

## Requests to Travel – Faculty and Staff

Departments/Centers are responsible for approving and maintaining travel requests for faculty and staff affiliated with their unit.

All professional faculty and staff travel requests now require both the Chair/Director's and Dean's signatures and should be submitted at least two weeks before the travel begins.

1. **If college funds are being used:** These requests should be forwarded electronically to the Business Manager Ellen Hamrick, who will send them to Renee Page, Administrative Assistant.
2. **If college funds are not being used:** These requests should be forwarded directly to Renee Page, Administrative Assistant.
3. **Chairs and Directors traveling professionally:** These requests should be forwarded electronically to Renee Page, Administrative Assistant.

Travel requests using grants should still be forwarded to either Grants Fiscal ([grantsfiscal@niu.edu](mailto:grantsfiscal@niu.edu)) or RIPS (Dawn Crawford), depending on where the grant is housed, before sending to the Dean.

This only applies to the Request for Support of Professional Travel. It does not affect travel vouchers or reimbursements. Only the Request for Support of Professional Travel will be accepted. Other forms, including ones found on the University travel website, will not be accepted so please make sure your faculty have access to the form.

The travel request should be attached to the travel voucher submitted by the employee.