

**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](mailto: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: | |  | | | | |