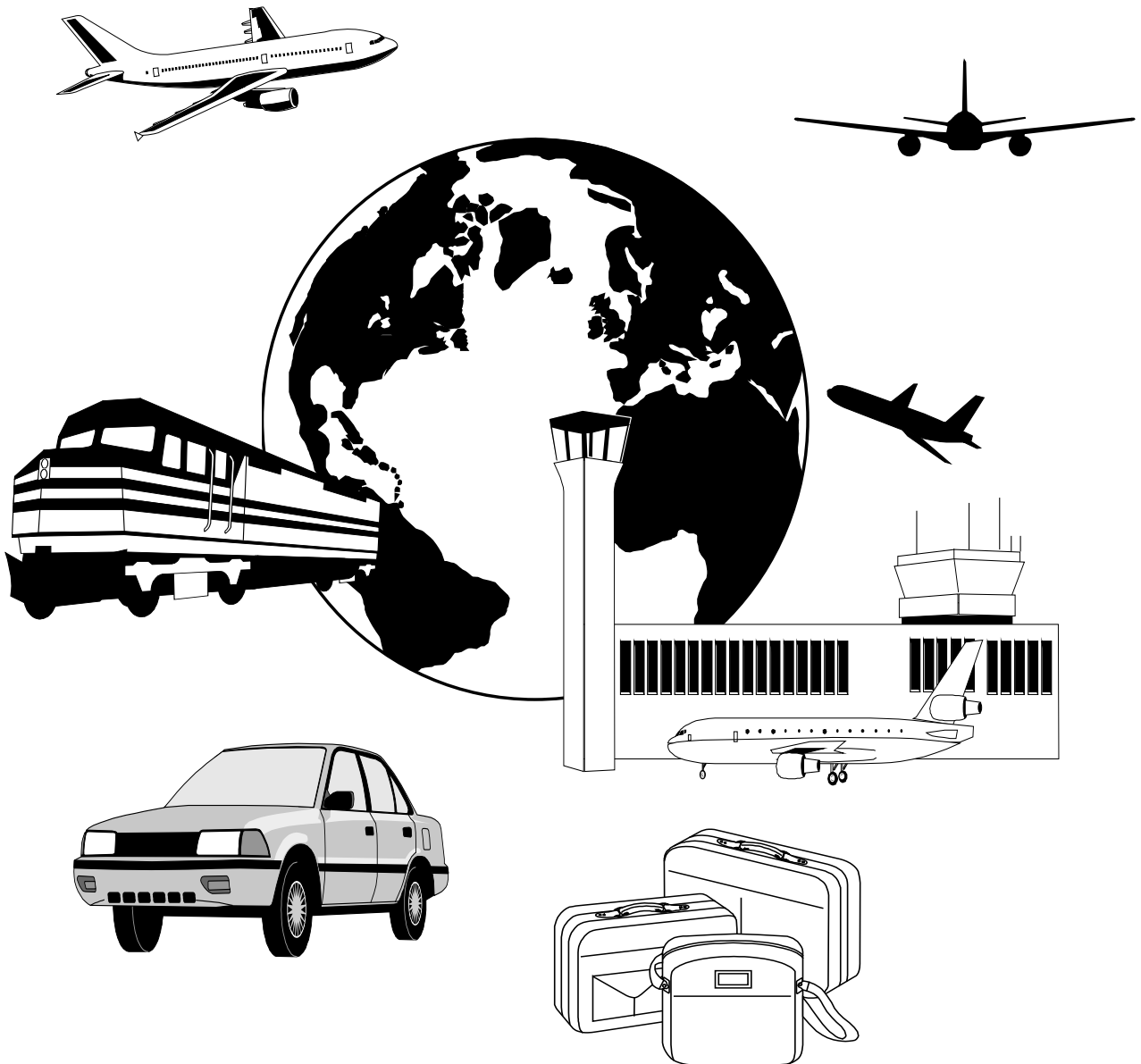




# "KNOW BEFORE YOU GO"

## TRAVEL MANUAL

Updated: January 1, 2010



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## 1. GENERAL POLICIES:

- A. Only travel and ordinary and necessary travel related expenses incurred for official Southern Illinois University Carbondale business is/will be paid direct, pre-paid or reimbursed, subject to applicable statutes, policies, regulations, specific terms or restrictions in relation to externally sponsored grants and contracts, availability of funds, reasonableness, and prudence.
  - B. It is the responsibility of the Fiscal Officer to adequately plan and project travel expenses so that all allowable expenses can be reimbursed on the original Travel Expense Voucher. Processing of a supplemental Travel Expense Voucher will not be allowed unless there is adequate and sufficient documentation to indicate that the original Travel Expense Voucher was processed incorrectly.
  - C. Individuals submitting Travel Expense Vouchers are personally responsible for their accuracy, propriety, and submission of the appropriate receipts or other deemed documentation.
  - D. If the traveler's address has changed since the last time a Travel Expense Voucher was submitted, the new address must be updated at Human Resources. The Administrative Information System (AIS) obtains the address for the traveler from the Human Resources module of the AIS and this is where the traveler's check will be mailed.
  - E. The budget purpose and the fiscal officer's original signature **must** be on the Travel Expense Voucher.
  - F. The traveler **must** sign the Travel Expense Voucher on the line provided.
  - G. When the traveler is the fiscal officer of the budget purpose, the traveler's administrative head must also sign the voucher as propriety approval.
  - H. A sufficient explanation of the purpose of the travel must be provided on the voucher.
  - I. The departure, destination, and return places and times must be included on the Travel Expense Voucher.
  - J. If there is personal time associated with the travel, it must be noted on the voucher as "Personal".
  - K. All expenses paid directly, or by a P-Card, must be adequately disclosed and noted on the travel expense voucher. The amount must then be included on the voucher and subsequently deducted in the "Amount Not Allowed" section.
  - L. It must be adequately disclosed what the total "Amount Not Allowed" consists of:
    - 1. Indicate if any expense is paid directly or on a P-Card.
    - 2. Indicate if the traveler is allowed, by agreement with the fiscal officer, to be reimbursed for only a portion of the total expenses.
    - 3. Indicate registration reimbursed directly to the traveler on an Invoice Distribution Form.
- Note:** This information is important when amounts need to be adjusted on the voucher. We want to make sure we give the traveler the maximum allowable reimbursement.
- M. State on the voucher if there was no expense incurred by the traveler. This would include such things as staying with a relative or friend, riding in another employee's vehicle, etc.
- Note:** This information is needed because all expenses must be accounted for on a Travel Expense Voucher; we cannot assume anything.
- N. **Itemized** receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.

- O. For purpose of adequate internal controls, traveler's reimbursement checks **cannot** be mailed to a campus address.
- P. Miscellaneous travel related expenses under \$50, incurred while on travel status, can be reimbursed on the Travel Expense Voucher. Otherwise, the expense must be submitted on an Invoice Distribution Form.
- Q. Currency conversion fees are allowable expenses for foreign travel.
- R. Travel insurance is not an allowable expense and cannot be paid, or reimbursed, by the University.
- S. Parking at the St. Louis Lambert (STL) airport will only be paid or reimbursed at the rate of intermediate or long-term parking.
- T. The Employee's AIS Number must be listed on the Travel Expense Voucher in the space provided. The number is shown on the employee's ID card.

**2. PROMPT SUBMISSION (WITHIN 60 DAYS):** **Effective for all travel that commences after December 31, 2006**

- A. In compliance with ([Internal Revenue Service \(IRS\) Publication 535, Chapter 13](#)) and ([Illinois State Comptroller's Accounting Bulletin #134](#)).
- B. If AP Travel Expense Voucher is not submitted within 60 days of the completion of travel, the amount being reimbursed is considered taxable income to the traveler, unless a reasonable written justification for an exception is presented and approved. If a reasonable justification for an exception is not submitted or not approved, the reimbursement amount will be submitted to the Payroll office to be included on the employee's Form W-2 as supplemental wages.
- C. **The 60 day calculation begins on the ending date of service -**  
  - Single Trip:** the ending date of service is the date that the trip ends.
  - Multiple Trips:** the ending date of service is **the date that the last trip ends**, not the end of the month, on the travel expense voucher. For efficiency purposes, you can continue to combine multiple trips on one travel voucher, as long as all the trips on the travel voucher have ending dates within the same calendar month. If an individual trip crosses over a month end, that trip must be reported on the travel voucher for the subsequent month.
- D. **The 60 day calculation stops -**  
  - Single Budget Purpose:** the date the fiscal officer signs the AP Travel Expense Voucher.
  - Multiple Budget Purposes:** the date the last fiscal officer signs the AP Travel Expense Voucher.

**Please note:** The AP Travel Expense Voucher must be submitted to Accounts Payable immediately after the last fiscal officer signs the voucher.

- E. **Reasonable justification for an exception to prompt submission -** An exception depends on the specific facts and circumstances of the situation. In general, 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 be approved. 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, or (3) the traveler was on travel status for a significant period of time and he/she was not in the office for a reasonable amount of time to submit a request for reimbursement within 60 days of incurring the expenses(s).

**Note:** Lost or missing receipts, inadequate staffing or other staffing issues are not reasonable exceptions and requests submitted with these reasons will be denied.

### 3. DESIGNATION OF HEADQUARTERS:

- A. In a timely manner, a memo must be provided to the Accounts Payable Office for any individual whose headquarters have been designated as a location other than that at which official duties require the largest part of working time.

### 4. EXPENSES AT HEADQUARTERS:

- A. Commuting from home to work and back is **NOT** a reimbursable expense. If you start a trip from headquarters (i.e. Carbondale), your mileage begins at headquarters.  
If you start a trip from home and do not go through headquarters, your mileage can begin from your home.

### 5. TRANSPORTATION:

- A. All travel must be by the most economical mode of transportation available considering travel time, costs, and work requirements.
- B. Travel which is not by the most economical mode of transportation available should be explained and justified. If there are extenuating circumstances regarding a particular trip that justifies higher costs, a statement of explanation must be attached to the voucher.
- C. A comparison sheet must be submitted with the voucher if the most economical mode of transportation is not taken due to personal choice. The comparison must include all expenses associated with each form of travel, including extra lodging, per diem, etc. The difference in amounts must be taken off in the "Amount Not Allowed" section on the voucher.  
<http://www.purchasing.siu.edu/forms/emptravcompar.pdf>

**NOTE:** If an individual drives their own personal vehicle to a distant destination and commercial airfare would be the most economical form of transportation, an adequate quote for airfare must be provided with the comparison worksheet. Adequate documentation of the quote must be obtained at least 21 days in advance of the departure date. The days of the week that correspond to the dates of allowable travel must be used when obtaining a quote.

- D. If the traveler selects AMTRAK as the mode of transportation they should accept coach or reserve coach class.

### 6. ROUTING:

- A. Trip routing should always be by the most direct route. Deviations for personal convenience will not be reimbursed.

### 7. USE OF PERSONAL VEHICLES:

- A. A personal vehicle, **owned by the traveler**, can be used for University business as long as it is the most economical means of transportation available to conduct University business.
- B. Minimum University insurance levels must be carried on personal vehicles used for University business. See Travel Regulations for details: <http://www.purchasing.siu.edu/travel/travelreg.pdf>

## 8. MILEAGE:

- A. Mileage can only be claimed if the traveler is the owner of the vehicle.
- B. Mileage is reimbursed at the rate of 50 cents per mile. (Effective January 1, 2010).
- C. Mileage should be recorded using a trip odometer if possible.
- D. Various websites on the Internet, such as Map Quest can be consulted for the calculations of mileage.  
<http://www.mapquest.com/>
- E. Local and inter-city mileage at the travel destination should be reported separately from standard travel mileage. Mileage for personal reasons or to acquire meals at the destination cannot be claimed.
- F. Excessive mileage must be explained before it can be determined as reimbursable. A letter or note of justification must be submitted with the Travel Expense Voucher.

## 9. USE OF PRIVATE AIRCRAFT:

- A. Travelers wishing to be authorized to use a privately owned aircraft on University business must submit a written request to the Executive Director of Finance. The letter of request must include a statement certifying that the individual is duly licensed for the particular aircraft to be flown and carries insurance (see travel regulations for details). Written approval will need to be requested and renewed annually. A copy of the approval will be maintained in the Accounts Payable Office.

## 10. USE OF UNIVERSITY FLEET VEHICLE:

- A. University-owned (Travel Service) vehicles should be used whenever most economical and feasible. University-owned vehicles have a Wright credit card in the glove compartment to be used for the operational expenses related to the vehicle.  
[http://www.pso.siu.edu/travel/svc\\_vehrntl.html](http://www.pso.siu.edu/travel/svc_vehrntl.html)
- B. Gas and other operational expenses for a University-owned vehicle that were paid by the traveler cannot be reimbursed on a travel voucher. Please submit a [Travel Service-Personal Reimbursement Request form](#) and receipts to Travel Service for reimbursement.
- C. Report any accidents to Travel Service within 48 hours. The new accident deductible is \$500, after which Travel Service or Risk Management will absorb the remaining repair costs.

## 11. AIRPLANE ACCOMMODATIONS:

- A. Travel on airplanes shall ordinarily be coach class. Upgrades must be explained on the Travel Expense Voucher and will be permitted only when:
  - 1. Space is not available in less than first-class accommodations in time to carry out the purpose of the travel.
  - 2. The respective Fiscal Officer authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.
- B. Additional charges for rescheduling flights must be for business purposes only and not for the traveler's personal convenience. If a flight is canceled by the airport or airline, every effort must be made to take the next available flight or obtain a refund. Travelers must submit a written justification for all flight changes.

- C. Additional costs associated with flights scheduled to accommodate other employers or for the traveler's personal travel needs will not be paid or reimbursed by the University. A quote must be attached to the voucher showing what the cost would have been if the traveler traveled directly to and from the destination in which the traveler conducted official University business. The quote for the lowest available cost should be received on the same day the actual ticket is issued.
- D. Payment of airline tickets can be made by direct bill, P-Card, or personal credit card. The University issued P-Card is the preferred method.
- E. Unused tickets, paid by the University, must be held and exchanged for future University business trips. These tickets cannot be exchanged for personal travel.
- F. When airline tickets are purchased over the Internet and an E-ticket is available the University will not pay or reimburse a traveler for the expense to receive a paper copy of the ticket. A paper copy of the ticket is not a necessary business expense and is considered a personal preference.
- G. On Travel Expense Vouchers, please show the total amount of the airfare on the first day of travel.
- H. Expenses for business travel arrangements that are booked as a "package", where one set price is charged for airfare, hotel, rental car, etc., **cannot** be reimbursed unless a detailed, itemized, receipt(s) is submitted for each portion of the travel "package". Because it is often difficult to obtain such detailed documentation, the use of such "packages" is discouraged by the University.
- I. The Fly America Act – requires international flights to be on U.S. carriers when available.  
<http://www.tvlon.com/resources/FlyAct.html>
- J. SIUC currently has an agreement with **Orbitz for Business**. Some of the benefits of utilizing Orbitz for Business include \$5.00 fee for airfare booking, no fee for booking hotel or rental car, 24-hour online airline ticket cancellation, online airline ticket exchange, e-ticket tracking, care alerts, customer care 24/7 support, and more.

## 12. USE OF RENTAL VEHICLES:

- A. **Vehicles cannot be rented within 125 miles of the University.** In such instances, a University-owned vehicle should be obtained from the University's Travel Service. If no University owned vehicle is available, Travel Service must give permission for a rental vehicle if within 125 miles of the University.
- B. A justification is **not** required to rent a vehicle while away for University business. However, if there is no apparent business reason to rent a vehicle, a written justification must be attached to the Travel Expense Voucher.
- C. Do not accept insurance on any commercial vehicle rental. If insurance is charged on the rental agreement, the University will not reimburse the traveler.
- D. If there is a charge for an additional driver, please state the name of the driver and the reason it was necessary. If the additional driver is not also an SIUC employee on travel status it is not reimbursable.
- E. The additional charge for a GPS unit in the rental car is allowable for efficiency and safety purposes while conducting official University business.
- F. Fuel must not be purchased from a rental car agency. Vehicles must be filled at a gas station prior to returning them to the agency. Fuel service option and fuel charges on a rental car agreement cannot be paid or reimbursed by the University.

- G. SIUC currently has a contract with **National Rental Car**. It is the preferred vehicle rental agency, if available, at the travel destination. Benefits of utilizing the contract with National Rental Car include discounted rental fees, free member in the Emerald Club (\$50.00 value) and free Loss Damage Waiver (insurance). The SIUC contract with National Rental Car is available through Orbitz for Business. Travelers can join the Emerald club at:  
<http://www.campustravel.com/university/siucarbonale/transportation.htm>

### 13. AUTO LIABILITY PROGRAM

- A. The State of Illinois self insures its automobile liability exposure resulting from motor vehicle accidents when state (University) employees operate state owned or leased vehicles in the course of their employment. There is no coverage provided to state employees if they operate a state owned vehicle out of the course of their employment.
- B. The State of Illinois Self Insured Motor Vehicle Liability Plan provides coverage of two million dollars per occurrence on a combined single limit. As a condition of coverage under the Plan, an employee involved in a motor vehicle accident is required to provide a written report, in a prescribed format, within seven calendar days to the Plan Administrator. The Plan Administrator is the Department of Central Management Services, Division of Risk Management, Auto Liability Section, 604 Stratton Office Building, Springfield, Illinois 62706. Phone numbers (217) 782-0202 or toll free 1-800-442-1300 (#4).
- C. Auto Liability issues may be directed to the Auto Liability Coordinator at Travel Service.

### 14. LODGING:

- A. It is the responsibility of each employee to request the lowest available lodging rate at the time of making the reservation. The traveler should ask for a government or state rate when making the hotel reservation. The employee should require confirmation that the government or state rates offered by the hotel are within the maximums allowed.
- B. A traveler who requires special consideration due to a handicap or medical condition may be reimbursed for the actual cost to obtain a room that is adequately accessible. The traveler is still required to request the least costly rate available considering the circumstances.
- C. If another traveler or department is taking care of your lodging reservation, you need to make sure that they are aware of Southern Illinois University Carbondale's limitations and policies.
- D. If the traveler's lodging is paid by an outside source other than the University, please state this on the voucher.
- E. Accounts Payable needs an **itemized** receipt that shows the form of payment used.
  - 1. If using a Master Card, please make clear whether a personal credit card or the University issued P-Card was used.
  - 2. If the room is shared with another traveler, please make clear which person was responsible for the payment.
- F. If lodging is paid by the University issued P-Card, an incidental/miscellaneous account should be set up with the hotel at the time of arrival to cover other items not allowed on the P-Card.
- G. Meals cannot be paid for by the University issued P-Card while on travel status.
- H. The lodging receipt must be in the traveler's name or justified as to why it is not.
- I. If a room is shared with another SIUC traveler, it must be stated on the Travel Expense Voucher and an itemized receipt attached. The name of the traveler must be stated if it is a University employee.

J. Lodging Limits – Domestic

1. Counties within the State of Illinois and the rest of the United States, including U.S. Possessions and Territories have per night lodging limits. **An amount in excess of lodging limits will not be reimbursed without justification.** Even with appropriate justifications, the reimbursement is still subject to review by the Higher Education Travel Board.

Maximum allowed rates by area:

**Chicago – Cook County**

October 1, 2009 – November 30, 2009	\$205.00 plus tax
December 1, 2009 – April 30, 2010	\$158.00 plus tax
May 1, 2010 – June 30, 2010	\$211.00 plus tax
July 1, 2010 – August 31, 2010	\$176.00 plus tax
September 1, 2010 – September 30, 2010	\$205.00 plus tax

**Chicago Metro Counties** – DuPage, Kane, Lake, McHenry, and Will \$80.00 plus tax

**Major Downstate Area Counties** \$70.00 plus tax  
Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago

**Other Counties in Illinois** \$60.00 plus tax

**Out of State of Illinois** \$110.00 plus tax  
(Includes Alaska, Hawaii, and United States Possessions and Territories)

**Washington DC**

October 1, 2009 – October 31, 2009	\$229.00 plus tax
November 1, 2009 – February 28, 2010	\$207.00 plus tax
March 1, 2010 – June 30, 2010	\$226.00 plus tax
July 1, 2010 – August 31, 2010	\$170.00 plus tax
September 1, 2010 – September 30, 2010	\$229.00 plus tax

(Note: Washington, DC also includes the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland).

- K. **Conference lodging and official meeting lodging** may be reimbursed in an amount greater than the maximum allowance provided in the Reimbursement Schedule, as well as designated conference "overflow" hotels as designated by the conference organizers.

**Note:** This must be noted on the voucher. Also, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the Travel Expense Voucher for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

- L. Overnight accommodations at a hotel in the St. Louis, MO area before/after a flight, is allowed only if the flight is scheduled to leave/arrive before 10:00 a.m. or after 10:00 p.m., respectively.
- M. Expenses for business travel arrangements that are booked as a "package", where one set price is charged for airfare, hotel, rental car, etc., **cannot** be reimbursed unless a detailed, itemized, receipt(s) is submitted for each portion of the travel "package". Because it is often difficult to obtain such detailed documentation, the use of such "packages" is discouraged by the University.

- N. SIUC currently has a contract with Club Quarters. It is the preferred provider in those destinations where they are located. <http://www.clubquarters.com/>
- O. SIUC currently has an agreement with Orbitz for Business. Some of the benefits of utilizing Orbitz for Business include \$5.00 fee for airfare booking, no fee for booking hotel or rental car, 24-hour online airline ticket cancellation, online airline ticket exchange, e-ticket tracking, care alerts, customer care 24/7 support, and more.

**NOTE: MAXIMUM HOTEL RATES FOR A SPECIFIC AREA CAN ONLY BE EXCEEDED IF THEY ARE A CONFERENCE SITE OR THEY ARE THE ONLY AVAILABLE ROOMS IN THE AREA.**

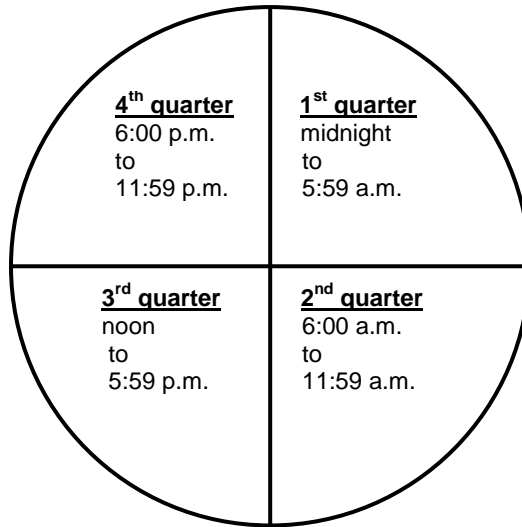
## 15. PER DIEM (Domestic):

- A. Per diem is a fixed allowance given to State and University travelers on travel status to cover costs of meals.
- B. Per diem shall be paid for travel **which includes overnight lodging or is 18 or more continuous hours**. (Meal allowances are given when a traveler is not eligible to receive per diem. See Page 13 for an explanation of meal allowances)
- C. You do **not** need receipts to claim per diem.
- D. Per diem is paid based on a quarter system.
  - 1. The quarters are divided into:
    - First quarter is from 12:00 a.m. to 5:59 a.m.
    - Second quarter is from 6:00 a.m. to 11:59 a.m.
    - Third quarter is from 12:00 p.m. to 5:59 p.m.
    - Fourth quarter is from 6:00 p.m. to 11:59 p.m.
  - 2. What you are allowed to claim depends on how many quarters of the day you are on travel status for University business purposes.
- E. The per diem amount travelers are allowed to claim depends on whether their official University business was conducted in-state or out-of-state.
  - 1. In-state per diem is \$28; or \$7 per quarter.
  - 2. Out-of-state per diem is \$32; or \$8 per quarter. (Includes Alaska, Hawaii, and United States Possessions and Territories)
- F. The [Per Diem Calculator](#) may be used to determine the allowable per diem for **domestic trips**. This useful tool can provide assistance in calculating a budget for a trip or filling out a Travel Expense Voucher after the trip is concluded. The tool also calculates the allowable per diem for trips when meals are provided and their deductions are required. (The per diem calculator cannot be used to determine mail allowances.)
- G. Per diem must be adjusted if a meal is provided. **Please note that meal amounts have nothing to do with the per diem rates unless a meal is provided.** The meal amounts are:
  - 1. Breakfast               \$5.50 in state or \$6.50 out of state
  - 2. Lunch                   \$5.50 in state or \$6.50 out of state
  - 3. Dinner                   \$17.00 in state or \$19.00 out of state

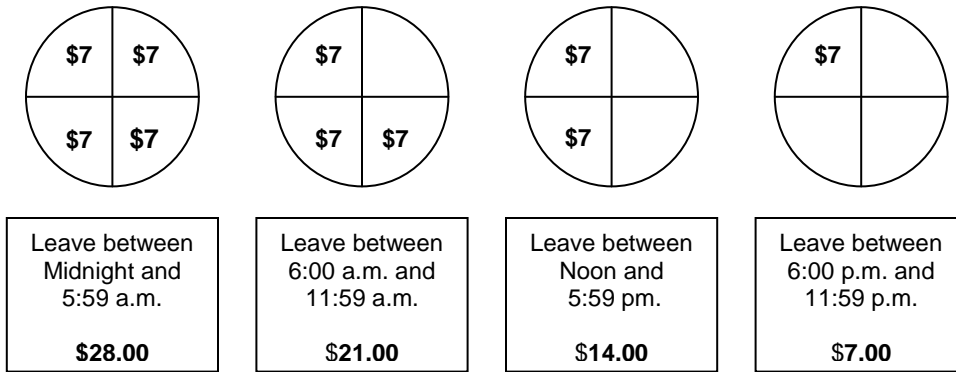
The [Per Diem Calculator](#) may be used to assist in determining the allowable per diem for domestic travel when meals are provided.

**Note:** Continental breakfasts do not count as a meal. Full meals provided in transportation costs must be deducted from the allowable per diem for the day the meal was provided

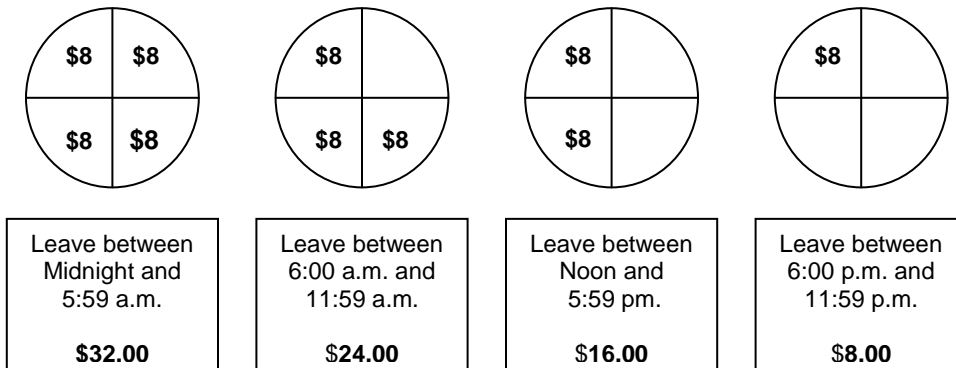
**ILLUSTRATIONS (Domestic):**



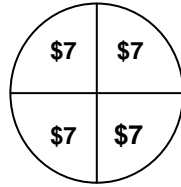
**THE DAY OF YOUR DEPARTURE AND YOUR OFFICIAL BUSINESS WAS CONDUCTED WITHIN THE STATE OF ILLINOIS (IN-STATE)**



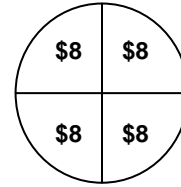
**THE DAY OF YOUR DEPARTURE AND YOUR OFFICIAL BUSINESS WAS CONDUCTED OUTSIDE OF THE STATE OF ILLINOIS (OUT-OF-STATE)**



WHEN YOU SPEND THE WHOLE DAY AT YOUR DESTINATION

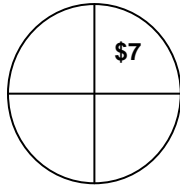


**IN-STATE**  
**\$28.00**

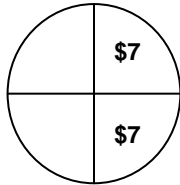


**OUT-OF-STATE**  
**\$32.00**

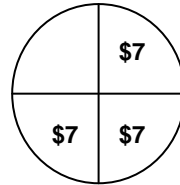
THE DAY OF YOUR RETURN TO HEADQUARTERS OR HOME AND YOUR OFFICIAL BUSINESS WAS CONDUCTED WITHIN THE STATE OF ILLINOIS (IN-STATE)



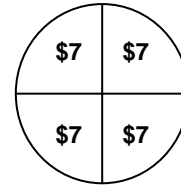
Return between  
Midnight and  
5:59 a.m.  
**\$7.00**



Return between  
6:00 a.m. and  
11:59 a.m.  
**\$14.00**

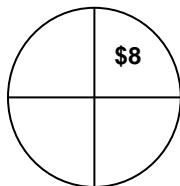


Return between  
Noon and  
5:59 pm.  
**\$21.00**

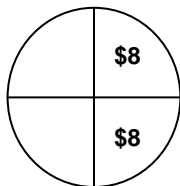


Return between  
6:00 p.m. and  
11:59 p.m.  
**\$28.00**

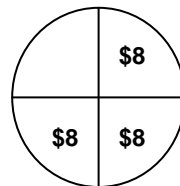
THE DAY OF YOUR RETURN TO HEADQUARTERS OR HOME AND YOUR OFFICIAL BUSINESS WAS CONDUCTED OUTSIDE OF THE STATE OF ILLINOIS (OUT-OF-STATE)



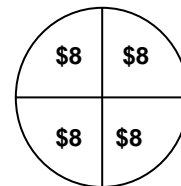
Return between  
Midnight and  
5:59 a.m.  
**\$8.00**



Return between  
6:00 a.m. and  
11:59 a.m.  
**\$16.00**



Return between  
Noon and  
5:59 pm.  
**\$24.00**



Return between  
6:00 p.m. and  
11:59 p.m.  
**\$32.00**

16. MEAL ALLOWANCES (Domestic):

- A. Meal allowances are given when a traveler is not eligible to receive per diem.
  - 1. When **travel is less than 18 hours and lodging overnight is not required.**
  - 2. Breakfast is payable when a traveler is on travel status and leaves headquarters or their residence (if reporting directly to the destination) at or before 6:00 a.m.
  - 3. Lunch is not a reimbursable expense.
  - 4. Dinner is payable when a traveler is on travel status and arrives back at headquarters or their residence (if reporting directly from destination) at or after 7:00 p.m
  - 5. For travelers commencing travel after the close of business, but before 6:30 p.m., dinner reimbursement is allowable if the traveler is not eligible for per diem.
- B. Meal rates for in-state and out-of-state travel:
  - 1. Breakfast is \$5.50 in-state or \$6.50 out-of-state.
  - 2. Dinner is \$17.00 in-state or \$19.00 out-of-state.

C.	In State	Out of State
<b>Breakfast</b> (Depart at or before 6:00 am)	\$5.50	\$6.50
<b>Lunch</b> (Not allowable for a 1 day trip)	\$0	\$0
<b>Dinner</b> (Arrive at or after 7:00 pm)	\$17.00	\$19.00

- C. A traveler must claim the in-state rate if their destination is in Illinois.
- D. A traveler must claim the out-of-state rate if their destination is outside of Illinois.
- E. The traveler does not need receipts to claim meals for themselves.

17. FOREIGN TRAVEL EXPENSE REIMBURSEMENT:

There are two reimbursement methods for approved University employee foreign business travel: the per diem allowance method or the actual expenses with receipts method.

- A. **Per Diem Method** – The foreign travel per diem allowance is a payment in lieu of reimbursement for actual lodging and subsistence expenses, and is the preferred method for reimbursement of University foreign travel expenses. The per diem amount allowed is determined by the foreign country that is the travel destination and the per diem amount is the amount allowed by the [U.S. Department of State Foreign Per Diem Rates](#).
  - 1. **Foreign Per Diem Breakdown:** Lodging and Miscellaneous and Incidental Expenses (M&IE) – The U.S. Department of State foreign per diem rates establish separate amounts for lodging and meals plus incidental travel expenses (M&IE). The maximum lodging amount is intended to substantially cover the cost of lodging at adequate, suitable and moderately priced facilities. When the traveler is claiming the U.S. Department of State foreign per diem rates the following incidental expenses are also included in the M & IE per diem rates:

Charges for meals and lodging (when lodging and meals are provided by common carriers and are included in the fare, they are considered as transportation expenses rather than per diem and lodging and are therefore allowable expenses.)

- 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.
- Faxes and telephone calls to reserve hotel accommodations and to make business inquiries. Laundry, dry cleaning, and pressing of clothing.
- Transportation between place of lodging or business and places off site to obtain meals when they are not obtainable within the immediate vicinity.

**Note:** See the [U.S. Department of State Foreign Per Diem Rates](#) web site for more information. Per diem for days of departure and return is calculated on the quarter method. When the per diem method is used for University foreign business travel, the per diem amount is the maximum reimbursement allowed per day.

2. **Conference Meals When On Foreign Travel Per Diem:** When the cost of meals for approved seminars, conferences, or official meetings is an integral part of the registration fee, the "per diem" traveler must deduct the following amounts from the per diem allowance for each meal included in the registration fee:

- 15% of the applicable M & IE foreign per diem rate must be deducted for breakfast,
- 25% of the applicable M & IE foreign per diem rate must be deducted for lunch, and
- 40% of the applicable M & IE foreign per diem rate must be deducted for dinner.

B. **Receipt Method / Actual Expenses Method** - Employees may be reimbursed for foreign business travel for actual, reasonable costs if receipts for all expenses more than \$10.00 are attached to the AP Travel Expense Voucher. The receipts must be in English (or have a verifiable translation) and a documented conversion to U.S. dollars (conversion rate based on the date of the receipt) must be included with the reimbursement request. If any lodging amounts exceed the [U. S. Department of State Foreign Lodging Per Diem Rates](#) for the location of the traveler, an adequate justification must be provided (unless the lodging is official conference lodging and documentation is provided). **If the receipt method is used, it may not be commingled with the per diem method.**

1. Conference meals: If any meals were provided as part of the conference fee, reimbursement for those meals must not be claimed.

**Note:** This method must be used if lodging is direct billed or paid by a University P-card.

## 18. BUSINESS MEALS - INCLUDING EMPLOYEE(S) AND NON-EMPLOYEE(S):

- A. The allowable amount for business meals cannot exceed two times the allowable meal amount, excluding tax and tips (but not alcohol), established by State travel regulations.
- B. Special approval is required in writing if these meals are in excess of two times the allowable meal amount. The special written approval must be obtained from the Dean or comparable administrator. If the administrator attended the business meal, then written approval is required from the head of the next higher administrative unit not in attendance.
- C. Itemized meal receipts are required.
- D. The traveler must include a Documentation of Entertainment Expense Form specifying the names and titles of all participants and the bonafide business purpose of the meeting.  
<http://www.purchasing.siu.edu/forms/entertainexfm.pdf>

**19. REGISTRATION FEE:**

- A. Registration fees cannot be claimed on a travel expense voucher if the amount exceeds \$50.00. If the amount exceeds \$50.00, it must be claimed separately on an Invoice Distribution Form.
- B. If a registration fee was assessed, descriptive registration material with sufficient detail must be provided showing what expenses, including meals, are covered.
- C. The amount must be included on the voucher in the Other Expenses section and taken off in the "Amount Not Allowed" section if paid directly or with a University issued P-Card.
- D. Many conferences provide meals as part of the conference fee. If meals are included in the conference fee, the "meal value" of those meals must be deducted from any per diem charge listed in the Meals/Per Diem section. (See Meal Allowances in previous section)
- E. Any items, such as entertainment, included in the conference fee are acceptable. However, if the "entertainment" is in addition to the standard conference fee, then that portion of the total conference cost is not reimbursable.

**20. GROUP TRAVEL:**

- A. Group travel is defined as student field trips and other travel by groups such as athletic teams, musical band, debate team, or similar activities, where travel expenses are to be paid by the University for a group which includes staff (employees) and students.
- B. Expenses related to group travel must be divided between the travel expense for the travelers and contractual services line item for the non-employees (students).
- C. Costs may be distributed between employee travel and non-employee travel, using either of the following methods:
  - 1. On the basis of the average cost for all travelers multiplied by the number of travelers in each category.
  - 2. On the basis of the actual cost incurred by each traveler.
- D. Information must be provided which identifies the University staff (employees) and the non-employees (students).
- E. Student group meal expenses, which are reimbursable to one individual, must be supported by adequate meal receipts.
- F. If a certain amount of money is given to each traveler for meals, a list stating the amount given with the original signatures of all the recipients must be attached to the Travel Expense Voucher.
- G. Each Travel Expense Voucher must be accompanied by the necessary receipts and documentation as required for normal travel expense vouchers.

## 21. MISCELLANEOUS RULES:

### A. Reimbursable Expenses:

1. Room and exhibit space rented for official University business purposes
2. Laundry and dry cleaning for travel. (Must exceed seven calendar days)
3. Storage and handling of bags (\$1 per bag is average tip)
4. Taxis including reasonable tips
5. All business related telephone calls
6. Telephone calls required to secure lodging
7. Safe arrival call to family (limited to three minutes)
8. Parking fees at airport facility (intermediate or long term rate) or other parking area

### B. Non Reimbursable Expenses

1. Alcoholic beverages
2. Entertainment (i.e. in-room movies, professional games, theme parks)
3. Late check-out and room guarantee charges (including cancellation fees)
4. Meals for other State of Illinois or University employees or officers
5. Parking and traffic tickets
6. Lost airline tickets or stolen personal property
7. Excessive tipping or tips incurred beyond those specifically mentioned (i.e. tips for maids and valet services)
8. Transportation to procure meals

## 22. EXCEPTIONS TO THE RULES:

- A. The Southern Illinois University Carbondale must report any exceptions of the Travel Regulations to the State of Illinois' Travel Control Board. The University will reimburse the traveler prior to the decision of the Travel Control Board's review; however, if the exception is disallowed, the traveler must repay the University the amount that was denied.

## 23. PERSONAL CONVENIENCE:

- A. When travelers interrupt travel or deviate from the most direct route for personal convenience, or personal leave, they may be reimbursed only at the rate that would be applicable for uninterrupted travel by the most direct route.

## 24. WHAT MUST BE ATTACHED TO A TRAVEL EXPENSE VOUCHER?

- A. All itemized receipts for items over \$10
- B. Any applicable conference literature (including dates, hotels, and meal information)
- C. Receipts for all direct or University issued P-Card transactions (i.e. direct billed items, p-card items, items paid by someone else, etc.)
- D. Any necessary letters of justification

**25. TRAVEL EXPENSES ALLOWED TO BE PAID BY THE UNIVERSITY ISSUED P-CARD**

- A. Airfare
- B. Amtrak
- C. Gas to re-fuel rental car (Not the fuel service option on rental agreements)
- D. Lodging (room, tax, and business expenses only)
- E. Parking
- F. Registration (Up to \$1,500)
- G. Rental Car
- H. Shuttles

**26. TRAVEL EXPENSES NOT ALLOWED TO BE PAID BY THE UNIVERSITY ISSUED P-CARD**

- A. Gas for personal vehicle
- B. Gas for University vehicles (Travel Service)
- C. Meals while on travel status
- D. Movies
- E. Parking and traffic tickets
- F. Personal expenses
- G. Personal phone calls
- H. Room service

THIS IS TO BE USED AS A SUPPLEMENT TO THE UNIVERSITY AND STATE TRAVEL REGULATIONS. YOU MAY NEED TO REFER TO THE REGULATIONS ON SOME MATTERS.

PLEASE CONTACT THE ACCOUNTS PAYABLE OFFICE IF YOU HAVE ANY QUESTIONS.  
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