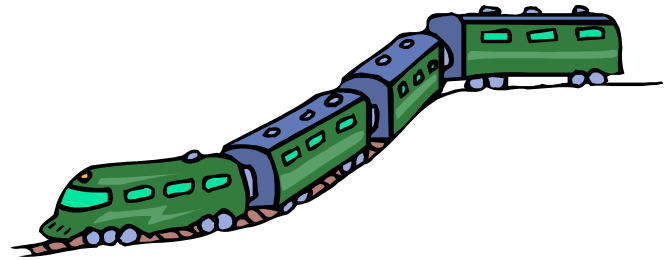
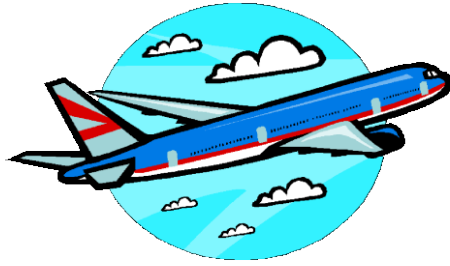


Travel Services

Sherman Hall 220

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 are listed
- Employee has an updated certification form on file if using personal auto
- Passenger receipt or E-ticket including proof of payment is attached to the travel voucher if traveler flew to destination
- Lodging is within allowable rate or lodging exception or conference site 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 the fiscal agent is not the traveler's supervisor
- 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/BusinessServices/travguid.shtml>

If you ever have questions or concerns when filling out a Travel Form please feel free to contact Rhonda Vail at

298-1811 or by email at Travel-Services@wiu.edu.



