

**TRAVEL REQUEST/APPROVAL TO USE UNIVERSITY FUNDS**

NAME:

DEPARTMENT:

CFOAPL:

DESTINATION:

DEPARTING: \_  
(Dates of trip)

RETURNING:

PURPOSE (i.e. conference name, role if participant)

BASIS FOR TRAVEL:

UNIVERSITY BUSINESS

CONFERENCE TRAVEL

Estimated Cost	For Department	Other
<b>TRANSPORTATION*</b> Attach supporting documentation of estimate. ( ) Plane ( ) Bus ( ) Carpool ( ) Personal Car ( ) Train	\$	\$
<b>PER DIEM</b> (see calculator on policy handout)	\$	\$
<b>REGISTRATION</b> (Conference, webinar, etc.)	\$	\$
<b>HOTEL/HOUSING</b> (attach estimate)	\$	\$
<b>OTHER/MISC</b> (parking, shuttle)	\$	\$
<b>TOTAL ESTIMATED COST</b>	\$	\$

\*if using personal car and need mileage reimbursed, attach supporting documentation with to/from miles (google maps, mapquest, etc) at current rate found on the OBFS website - <http://www.obfs.uillinois.edu/travel/passenger-vehicles/>.

Amount Requesting Department to Cover
\$

	Signature	Date	Amount Approved
Requesting Staff			
Requestor's Supervisor/Department Head Approval			
Associate Vice Chancellor/Dean of Students Approval			

**NOTE: ADVANCE APPROVAL IS REQUIRED PRIOR TO COMMITMENTS TO BE ABSENT FROM THE CAMPUS OR FOR ACCESS TO UNIVERSITY SUPPORT.**

**Office of Business & Financial Services (OBFS)**  
**Office of the Dean of Students**  
**Business Travel Policy**

**Responsibilities**

Unit heads or their delegates are responsible to approve travel and verify the unit has funds available. University Payables reviews and approves all travel expenses. For the Office of the Dean of Students and its reporting departments, including Office for Student Conflict Resolution, Illinois Leadership Center, The Career Center, Counseling Center, and Office of Minority Student Affairs – approvals would be granted by the Associate Vice Chancellor/Dean of Students, Kenneth Ballom.

Employees are personally responsible for ensuring that their travel arrangements meet travel regulations and that their claims for reimbursement are accurate. Improper or inadequately supported travel claims cannot be paid until the correct documentation is submitted.

**Before You Begin**

Travel must serve the best interest of the University, have a legitimate business purpose, and be related to the employee's job duties. Units may make travel arrangements for non-employees traveling on behalf of the University.

All travel must be by the most direct route, using the most economical mode of transportation available considering travel time, costs, and work requirements. When reserving lodging, employees must request the lowest available rate that does not exceed state lodging maximums.

Travelers who interrupt their business travel or deviate from the direct route for personal convenience or leave are reimbursed only at the rate for uninterrupted travel by the most direct route. The Travel Card (T-Card) cannot be used for transportation and lodging that includes any personal expenses. Consult *Determine Allowability of Travel Expenses, Restricted T-Card Purchases, and Prohibited T-Card Purchases*.

**Booking Travel**

University business travel must be authorized by the department head or authorized delegate. It is the employees' responsibility to ensure his/her travel arrangements comply with University policies and procedures and his/her claim for reimbursement is accurate.

Employees are encouraged to book travel arrangements with one of the University's contracted travel agencies. You may use a T-Card to purchase airfare through one of the Contracted Travel Agencies or through any air travel provider that offers the needed itinerary at the most economical price, including non-contracted travel agencies, online booking tools, or airline direct websites.


Employees not using a contracted agency or a T-Card may be reimbursed for airfare purchased using personal funds, but only after the travel has occurred.

When considering flight times, the traveler must plan well in advance of the planned trip to eliminate last minute, high ticket costs. Other factors to consider are: transportation cost to and from airport, airport parking during trip, and flying from Champaign or another airport.

**Domestic Vehicle Rentals**

The University has contracts with rental car agencies that include, at no additional cost, liability insurance and optional collision damage waiver (CDW insurance). Do not purchase the collision damage waiver insurance as you will not be reimbursed for it. Consult *How Your Personal Insurance Becomes Involved in a Claim* for additional information.

**Travel Information Cards and Coupons**

Wallet sized Travel Information cards and National car rental coupons are available through the University Payables (UPAY) Travel Management Office. The card lists reservation phone numbers and discount codes for National car rental, Enterprise Rent-A-car, and major hotel chains. Instructions for "what to do if you have an accident" is listed on the back. To request this information, please complete the Travel Information Order Form .

For additional assistance, please contact the Travel Management Office at 888-871-2835 or 217-244-8785 or e-mail [tmo@uillinois.edu](mailto:tmo@uillinois.edu).

**Next** – fill out the TRAVEL REQUEST/APPROVAL TO USE UNIVERSITY FUNDS – found below and on the ODOS website by clicking on “intranet” at the bottom of the page and logging in. <http://www.odos.illinois.edu/>

**Helpful information for filling out the TRAVEL REQUEST/APPROVAL TO USE UNIVERSITY FUNDS form:**

**Calculating Per Diem - Meal Per Diem Reimbursement for Domestic Travel**

University employees on approved business travel are eligible to receive meal per diem reimbursement for the time spent in travel status. The cost of actual meals purchased while in travel status is not reimbursable and receipts for such meals should not be submitted with the expense report. Per diem amounts may not exceed maximum allowances established for domestic travel by the Illinois Higher Education Travel Control Board. The current daily allowance is \$28.00 for travel within the State of Illinois and \$32.00 for travel outside of Illinois.

Per diem is a daily travel meal allowance and includes taxes and tips. The Travel & Expense Management system (TEM) automatically calculates the per diem reimbursement amount based on number of travel days, the time that travel status starts, and the time that travel status ends. The University Travel Card (T-Card) may not be used for meal purchases when in travel status, except when hosting an allowable business meal.

**Per Diem Deduction for Meals Provided to Traveler**

University employees must deduct the following amounts from the per diem allowance when a meal is provided during travel status.

	In-State	Out-of-State
<b>Breakfast</b>	\$5.50	\$6.50
<b>Lunch</b>	\$5.50	\$6.50
<b>Dinner</b>	\$17.00	\$19.00

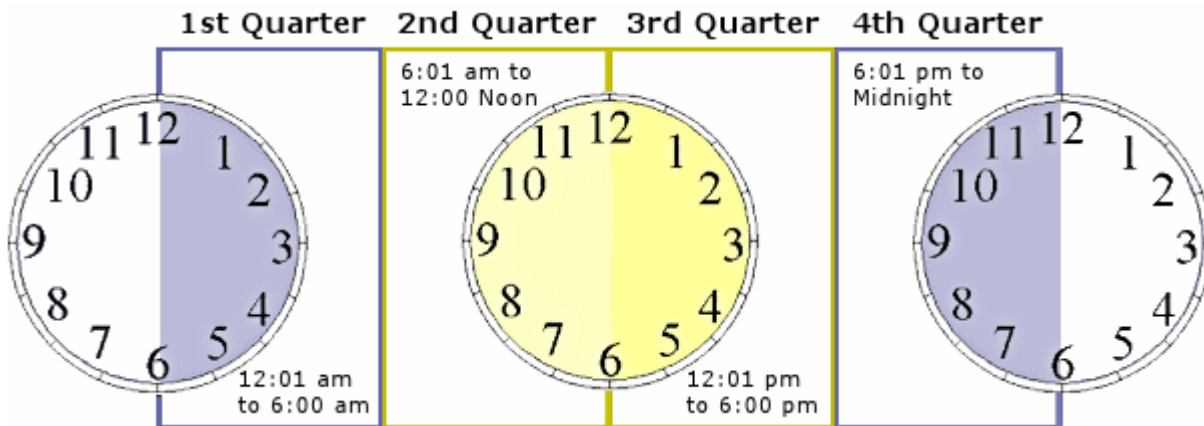
Examples of meals provided include, but are not limited to, breakfast provided during a conference or a dinner business meal hosted by the traveler.

For further information and policy on meal reimbursement while on travel status, see [Section 15, Travel](#), of the Business and Financial Policies and Procedures manual.

**Per Diem for Domestic Travel**

The word “per diem” means “per day,” or “for each day.” Per diem is a daily allowance for meal expenses while in travel status that includes an overnight stay. Per diem is not given for same day travel. Per diem covers the cost of meals and tips. Receipts are not required to receive this per diem allowance. Consult *Meals/Per Diem on Travel Status*.

Per diem is based on four 6-hour quarters. The traveler is allowed one fourth of the allowance for each period of 6 hours or fraction thereof.



**Meals Provided** - Reduce the amount of the per diem you are claiming if you were provided any meals during your travel. For example, if lunch was provided by a conference, subtract the lunch per diem allowance from the total amount you are submitting for reimbursement. If you hosted a business meal do not claim both reimbursement for your meal and per diem allowance. Consult *Meals/Per Diem on Travel Status*.

### **International Travel Reimbursement/Per Diem**

Depending on the internal policies of their unit, international travelers may be reimbursed for lodging expenses using either actual receipts or the U.S. Department of State lodging rates. For meals and incidentals, travelers must use the Department of State Meals and Incidental Expenses (M&IE) rates. Whichever reimbursement method is chosen for lodging must be used for the entire trip.

**Actual Receipt Method for Lodging** - When traveling internationally employees may pay for lodging using their University T-Card or personal funds. Advantages of using the T-Card include automatic conversion to U.S. dollars at the point of sale and avoiding employee out-of-pocket lodging expense. Regardless of the method of payment for lodging, all receipts must be translated into English and submitted as documentation for the TEM expense report. Follow the steps in *Request Reimbursement for Domestic or International Employee Travel and Business Meals*.

**U.S. Department of State Per Diem Method** - The U.S. Department of State foreign per diem rates for lodging are separate from the rates for meals and incidental expenses (M&IE). Per diem for days of departure and return is calculated on the quarter method.

**Lodging Rates** - The maximum lodging amount is intended to substantially cover the cost of lodging at adequate, suitable, and moderately priced facilities.

**Meals and Incidental Expenses (M&IE) Rates** – These charges include meals and the following incidentals:

- Personal use of room and bath during daytime
- Fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees
- Telephone calls to reserve hotel accommodations, make business inquiries such as status of salary, expense vouchers, and advance of funds
- Laundry, dry cleaning, and pressing of clothing
- Fans, air conditioning, heating, radio, or television in rooms
- Transportation between place of lodging or business and places off site to obtain meals, when they are not obtainable within the immediate vicinity

Other expenses not included in the M&IE rates may be reimbursed using the actual receipt method.

**Meals Provided** - Reduce the amount of the M&IE foreign per diem you are claiming if you were provided any meals during your travel, including meals at a conference or on board an airplane, train, or ship:

- Breakfast – deduct 15%
- Lunch – deduct 25%
- Dinner – deduct 40%

If you hosted a business meal do not claim both reimbursement for your meal and per diem allowance. Consult *Meals/Per Diem on Travel Status*.

## **Headquarters and Travel Status**

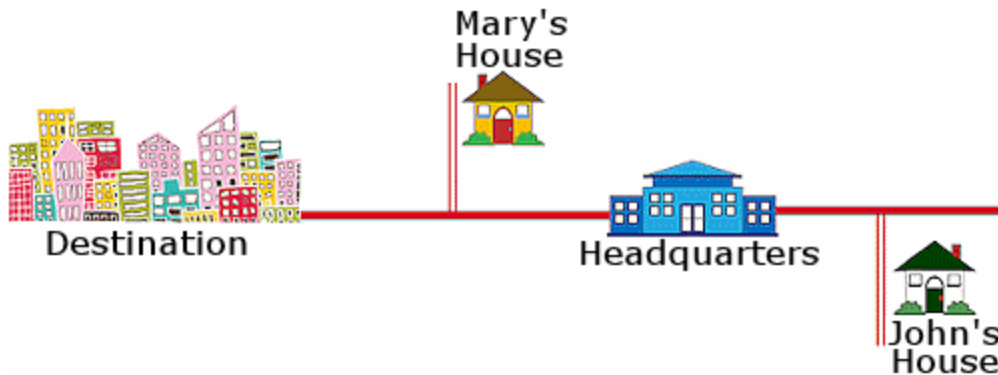
### **Travel Status**

Employees are on travel status while away from official headquarters on authorized University business. Employees are not in travel status during their normal daily commute to and from work. Travel status begins when employees leave headquarters, their residence, or other authorized locations to go directly to their destination. Travel status ends when employees return directly to headquarters, their residence, or other authorized locations after completing University business.

**Headquarters** - Official headquarters is the location where employees perform the majority of their duties, usually the area within the city limits. However, headquarters for Chicago campus employees is defined as the campus area. An employee's residence may be considered their official headquarters if their assigned duties require non-commuting travel every working day.

**Commuting** - The round trip mileage between the employee's residence and headquarters. This is not a reimbursable expense.

**Travel Mileage** - Travel mileage begins at your residence or headquarters depending on which one is closer to your destination. For example, John and Mary below traveled to the same destination. John's travel mileage began and ended at headquarters because he would have had to go to and from work that day even if he were not traveling. Mary's travel mileage began and ended at her house because it is closer to her destination than headquarters. Employees may be reimbursed for the use of their personal passenger vehicle while on approved University business at \$0.565 (as of January 1, 2013).



## Keeping Travel Records

### **Definitions:**

**Records** – Records are official and trustworthy documents used for accountability and transparency. Requirements for retaining records are mandated by federal and state laws and regulations. Cash handling records consist of documentation of sales, deposits, reconciliations, and summary reports.

**Working Documents** – Working documents are unofficial yet trustworthy documents used to support business activities. Examples include copies of official records retained for your convenience or preliminary planning documents.

**Temporary Documents** – Temporary documents are transitory and not records or working documents. Examples include drafts, reference materials, and routine correspondence.

**Historical Documents** – Some documents may have enduring cultural or historical value and should be retained indefinitely.

### **OBFS Responsibilities**

OBFS retains vendor invoices, original or scanned invoice vouchers, and employee reimbursement vouchers for the current fiscal year and 5 previous fiscal years.

### **Unit Responsibilities**

Your unit retains original documents you receive before scanning and submitting to the Travel Expense Management System (TEM) for 1 year.

For assistance, consult your unit Records Liaison or records contact, if you have one, or your campus Archivist.

## All Travel Policies Summary

- Close all travel advances within 60 days of completing the travel. If advances are not closed within 90 days, the University may deduct the amount of the advance from the employee's pay.
- Travel must serve the best interest of the University, have a legitimate business purpose, and be related to the employee's job duties. Units may make travel arrangements for non-employees traveling on behalf of the University.
- All travel must be by the most direct route, using the most economical mode of transportation available considering travel time, costs, and work requirements. When reserving lodging, employees must request the lowest available rate that does not exceed state lodging maximums.
- Travelers who interrupt their business travel or deviate from the direct route for personal convenience or leave, they are reimbursed only at the rate for uninterrupted travel by the most direct route.
- The unit head or delegate must approve travel and verify the unit has funds available.
- Travel by the most economical mode of transportation available considering travel time, costs, and work requirements.
- The University of Illinois Travel Card (T-Card) is a charge card University employees may use to purchase qualified travel expenses and business meals. The Travel Expense Management system (TEM) is the software product used to document, reconcile, and approve T-Card transactions.
- All T-Card purchases must comply with University procurement, allowable expenditure and funding, payroll, and travel-related policies, as well as with state and federal statutes. Cardholders who misuse or fraudulently use the Travel Card (T-Card) are subject to investigation, disciplinary action, termination of employment, and may also be subject to criminal prosecution. The University can deduct any personal or non-authorized T-Card charges from the Cardholder's salary.
- Undergraduate students may not be issued a T-Card or be assigned a role in the T-Card process.
- Department Card Managers (DCM) are responsible for the day-to-day management of the Travel Card (T-Card) within their business unit. DCMs are also responsible for complying with all record retention, state and federal laws, and University policies.
- All units participating in the T-Card program must have a DCM appointed by the unit head. This person serves as DCM for both the Procurement Card (P-Card) and T-Card. All DCMs and their delegates must complete the DCM training and the cardholder training. They must also pass the certification quiz before they can assume DCM duties.
- Units have the primary responsibility for managing how staff members use T-Cards and maintaining compliance with all record retention, state and federal laws, and University policies.
- Consult T-Card Services Offered by University Payables Card Services and T-Card Roles and Responsibilities for information on consulting services available from the University Payables Card Services.
- If you incurred an expense using a Travel Card (T-Card), you must create an Expense Report (ER) in the Travel Expense Management System (TEM) to reconcile the charge. Failure to do this may result in suspension or cancellation of your cardholder privileges.

- If you do not reconcile T-Card transactions in TEM, those charges will not be posted to the General Ledger and will not accurately reflect your unit's and the University's financial position.
- Exceptions to University policies or procedures regarding Travel Card (T-Card) use may be approved when necessary to meet special circumstances or when in the best interest of the University and the State of Illinois. These exceptions are infrequent and apply to all funding sources. Any exception must be approved before the purchase.