

Western Illinois University
GRADUATE & STUDENT TRAVEL AGREEMENT
Contractual Payment

The Board of Trustees of Western Illinois University (*hereinafter referred to as University*), and

(NAME AND ADDRESS OF STUDENT)

(*hereinafter referred to as Contractor*), agrees that contractor will travel at the University's request for the payment specified below:

1. PURPOSE OF TRAVEL (*insert purpose and location site of travel*)

2. TERM (*insert dates*) _____

3. PAYMENT (Based upon attached worksheet)

The University agrees to pay the Contractor \$_____ for all travel expenses for the above described trip. Contractor's Social Security Number is #____-____-____ (*MUST BE PROVIDED*)

The Contractor certifies that it has not been convicted of bribery or attempting to bribe an office or employee of the State of Illinois nor has the Contractor made an admission of guilt of such conduct which is a matter of record.

This contract shall be governed in all respects by the laws of the State of Illinois.

The total amount of this agreement should not exceed the normal University travel allowances.

THE BOARD OF TRUSTEES
OF WESTERN ILLINOIS UNIVERSITY

CONTRACTOR

BY _____
(FISCAL AGENT)

BY _____

DATE _____

DATE _____

TITLE _____

This agreement must be in the Business Office TEN DAYS prior to the date of travel. Maximum amount is \$210.00. If Payment is to exceed this amount, please contact the Business Office at 298-1811.

NAME(S): _____

Destination _____

Departure Date: _____

Return Date: _____

Departure Time: _____

Return Time: _____

Transportation: _____
(train, bus, personal car, state car, plane)

Official Round Trip Mileage _____

Other Mileage _____

Total Mileage _____

Mileage \$ _____

Tickets \$ _____

Total Transportation \$ _____

Living Expense:

*Per Diem Number of Quarter Days _____ @ _____ (rate per quarter day) = \$ _____

Lodging Expense

_____ Nights @ _____ per night = \$ _____

Other Expenses:

Must Specify: _____ \$ _____

TOTAL EXPENSES \$ _____

**If a registration is involved, attach a copy of the registration and deduct for meals paid on registration.*