
Departure Date 11/15/2010	Estimate Departure Time	Return Date 11/17/2010	Estimated Return Time
	5 PM		4 PM
List dates of meetings. If itinerary includes other dates, e.g., stopovers list below:			
We will be departing Friday November 15th at approx. 5:00 pm and returning Monday November 17th. We will be spending the night at the Rainy Inn for Saturday until Monday morning.			
Expenses for the trip will include:			
Hotels- \$700.00			
Gas- \$150.00			
Since we are taking rental vans people will be paying for gas and will be reimbursed later.			
Method of			

**\*Skip sections IV-VII.**

### **Step 4) W#, PIN, and CLARK CRIPPS EMAIL**

To submit you will need to input your **name and ID (Western #)** in the submitter fields. **Make sure to send the "Email To" [clark.cripps@wwu.edu](mailto:clark.cripps@wwu.edu)** . Check back through the document and make sure everything is accurate. Once everything is complete click submit and you are good to go!

A copy of this form will be sent to your student email address for your records. You will receive a final approved copy of this form when it has gone through all the needed steps in order to be approved.

<b>Instructions and <a href="#">Routing</a></b> <b>The traveler must review and approve this form.</b>	
After VP approval, please forward to <a href="mailto:Travel.esign@wwu.edu">Travel.esign@wwu.edu</a> to complete routing.	
<b>The submitter must enter the email address of the person to send the form to for further processing. Press SUBMIT to send it.</b>	
<b>You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.</b>	
Name	<b>Your Name</b> ID # <b>W00000000</b>
Email To:	<input type="text" value="Clark.Cripps@wwu.edu"/> <a href="#">Check Email</a>
<i>(The <b>Email To</b> field is ignored for the <b>SAVE</b> and <b>ATTACH</b> form actions.)</i>	
<input type="button" value="Submit"/>	<input type="button" value="Save"/> <input type="button" value="Attach"/> <input type="button" value="?"/> <input type="button" value="Reset"/>