



Regional Child Abuse and Child Neglect Prevention Council Council Travel Reimbursement Process

1. The first step is to ensure you are in the WSU Accounts Payable system. If you do not know whether or not you or your organization is in the system contact Lisa Schulte (see below).
2. If you are not in the system, then you need to fill out a WSU New Supplier W-9 form.
 - a. If you are personally being reimbursed, then fill out the form as an individual with your social security number.
 - b. If your organization is being reimbursed, then fill out the form as a business with the organization's Taxpayer's Identification Number (TIN).
3. Once you are in the WSU Accounts Payable system fill out the Travel Log Template. You also need to attach a map of the travel with the miles listed. (It can be Google Maps, MapQuest, etc.)
 - a. The date of travel, the beginning destination and the ending destination are the most important information to include.
4. The completed Travel Log Template needs to be sent to Lisa Schulte within 60 days from the completion of travel or 30 days after the end of the fiscal year (June 30th), whichever one comes first.

If you have any questions pertaining to the travel reimbursement policy, please contact Lisa Schulte.

Lisa Schulte

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