

TRAVEL REIMBURSEMENT NOTES / GUIDELINES

Destination / Purpose of Trip:

1. Provide destination and the purpose of trip. If applicable, include how it relates to your research.

Airline tickets:

1. Provide itinerary with dates / times. Please note—University Payables now requires that when a trip includes personal travel, we need to provide an itinerary with the cost of airline ticket **without** the personal travel dates. Must be printed prior to the trip.
2. Department assistant can purchase with PCard

Personal Car:

1. Provide a sample itinerary of what it would cost to fly. Itinerary must be printed prior to trip and use actual dates of travel.
2. If cost to drive is greater than cost to fly, must provide justification for driving.

Rental Car:

1. Provide justification why rental car is necessary.
2. Do not purchase insurance
3. National is the University preferred vendor. National prices include extra insurance coverage.

Hotel:

1. Provide detailed bill with zero balance, for both domestic and foreign travel.
2. Indicate if conference hotel, include registration/program/schedule that references the preferred hotel.
3. Request state/government rates when possible.

Per Diem:

1. Provide time departed and arrived home.
2. Indicate if any meals were provided while on travel.
3. For travel less than 18 hours, University does not allow for reimbursement of meals.
4. Foreign per diem does not start until traveler arrives in foreign country and it ends when traveler leaves the country.

MISC REIMBURSEMENT NOTES / GUIDELINES

1. Purchases made on behalf of the University by staff members must not exceed \$250.
2. Provide justification on why purchase is necessary to University business or your research.
3. Provide the detailed receipt listing items, including meal receipts.
4. Reimbursements for books/DVDs/CDs need to include titles.
5. Meal reimbursement limits are listed in chart below. Please note that the limits exclude, tax, tip and alcohol. Alcohol reimbursements must be charged to a gift funds. (See OBFS guidelines at <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=913519>)