



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

Confirmation of Authorized Travel

This form must be submitted when an accident has occurred involving a rental vehicle during Wichita State University business. Contact Travel Services Department with any questions at 316-978-3070 or wsutravelfoffice@wichita.edu.

WSU Employee Name: _____

Dates of Travel: _____

Purpose of Travel:

Supervisor Certification:

I certify that the above-mentioned employee was on official Wichita State University business when the accident occurred.

Supervisor Signature: _____ Date: _____