

**Travel/E-Reimbursement Training Request**

If you would like training on travel policies, booking travel, or E-Reimbursement entry, please fill out the below form and send to travel@uwgb.edu or call us at 2227.

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| First Name: |            |  | Last Name: |            |
| Preferred Day(s) of the Week: |        |
| Preferred Time (s): |         |
| Topics for training: |       |
| Comments: |            |