

Hello All,

For those of you who submit receipts for travel reimbursement, please take a moment to read the basic travel rules.

1. The Illinois Higher Education Travel Control Board (HETCB) governs University travel. These travel regulations apply to travel charged to all fund sources. Travel should always be arranged to serve the best interest of the University. Employees should use the most direct route and the most economical transportation.
2. Reimbursable Expenses
 - Actual and reasonable meals if not on a per diem basis
 - Airplane parking,
 - Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
 - Baggage transfer and handling, including reasonable tips
 - Business telephone calls
 - Hire of room for University business
 - Laundry and dry cleaning if on travel status for at least 7 consecutive days (domestic travel status only)
 - Passports and visas (employees only)
 - Registration fees, if the purpose of travel is attendance at conferences or official meetings
 - Word processing, facsimile, photocopying, and typing services
 - Taxis, including reasonable tips
 - Telephone calls to secure lodging, to notify safe arrival, to make changes in travel plans
 - University business telecommunications services
3. Non-Reimbursable Expenses
 - Alcoholic beverages
 - Coat check
 - Collision damage waiver (rental car)
 - Commuting expenses between an employee's residence and their headquarters
 - Entertainment (non-business related)
 - Keys locked in personal automobile
 - Late check-out and room guaranteed charges
 - Laundry and dry cleaning if on travel status less than 7 consecutive days
 - Living expenses at official headquarters
 - Non-University related expenses
 - Parking tickets or other traffic fines
 - Personal automobile accident insurance
 - Spouse/family travel expense unless specific prior approval is provided in a grant or contract
 - Tobacco products
 - Towing personal automobile
 - Travel insurance
 - Traveler's checks (Traveler's checks are provided at no cost to travelers on University business)
4. Reimbursement Limitations
 - a). Lodging Allowances --- Each employee is to request the lowest available rate when making reservations. Lodging reimbursement requires receipts and is limited to actual cost of accommodations, **not to exceed the maximum amounts.**

IN-STATE:

- Chicago Metropolitan Area, Cook County \$155.00

- DuPage, Kane, Lake, McHenry and Will \$80.00

- Major Downstate Areas : \$60.00
 ---Champaign, Kankakee, LaSalle, McLean,
 Macon, Madison, Peoria, Rock Island,
 St. Clair, Sangamon, Tazewell, Winnebago
- Other Downstate Areas \$50.00

OUT-OF-STATE:

- Areas except for District of Columbia \$110.00
- District of Columbia \$150.00

b). Meal Allowances --- **Meal reimbursement is limited to the maximums which include taxes and tips.**

- **Per Diem for In-State is \$28.00, for Out-State is \$32.00.**
- **If your travel is less than 18 hours then the maximums are:**

IN-STATE:

Breakfast	\$5.50
Lunch	\$5.50
Dinner	\$17.00

OUT-STATE:

Breakfast	\$6.50
Lunch	\$6.50
Dinner	\$19.00

c). Conferences

- Heads of units determine whether attendance at a conference or convention is related to University business. Sometimes a conference is held in a hotel that charges more than lodging allowances. In that case, the excess lodging may be reimbursed. The unit head's approval for attending the conference provides approval for the exception to the lodging maximums stated above.
- When the cost of meals is part of the registration fee, the "per diem" traveler must deduct the following amounts from the per diem allowance.
 - For each breakfast included in the registration fee, deduct \$5.50 for in-state or \$6.50 for out-state.
 - For each lunch included in the registration fee, deduct \$5.50 for in-state or \$6.50 for out-state.
 - For each dinner included in the registration fee, deduct \$17 for in-state or \$19 for out-state.

5. Travel on Restricted Funds

University travel regulations apply to all travel on sponsored project funds, unless the sponsored agreement provides documentation of a different method of reimbursement.

The following restrictions apply to sponsored project travel:

- Travel on sponsored project funds is restricted to individuals who are directly associated with the scope and purpose of the project.
- Unless specified in the award document, foreign trips do not require the specific approval of the sponsor.
- When the sponsored agreement provides for per diem on foreign travel, the rates established by the U.S. Department of State apply, unless a lower rate or other arrangements are specified in the agreement by the funding agency because of unusual circumstances.
- Foreign air travel funded by the U.S. government must be issued by a U.S. carrier. For travel purchases from a non-U.S. flag air carrier to be allowable, the justification must be documented on the travel voucher or air travel order (ATO).

6. Transportation

Types of transportation authorized for University business travel include automobiles, private aircraft, railroads, airlines, buses, taxicabs, and other usual means of transportation.

- Distance Between Points --- Use standard highway maps for mileage, use the distances between the points of departure and destination. When the most direct route from the traveler's residence does include travel through headquarters, compute mileage only from official headquarters to or from the destination.
- **Limitations --- Reimbursement for transportation using a private passenger vehicle may not be more than the cost of coach air fare, plus the cost of transportation to and from the airport.**
- Mileage Variations --- Any significant variation from distances shown on standard highway maps must be explained on the travel voucher. **Vacation stops are not acceptable.** University policy requires travel by the most direct route.
- Mileage Reimbursement --- Employees may be reimbursed for the use of their personal vehicles at 36 cent per mile.
- Multiple passengers --- When two or more individuals are traveling in the same passenger vehicle, only one individual may claim mileage reimbursement.

7. Travel Voucher/Receipts

Travel receipts must be submitted to Library Business Office promptly, within 15 calendar days, upon completing the travel. All supporting documents and required original receipts must be attached to the travel voucher.

Employees are personally responsible that their travel arrangements meet travel regulations. Improper or inadequately supported travel claims can not be paid and may delay the reimbursement process.

Receipts are not required for expenses \$10 or less, however these expenses must be itemized and documented. **Original receipts for items more than \$10 must be attached to the travel voucher.**

If you does not have a required receipt, the following processes must be followed:

- Obtain a duplicate original receipt from the hotel or vendor.
- Complete the [Missing Receipts Affidavit Form](#), including info on the expense and what happened to the receipt. You must certify that the amount requested on the missing receipts is exactly the amount that was paid.

If your lodging amount exceeds the allowable rates, and the travel is not a conference travel, a [Travel Exception Report \(TER\)](#) must be completed.

Occasionally the employee may be invited to bring a spouse, guest, or companion to attend official functions for the benefit of the University. In cases where the event requires travel, the travel and accommodation **expenses for the spouse are not reimbursed**. The cost of attending the event is treated as a minimal benefit and is not taxable to the employee.

For complete information on travel expense reimbursement, refer to the Office of Business and Financial Services Policies and Procedures manual at <http://www.obfs.uillinois.edu> or the OBFS Travel Guide at <http://www.oba.uillinois.edu/travel/>.

University of Illinois - Missing Receipt Affidavit

Refer to the Missing Receipt Affidavit information on the back of this form. Complete the form as required and obtain the authorized departmental signature and submit with travel voucher. Incomplete information could delay travel reimbursement. See Section 15.1, Travel Regulations for additional information.

Airline Ticket Receipts

- Attached is a copy or fax of the airline ticket receipt (last page of the stub).
-OR – I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:
- A copy of credit card statement showing record of charge
 - A copy of the itinerary invoice and the form of payment (i.e. credit card statement, cancelled check)

Hotel Bill

- Attached is a copy or fax of the hotel bill.
-OR – I certify that I have contacted the hotel and was unable to obtain a copy of the bill. Please reimburse me based on the following information:

Dates	Hotel / City	# of Nights	Daily Rate*	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Daily rate excluding taxes and service charges.

Car Rental Agreement

- Attached is a copy or fax of the car rental agreement.
-OR – I certify that I have contacted the provider and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

Dates	Rental Company	Car Class*	# of Days	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* C = Compact, M= Mid size, F = Full Size

No Receipt - Business Meals (list each meal separately)

Date:	B,L,D*	Restaurant / City	# of People	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* B = Breakfast, L= Lunch, D = Dinner (Note if more than 1 person, please include business purpose on Travel Voucher)

Miscellaneous Expenses More Than \$10.00 (No Receipt)

- Attached is a copy of the credit card statement.
- | Date: | Description (Provide below) | Total: _____ |
|-------|-----------------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I, the undersigned, certify that each expense described above, was lost or not obtainable, and that these expenses have not yet or will be again submitted to the University of Illinois or any other entity for reimbursement or tax purposes.

Traveler's Signature _____ Date _____

Department Authorized Signature _____ Date _____

TRAVEL EXPENSE DOCUMENTATION REQUIREMENTS

The University of Illinois requires individuals to submit the following documentation to substantiate travel expenses. See Section 15.1, Travel Regulations for more information on travel reimbursement documentation.

- Air / Rail or other transportation type - Original ticket/ receipt
- Hotel –Original hotel bill is required for all lodging expenses
- Car Rental – Original car rental agreement/payment receipt
- Miscellaneous travel expenses – Original receipt if more than \$10.00
- Business Meals – Original credit card receipt or cash receipt

Receipts must include the name of the vendor, location, date, description of goods or services, and the dollar amount.

MISSING RECEIPTS

Obtain a **copy** of the original receipt from the vendor for all authorized travel expenses more than \$10.00. If a copy of the receipt cannot be obtained, a complete explanation of the expense is required. The Missing Receipt Affidavit must be signed by the employee and the traveler's department head or authorized delegate.

MISSING AIRLINE TICKET/RECEIPT

Some form of documentation of the ticket purchase must accompany the Missing Receipts Affidavit. Contact the travel agency or airline issuing the original ticket and obtain a copy of the missing airline ticket or itinerary invoice (for an electronic ticket). All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline ticket/ receipt, provide a copy of the credit card payment receipt or statement or a copy of other method of payment (receipt for cash, canceled check, etc.)

For complete information on travel expense reimbursement, refer to the Office of Business and Financial Services Policies and Procedures manual at <http://www.obfs.uillinois.edu> or the OBFS Travel Guide at <http://www.oba.uillinois.edu/travel/>.