

## **You have 60 days to turn in your travel receipts**

\*\*Receipts and the reimbursement request form must have been submitted to University Payables within 60 days after completion of travel. If not, a minimum of 28% of the reimbursement may be assessed as tax.

The following is from Section 15.1 of the University Office of Business and Financial Services Policies and Procedures manual ([http://www.obfs.uillinois.edu/manual/central\\_p/sec15-1.html](http://www.obfs.uillinois.edu/manual/central_p/sec15-1.html)):

Travel reimbursement forms must be submitted promptly, preferably within 30 calendar days, but not later than 60 days, upon completing the travel.

### **Prompt Submission (Within 60 Days) of Reimbursement Requests**

If the travel reimbursement form is not submitted to the OBFS, University Payables, within 60 days of the completion of travel, the reimbursement is considered taxable income to the traveler, unless a reasonable justification for an exception is presented. If a reasonable justification for an exception is not submitted or not approved, the reimbursement amount will be submitted to the OBFS, University Payroll, tax will be withheld from the employee's paycheck at supplemental wage withholding tax rates (25% Federal, 3% State of Illinois, and, if applicable, 1.45% Medicare and 6.2% Social Security), and these amounts will be included on the employee's Form W-2.

### **Reasonable Justification for an Exception Request Process and Form**

A reasonable exception depends on the facts and circumstances of the situation; however, if the situation involves (1) unforeseen circumstances or (2) circumstances that prohibit the submission of travel reimbursements within 60 days from being reasonable, most likely a reasonable exception will apply. Examples of reasonable exceptions include: (1) due to unforeseen circumstances, the traveler was not able to submit a request for his/her reimbursements because of an illness, a death in the family, or acts of mother nature, (2) the traveler was out of the country for an unexpected extended period of time and was unable to submit receipts and a request for reimbursement within the specified time frame, (3) the traveler was on travel status for a significant period of time and he/she was not in the office long enough to submit a request for reimbursement within 60 days of incurring the expense(s), or (4) delays that are due to determining whether or not funding would have been provided by another institution or agency (adequate substantiation must be submitted).

If the traveler submits his/her Employee/Travel Expense Reimbursement Form for reimbursement more than 60 days after the completion of travel, but feels he/she has a reasonable justification for the late submission, the [Reasonable Justification Request](#) must be submitted along with the Employee/Travel Reimbursement Form and other required documentation.