



## 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](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 [RK-Vail@wiu.edu](mailto:RK-Vail@wiu.edu).

