

# TRAVEL REGULATIONS/GUIDELINES

## **Before you travel:**

- Arrange airline or other transportation to be directly billed to department.
- 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 rental (preferred vendor) and DO NOT purchase additional insurance.
- Use a US Air Carrier if charging a federal grant.
- Be sure your hotel cost fit within regulations:  
<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=ratesatglance> or it is a conference hotel. If it is a conference hotel, save proof of this for reimbursement.
- Hire a room for University business through the department.

## **While gone, save receipts 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 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.uiuc.edu/Bourbaki/EmployeeReimbursementRequestForm.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 sign the completed voucher.
- You will be paid directly into your bank account within 2-3 weeks.

\*Further information about lodging and per diem for domestic travel is at <http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=ratesatglance>

\*Further information about lodging and per diem for international travel is at <http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=travel&xmldata=foreigntravel>

# General guidelines for expenses:

## **Reimbursements for goods and services you purchase:**

- Do not spend over \$250.00 out of pocket; the only exceptions are related to travel.
- 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.
- 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 see Sherri 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). Please see Sherri for details, but if your visitor is foreign, know his/her visa type!
- Have your visitor complete the reimbursement form at <http://www.math.uiuc.edu/Bourbaki/VisitorReimbursementForm.pdf> and bring this with your visitor's receipts to 221 Altgeld Hall.

# Sample

## Employee Reimbursement Request

Complete this form and bring to the  
Department of Mathematics Business Office with original receipts.

Name: Joe Smith

UIN: (purple-blue colored numbers on your ID card) 123456789

Email Address: jsmith@uiuc.edu

### Non-Travel Reimbursement

Expense Detail: (for meals, we must know the *names* of everyone being covered)  
lunch with seminar speaker Jane Doe & Smith (host)  
and Algebraic Theory's book from Illini Bookstore

Account to Charge: Smith Start-up or Faculty Discretionary

### Travel Reimbursement

Destination (city, state, country): \_\_\_\_\_

Reason for Travel: (e.g. attend conference; research)  
\_\_\_\_\_  
\_\_\_\_\_

Expense Detail: \_\_\_\_\_  
\_\_\_\_\_

Did you receive a Travel Advance?  Yes  No

Did MATH purchase the AIR TICKET?  Yes  No

Would you like PER DIEM?  Yes  No

Date Trip Began: \_\_\_\_\_

Time: \_\_\_\_\_

Date Trip Ended: \_\_\_\_\_

Time: \_\_\_\_\_

Account to Charge: \_\_\_\_\_  
\_\_\_\_\_

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Employee Reimbursement Request

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Name: Joe Smith

UIN: (purple-blue colored numbers on your ID card) 123456789

Email Address: jsmith@uiuc.edu

**Non-Travel Reimbursement**

Expense Detail: (for meals, we must know the *names* of everyone being covered)

\_\_\_\_\_  
\_\_\_\_\_

Account to Charge:

\_\_\_\_\_  
\_\_\_\_\_

**Travel Reimbursement**

Destination (city, state, country): Washington, DC

Reason for Travel: (e.g. attend conference; research)

Went to do research at George Washington University

Expense Detail: Mileage to/from airport, parking

Did you receive a Travel Advance?  Yes  No

Did MATH purchase the AIR TICKET?  Yes  No

Would you like PER DIEM?  Yes  No

Date Trip Began: 1-1-07

Time: 6:00 A.M.

Date Trip Ended: 1-4-07

Time: 6:00 A.M.

Account to Charge: Smith NSF

Sample

**VISITOR REIMBURSEMENT FORM**

NAME: Any Body

SOCIAL SECURITY NUMBER: 123-45-6789

EMAIL ADDRESS: ABody@iupui.edu

PERMANENT HOME ADDRESS: (Required by the University for 1099 Tax Purposes)  
123 Anywhere Dr  
Indianapolis, IN 46260

ADDRESS TO MAIL CHECK (if different than Home Address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

US CITIZEN: YES or NO VISA TYPE: \_\_\_\_\_

*This section MUST be completed or we cannot process your request for payment.*

SEMINAR NAME or REASON FOR VISIT: Any Seminar

HOST'S NAME: Professor Jones

DATE OF ARRIVAL: 1-1-07  
Time: 8:00 A.M.

DATE OF DEPARTURE: 1-3-07  
Time: 8:00 A.M.

\*\*\*\*\* TO BE COMPLETED BY HOST \*\*\*\*\*

**EXPENSES:** (check applicable and Attach Original Receipts)

HONORARIUM: \_\_\_\_\_ Amount \$ \_\_\_\_\_

TRAVEL: X - mileage

Comments or details regarding amounts, limits: Please pay mileage.  
Hotel already booked through Business Office.

What meals were provided: lunch & dinner with  
professor Jones

ACCOUNT INFORMATION:  
Jones Start-up funds

Sample