

SLCL Travel and Reimbursement Requirements

Please submit all required documents and original receipts to your Department EO Support within 10 business days of completed university business travel

Required information before travel or reimbursement:

****Please note department support is able to pay for your airfare and conference registration as long as they have your approved travel request****

- Does your travel benefit yourself and your research or the grant and the University of Illinois?**
- Justification of travel or reimbursement**
 - How does your reimbursement benefit the University of Illinois?
 - Acceptable travel justifications must answer, “What? Why? Who? When? Where?”
 - **Example:** Presenting a paper to share research with colleagues at the 2019 Institute of Electrical and Electronics Engineers Conference (IEEE) Sensors Conference October 29 – November 6, 2019 in Orlando, Florida

Required information after travel:

- Time spent in travel status**
 - What date & time did you leave from Champaign-Urbana for University related travel?
 - What date & time did you arrive to Champaign-Urbana from University related travel?
- Proof of conference proceeding or meeting**
 - Invitation or printout showing dates, location of event and conference hotel
- Printed Agenda or schedule of events showing which meals are provided (no URLs)**
- Receipt of airfare or note who paid for airfare**
 - Economy seating only
 - Preferred seating will NOT be reimbursed
- Conference registration receipt or note who paid for registration**
- Lodging receipt showing balance of \$0 and printed proof of conference approved lodging (no URLs)**
Current Lodging rates – <https://www.obfs.uillinois.edu/travel/reimbursement-rates/lodging-allowance-rates/>
- Car rental and gas receipts -** <https://www.obfs.uillinois.edu/travel/car-rental/>
 - Students must have prior approval and justification required
 - National or Enterprise are the University contracted providers
 - Do **NOT** accept the Optional Damage Waiver (ODW) for National or Enterprise
 - If excessive mileage is noted, you may not receive a full reimbursement for your car rental
 - GPS or child seats are not reimbursable
 - We will not reimburse premium or luxury cars unless it was a free upgrade and proof is provided
- Parking receipts**
- Toll receipts**

If you lost a receipt, please provide us with a copy of your bank statement showing proof of payment. The missing receipt affidavit is built into the System logic in TEM, so a separate form is not required - just an explanation if a receipt cannot be provided from the vendor.

Approved Travel Dates – You are provided one day before and one day after a conference for University travel. 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.
<https://www.obfs.uillinois.edu/bfpp/section-15-travel/headquarters-travel-status>

Per Diem – University employees on approved business travel that includes an **overnight** stay are eligible to receive meal per diem reimbursement for the time spent in travel status. Per IRS guidelines, per diem is not provided for intra-day (same day) travel. 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.
<https://www.obfs.uillinois.edu/travel/reimbursement-rates/meal-per-diem-reimbursement-domestic-travel/>

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. <https://www.obfs.uillinois.edu/travel/reimbursement-rates/meal-per-diem-reimbursement-domestic-travel/>

Allowability of Miscellaneous Travel Expenses - To determine the allowability of miscellaneous travel expenses visit:
<https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-allowability-travel-expenses>

Business Meals, Refreshments, and Alcohol - To determine the allowability of business meals, refreshments, and alcohol visit:
<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/determine-allowability-business-meals-refreshments>

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If you have any questions regarding University travel, please contact the Business Office at slcl-businessoffice@illinois.edu.

You may also consult the University policy manual on reimbursable travel expenditures located here:
<https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-allowability-travel-expenses>