

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

WIU Macomb

WIU Quad Cities

Other: _____

D. DESTINATION

WIU Macomb

WIU Quad Cities

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: _____