

# ILLINOIS STATE UNIVERSITY

Comptrollers Business Office



Illinois State University  
Campus Box 1200  
Normal IL 61790-1200  
Telephone: (309) 438-3292

April 22, 2026

**EMPLOYEE NAME:**

**UNIVERSITY I.D.:**

**CAMPUS BOX:**            **E-MAIL ADDRESS YOU CHECK:**

**VEHICLE LICENSE PLATE # and STATE OF REGISTRATION:**

FROM: Ruth Wiesner, Comptroller's Business Office

RE: Employee travel reimbursement when Normal, IL is not the designated headquarters

The following information must be submitted biannually to the Legislative Audit Commission as required under the State Finance Act of Illinois.

We are currently updating our files and would appreciate your help. Anything on file for more than 12 months will need to be updated. Please complete and return via email at [travel@ilstu.edu](mailto:travel@ilstu.edu) or Comptroller's Office Attn: Ruth Wiesner, Campus Box 1200.

**OFFICIAL HEADQUARTERS:** (The location you work from. Please be specific and include the address with city and state or geographic area if applicable.)

**PLACE WHERE MAJORITY OF WORKING TIME IS SPENT:** (Include geographic area – i.e. Southwest Suburbs or McLean Co., etc.)

**REASON FOR HEADQUARTERS DESIGNATION:**

(i.e. Research, Student Teacher Supervision, Teaching off-campus)

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Employee Signature

Date

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Department Signature

Date