Western Illinois University

Travel Arrangement Form

For faculty travel to Macomb, Quad Cities, and Extension sites for regularly scheduled classes. Submit via email to: bgs@wiu.edu.

If travel form is not completed, no funding will be provided for travel.

A. TERM: ☐ Fall ☐ Spring ☐ Summer Year: 20____

B. CLASS INFORMATION:

Star # ____________ Department/Course # ____________

Is this a hybrid class? Yes ☐ No ☐

Class Meeting Times or Arranged:

Days: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU ☐ ARR

Course Start Time: ____________ Course End Time: ____________

Please list all dates of travel:

Please notify the School of Global Education and Outreach if there are any changes.

C. ORIGINATION D. DESTINATION

☐ WIU Macomb ☐ WIU Macomb

☐ WIU Quad Cities ☐ WIU Quad Cities

Other: ______________ ☐ Extension Site Name/Address: __________________________

E. VEHICLE

☐ Personal Vehicle Requesting Mileage Reimbursement State

☐ State Vehicle

Please indicate below at least one week before your first travel date if you would like the School of Global Education and Outreach Staff to make the vehicle requests for you. If your home department is submitting the request, please use 2-45900 as the account and provide copies of your vehicle request to bgs@wiu.edu. Reminder: If a vehicle must be cancelled, contact Transportation Services (309-298-1100) 24 hours in advanced to avoid charges.

F. LODGING

All overnight lodging arrangements must be made by the traveler and will be reimbursed according to the guidelines set forth by the State of Illinois and WIU.

APPROVAL SIGNATURES

Faculty Member Name (please print): ____________________________ WIU ID # ________________

Faculty Member Signature: __________________________________ Date: ________________

Department Chair/Supervisor Signature: ____________________________ Date: ________________