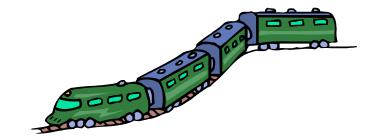


## **Travel Services**

Sherman Hall 214 298-1811



Items to check before sending the Travel Voucher:

- ---- WIU ID Number is used
- ---- Means of Transportation is checked
- ---- Headquarters and Residence is listed
- ---- Beginning and Ending dates and times of the complete trip are listed
- ---- Employee has an updated certification form on file
- ---- Per Diem Calculator print out is included.
- ----- Passenger receipt or E-ticket is attached to the travel voucher if traveler flew to destination
- ---- Lodging is within allowable rate. Lodging exception or conference lodging information is attached
- -----PCard transactions are indicated on the voucher and receipts are attached.
- ---- Purpose of travel is listed
- ---- Traveler has signed
- ---- Fiscal agent has signed or an alternate signature if fiscal agent is the traveler
- -----Supervisor has signed if not fiscal agent
- ---- All original receipts are attached to the travel voucher
- ----Conference agenda showing dates and location must be attached to the travel voucher.

Travel Services web site http://www.wiu.edu/vpas/business services/accounting/travguid.php

If you ever have questions or concerns when filling out a Travel Form please feel free to contact me at 298-1811 or by email at <a href="mailto:RK-Vail@wiu.edu">RK-Vail@wiu.edu</a>.

