

TRAVEL REGULATIONS/GUIDELINES

Before you travel:

- Arrange airline or other transportation to be directly billed to department. See instructions at the “What should I know about the new Travel and Expense Management System” link.
- If you book the flight yourself you must purchase a direct ticket. If you cannot purchase an individual direct ticket, you *must* go to an online travel agency such as a Travelocity or Expedia and print an itinerary showing a direct flight from your home to the destination back to your home on the same day you purchase your ticket. The itinerary must also show the cost of the flight. ***If you have multiple destinations on one airline ticket without any evidence of the cost of a direct flight, you cannot be reimbursed for your airfare.***
- Have your conference registration paid through the department.
- If you book online as a package (ie. Travelocity, Orbitz), print evidence of how much your hotel vs. flight vs. rental car costs. This may not print on the final document.
- Use National Car or Enterprise for car rentals (preferred vendors) and DO NOT purchase additional insurance.
- Use a US Air Carrier if charging a federal grant.
- Be sure your hotel cost fit within regulations: <https://www.obfs.uillinois.edu/travel/reimbursement-rates/lodging-allowance-rates/> or it is a conference hotel. If it is a conference hotel, save proof of this for reimbursement.

While gone, save receipts that say PAID or show a zero balance for:

Reimbursable expenses for your own travel-

- Transportation charges, such as airfare, rail, or bus tickets
- Lodging
- Toll charges, parking, ferry, bridge, road, and tunnel fees
- Passports and visas (employees only)
- Registration fees, if the purpose of travel is attendance at conferences or official meetings
- Business Services, such as computer use, facsimile, and photocopying
- Taxis and shuttles, including reasonable tips
- Business meals for employee and guest – Breakfast \$25.00 per person, Lunch \$40.00 per person, Dinner \$60.00 per person.
- Receipts for personal meals are not required

Some things you cannot be reimbursed for:

- Alcoholic beverages
- Insurance for motor vehicle rental (unless foreign travel)
- Personal entertainment charges
- Late check-out and room guarantee charges
- Parking tickets or other traffic fines
- Towing of a personal automobile that is being used for University business
- Travel insurance (exceptions may be requested for foreign travel)

When you return:

- Complete the travel reimbursement form at <http://www.math.illinois.edu/Businessoffice/Employee-Reimbursement-Form.pdf> and bring it to 221 Altgeld Hall. Alternatively, forms are also available there. Campus must receive your receipts within 60 days of the end of your trip or your reimbursement will be taxed.
- You will be asked to electronically approve the completed voucher.
- You will be paid directly into your bank account.

*Further information about lodging and per diem for domestic travel is at <https://www.obfs.uillinois.edu/travel/reimbursement-rates/meal-per-diem-reimbursement-domestic-travel/>

*Further information about lodging and per diem for international travel is at http://aoprals.state.gov/web920/per_diem.asp

General guidelines for expenses:

Reimbursements for goods and services you purchase:

- Do not spend over \$499.00 out of pocket; the only exceptions are related to travel. <https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-4>
- Provide the original receipt or credit card statement.
- If the charge is a business meal, you need an itemized receipt AND to provide a list of attendees. Keep in mind that alcohol will not be reimbursed without previous approval from the department chair.
- The University has preferred vendors for many items, including office furniture. If you select to use another vendor, there will be paperwork to justify this decision.
- The business office staff can help you directly purchase any supplies and most services, so when in doubt, please ask first! Keep in mind there are certain things that CANNOT be reimbursed, or only under certain circumstances.

Issues related to visitors:

- Reimbursing foreign visitors is complicated! Find out their Visa type BEFORE arrival, and then come to the Business Office in 221 Altgeld to find out what he/she should provide for reimbursement.
- We may be able to pay some expenses for your visitors in advance (hotel, flight).
- Have your visitor complete the reimbursement form at <http://www.math.illinois.edu/Businessoffice/VisitorReimbursementForm.pdf> and bring this with your visitor's receipts to 221 Altgeld Hall.