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Southern Illinois University Edwardsville

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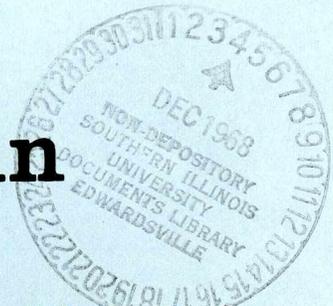
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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University



Vol. 1, No. 9
December 2, 1968

The Edwardsville Campus faculty will meet at 4 p.m. on Tuesday, December 10, in the Communications Building Theater. Chancellor Rendleman will discuss the action taken by the Illinois State Board of Higher Education in regard to the operating budget recommendation for the 1969-71 biennium.

In a continuing effort to provide better and more efficient service for the faculty, staff and students of SIU, the Bursar's Office now has a Travel Section. This service is to be used exclusively for faculty and staff traveling on University business.

In addition to providing travel advances, travelers' checks, money orders, and check cashing, by arrangement with a local travel agency, the Bursar can now provide complete travel facilities. This includes the travelers' choice of transportation (with approval of Fiscal Officer), hotel or motel reservations, and automobile rentals at destination. The charges for transportation will be charged directly to the account specified by the Fiscal Officer under Travel. Car rental charges will also be charged to the appropriate account under Contractual Services. These charges will not be submitted for reimbursement on the travelers' travel voucher. All tickets will be available to be picked up at the Bursar's Office.

All of the above mentioned services (exclusive of travel advances) can also be provided for persons coming to the SIU campus, such as guests, lecturers, candidates, etc. Prepaid transportation tickets, advance prepaid automobile rentals, along with literature describing the St. Louis area, can be mailed directly to the visitors prior to their departures.

For complete information contact the Bursar's Office, Miss Malano, Extension 3122.
