



**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
AND
THE TRAVEL CONTROL BOARD**

Updated: October 9, 2008

This *Travel Guide for Employees* is for Southern Illinois University Carbondale travelers. It is to be used as a resource and informational tool for SIUC employees traveling on official University business. The Guide has been designed to provide travelers the information necessary to make their travels as problem free, safe, and economical as possible.

Travel policies and rules for both the Travel Regulation Council and Southern Illinois University Carbondale are incorporated in the Guide and are to be followed by all departments and travelers under the jurisdiction of Southern Illinois University Carbondale. Also included in the guide is a new [Preferred Hotel](#) and [Vehicle Rental Agency](#).

Southern Illinois University Carbondale in conjunction with the Illinois Public Higher Education Cooperative has negotiated a number of discounted agreements with travel vendors. It is important that travelers take advantage of these agreements. Their use will not only help to save SIUC travel dollars, but will also enhance our ability to receive discounts and privileges in the future.

Southern Illinois University Carbondale, by State of Illinois statute, must comply with the official travel regulations promulgated by the State of Illinois Travel Regulation Council (TRC), the TRC travel regulations are reprinted under **EXHIBIT A**.

If you have any questions or comments concerning this Travel Guide, please feel free to contact:

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**Accounts Payable
Southern Illinois University Carbondale
108 Miles Hall
Mail Code 6818
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General Conditions:

The general conditions established at Southern Illinois University Carbondale relating to travel expense reimbursements to persons traveling on official University business may be summarized as follows:

Section 1.1 General Policy

Only those incurred expenses relative to the transaction of official University business will be 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. All travel of any individual subject to these travel regulations shall be authorized and approved by the appropriate fiscal officer prior to the beginning of the travel.

Section 1.2 Responsibility of Fiscal Officer

All fiscal officers of the University shall diligently effect compliance by their travelers with the Travel Regulations. Each fiscal officer will be expected to control his/her allotted travel funds so that approvals for travel do not exceed those allotments, and to hold travel to the minimum required for the efficient and economical conduct of official university business.

Section 1.3 Public Records

Travel Expense Vouchers are not to be considered as personal transactions; they shall be considered in the nature of amounts payable from University funds as reimbursement of expenses actually paid, in accordance with the statutory certification required on each Travel Expense Voucher. They are subject to public availability in accordance with the Freedom of Information Act (FOIA).

EXHIBIT A

TRAVEL REGULATION COUNCIL

The following rules have been promulgated by the Illinois Travel Regulation Council. The Council has the authority to oversee travel by all STATE employees (including University employees). These rules are to be followed by all STATE employees.

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES SUBTITLE 1: GENERAL TRAVEL CONTROL CHAPTER IV: TRAVEL REGULATION COUNCIL

PART 3000 THE TRAVEL REGULATION COUNCIL

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AUTHORITY: Implementing and authorized by Sections 12-1, 12-2 and 12-3 of the State Finance Act (30 ILCS 105/12-1, 12-2, and 12-3).

SOURCE: Emergency rules adopted at 10 Ill. Reg. 12697, effective July 2, 1986, for maximum of 150 days; adopted at 10 Ill. Reg. 18188, effective January 1, 1987; peremptory amendment at 11 Ill. Reg. 14854, effective August 25, 1987; amended at 12 Ill. Reg. 11626, effective July 1, 1988; amended at 14 Ill. Reg. 10014, effective July 1, 1990; amended at 19 Ill. Reg. 7852, effective July 1, 1995; amended at 20 Ill. Reg. 7372, effective May 13, 1996; amended at 20 Ill. Reg. 9025 effective July 1, 1996; amended at 21 Ill. Reg. 3353, effective July 1, 1997; amended at 22 Ill. Reg. 11713, effective July 1, 1998; emergency amended at 23 Ill. Reg. 11332 effective August 27, 1999; for a maximum of 150 days; amended at 24 Ill. Reg. 245, effective December 27, 1999; emergency amendment at 24 Ill. Reg. 861, effective January 1, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 1908 effective January 2, 2000; adopted at 24 Ill. Reg. 7737, effective May 9, 2000.

**TRAVEL REGULATION COUNCIL RULES
TEXT OF ADOPTED RULES
PLUS
University Interpretations Relating to Specific Sections of the Travel Regulations**

SUBPART A: GENERAL

Section 3000.100 Authority

This Part is promulgated under the authority vested in the Travel Regulation Council by the State Finance Act [30 ILCS 105/12-1].

Section 3000.110 Philosophy

The Travel Regulation Council believes first and foremost that State employees are honest individuals and that claims for reimbursement are made in all good faith. The Council is therefore obliged to deal fairly with agencies and individuals in carrying out its responsibilities.

Section 3000.120 Policy

It is the policy of the State to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The Travel Regulation Council will at least biannually review and revise rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Rates of reimbursement are shown in Appendix A, Reimbursement Schedule.

Section 3000.130 Scope and Interpretation

- a) This part shall apply to the following:
- 1) All full and part-time employees of the State regardless of funding source;
 - 2) Public members, whether salaried or unsalaried of State boards, commissions, and Authorities, advisory or otherwise;
 - 3) Wards and charges of the State.
- b) The following are specifically exempt from this Part:
- 1) Elected constitutional officers and members of constitutional State Boards;
 - 2) Members of the General Assembly;
 - 3) Judges;
 - 4) The Auditor General;
 - 5) Independent Contractors.

c) Questions regarding interpretation and application of this Part shall first be addressed to an individual's employing agency. The employing agency may refer the questions to the Travel Control Board holding jurisdiction over the agency. The Travel Regulation Council shall have final interpretation of this Part. The decision of the Council as to the proper interpretation of any such rule shall be final and binding. All covered agencies and employees shall comply with the Council's decision in the absence of a written opinion from the Attorney General or a decision of a court of competent jurisdiction.

Section 3000.140 Definitions

Agency: Any department, board, commission, committee, authority, or institution as defined in the Illinois State Auditing Act. [30 ILCS 5/1-7].

Agency Head: The chief executive officer of an agency or a designated representative. Representatives must be authorized by the Agency Head and must be on file with the Office of the Comptroller. Filing of the Signature Authorization Card (SCO-95) shall constitute authorization.

Commuting Expense: The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage reimbursement rate defined in Appendix A, Reimbursement Schedule.

Commuting Mileage: The actual round trip mileage between residence and headquarters.

Headquarters: The post of duty or station at which official duties require the employee to spend the largest part of working time. Headquarters shall ordinarily be the corporate city limits in which the employee is stationed or may be a designated geographical area. Headquarters shall be designated by the Agency Head in accordance with policies established by the appropriate Travel Control Board.

Travel Control Board: Those Boards created by the State Finance Act [30 ILCS 105/12-1].

Travel Regulation Council: The Travel Regulation Council (TRC or the Council) shall consist of the Chairmen or designee of each of the statutorily created Travel Control Boards.

Travel Status: An employee shall be considered "on travel status" while away from headquarters on authorized State business. Travel status shall begin when an employee leaves headquarters or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to headquarters or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.

SUBPART B: TRAVEL CONTROL SYSTEM

Section 3000.200 Travel Control System

Each Travel Control Board shall prescribe a travel control system for the agencies and employees under its jurisdiction.

Section 3000.210 Designation of Headquarters

- a) Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filled with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties requires the largest part of working time. The report shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.
- b) Agencies with no officers or employees in the status will file negative reports.
- c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

Section 3000.220 Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals, lodging, and per diem are not reimbursable at headquarters or at residence. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.
- b) "Travel through headquarters" is defined as:

Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.
- c) Examples of reimbursable mileage expenses are as follows:
 - 1) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
 - 2) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

- 3) Residence/Carbondale -- Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
- 4) Residence/Evanston -- Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.
- 5) Residence/Chicago -- Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

d) Agencies are responsible for monitoring claims under this Section.

Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses

The Travel Control Boards shall prescribe procedures for the preparation and submission of vouchers for travel expenses for agencies under their respective jurisdictions to comply with the Comptroller's Uniform Statewide Accounting System and shall include the certification required by Section 12 of the State Finance Act [30 ILCS 105/12].

Section 1.5 Supplemental Travel Reimbursement

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 sufficient documentation to indicate that the original Travel Expense Voucher was processed incorrectly.

Preparation and Submission of the Travel Expense Voucher

Section 5.1 Preparation of the Travel Expense Voucher

All claims for the reimbursement of travel expenses must be prepared in accordance with the policies and regulations established by the University. The traveler is responsible for securing prior approval of any trip to insure reimbursement for expenses incurred. Reimbursement may be requested only for that period of time for which travel is required to carry on official University business. Travel time in excess of that normally experienced within the mode of transportation utilized by the traveler must be explained on the Travel Expense Voucher, and will be subjected to administrative review and approval.

Travelers submitting Travel Expense Vouchers are personally responsible for their accuracy and propriety. Any misrepresentation may be cause for disciplinary or legal action. The Travel Expense Voucher must be reviewed and approved by the fiscal officer to whom the traveler

reports. For internal control and propriety purpose, the traveler and fiscal officer cannot be the same; the next level of administration must also approve the Travel Expense Voucher.

Section 5.2 Items Billed Directly

No requests for reimbursement shall be made for items or expenditures, in connection with travel, which are billed directly to the University or paid on the University issued P-CARD. However, such charges must be itemized on the traveler's Travel Expense Voucher, asterisked and footnoted as "billed directly to the University--not included in amount to be reimbursed" or "Paid on University P-CARD – not included in amount to be reimbursed." In all such cases, copies of the itemized billing must also be attached. Such expenses are not to be in excess of the maximum allowed by the Travel Regulations.

Section 5.3 Submission of the Travel Expense Voucher

Travel Expense Vouchers should be submitted within ten (10) business days from the date of travel, or at the end of the month.

Prompt Submission (Within 60 Days): **Effective for all travel that commences after December 31, 2006**

In compliance with ([Internal Revenue Service \(IRS\) Publication 535, Chapter 13](#)) and ([Illinois State Comptroller's Accounting Bulletin #134](#)).

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.

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.

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.

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

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.

Section 5.4 Review and Correction of Travel Expense Voucher

All approved Travel Expense Vouchers are to be submitted to the Accounts Payable Office where they will be reviewed and audited for compliance with the respective University's General Policy and Operating Procedures, as well as the official Travel regulations promulgated by the Travel Regulation Council. Any Travel Expense Voucher not in compliance or otherwise having inadequate supporting documentation may be corrected by the Accounts Payable Office staff. The staff may also contact the traveler by phone or e-mail requesting additional information or supporting documentation. If necessary, the voucher may also be returned to the department.

Section 5.5 Restriction on the Mailing of Travel Reimbursement Checks

Regardless of source of funding, due to internal control the traveler's reimbursement check will not be mailed to a campus address.

SUBPART C: TRANSPORTATION

Section 3000.300 Modes of Transportation

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.

Section 2.1 Airplane Accommodations:

Travel on airplanes shall ordinarily be coach class. Reimbursement for first-class accommodations on commercial air carriers must be explained on the Travel Expense Voucher and will be permitted only when:

- A. Space is not available in less than first-class accommodations in time to carry out the purpose of the travel; or
- B. The 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) State vehicles may be used when most economical. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
- c) If the traveler selects AMTRAK as the mode of transportation they should travel in coach class.

Section 2.2 Use of University Fleet Vehicles:

University-owned vehicles should be used whenever most economical and feasible. Complete and detailed University Fleet Regulations are available at the Travel/Transportation Service Office. Each University Fleet Vehicle should have a copy of these regulations available for reference.

Vehicles cannot be rented within 100 miles of the University. In such instances, a University owned vehicle should be obtained from the University Travel Service. If no University owned vehicle is available, Travel Service must give permission for a rental vehicle if within 100 miles of the University.

Report any accidents to Travel Service within 48 hours. The new accident deductible is \$500.00, after which Travel Service or Risk Management will absorb the remaining repair costs.

- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.

Section 2.3 Direct Billing of Airline Tickets

It is University policy that all airline ticket purchases, which are related to University travel, be billed directly to the appropriate University account by the vendor or paid for by credit card (preferable University P-card). Only under unusual circumstances will it be deemed appropriate for the traveler to purchase the tickets from personal funds **other than a credit card** and request reimbursement on the individual's Travel Expense Voucher.

When airline tickets are purchased over the Internet the University will not pay or reimburse an employee for the expense to receive a paper copy of the ticket if an e-ticket is available. A paper copy of the ticket is not a necessary business expense and is considered a personal preference.

- d) Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of such transportation must accompany the voucher.
- e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable. 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

Section 2.4 Use of Rented Vehicles

The use of rented automobiles shall be allowed when less expensive, suitable transportation is not available. When a leased or rental automobile is used, the most economical vehicle available and suitable for the conduct of university business shall be obtained. In these circumstances, the actual reimbursable cost may be charged. If the traveler stays at the conference or meeting site and rents a vehicle, a justification must be attached to the Travel Expense Voucher.

Charges for rented vehicles away from an employee's headquarters and in connection with other travel may be charged to Travel and reimbursed on the Travel Expense Voucher, while other charges for rented or leased vehicles must be submitted on an Invoice Voucher and charged to the Contractual Services line item.

The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable except in the rental of vehicles in certain foreign countries where insurance coverage is required to obtain the vehicle. In this limited situation, the University will reimburse the traveler for the cost of the collision damage waiver and liability insurance. Documentation from the rental agency must be provided with the voucher stating that the insurance is mandatory.

Fuel must not be purchased from the 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.

Section 2.4.1 Auto Liability Program

- A. The State of Illinois self insures its automobile liability exposure resulting from motor vehicle accidents when state 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.
- f) Privately owned vehicles may be used when authorized by appropriate agency
- 1) Employees using private vehicle while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head

shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

Section 2.5 Use of Personal Vehicle:

Current statutory requirement is \$30,000 coverage for bodily injury or death to any one person in any one accident, \$60,000 coverage for bodily injury or death to two or more persons in any one accident, and coverage of \$25,000 for injury to or destruction of property to others in any one accident.

- 2) Reimbursement for the use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707 (b) (2) and is shown in Appendix A, Reimbursement Schedule. In the event that the rate set under the federal regulations increases during the course of the State's fiscal year, the effective date of the new rate shall be the July 1 immediately following the change in the federal rate. In the event the rate set under the federal regulations decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.
- g) Agency Heads may authorize the use of privately owned aircraft on State business.
- 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher.
 - 2) Reimbursement for the use of privately owned aircraft may be set by individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 U.S.C. 5707(b)(2) (1994 edition, Government Printing Office) and 41 CFR 301-4.2(a)(2), as revised (May 23, 1996, Federal Register, Vol. 61 #101, Government Printing Office). No later amendments or editions shall act to vary this rate.

Section 2.6 Use of Private Aircraft

Employees 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 according to Section 3000.300 (g) as stated above. Written approval will need to be requested and renewed annually. A copy of the approval will be maintained in the Accounts Payable Office.

Section 3000.310 Routing

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

SUBPART D: LODGING

Section 3000.400 Lodging Allowances

- a) The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments. Except as provided in Section 3000.430, only commercial lodging may be reimbursed.
- b) The maximum reimbursement for lodging in Cook County, Illinois and the District of Columbia shall be in accordance with the rate promulgated pursuant to 5 U.S.C. 5701-5709. Individual travel control boards may set a lodging reimbursement rate more restrictive than the rate set forth in the federal regulations.

Section 3000.410 Least Costly Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a handicap may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible. The traveler should require confirmation that "State rates" offered by hotels-motels are within the maximums allowed. If an exception is not granted by the appropriate Travel Control Board, the employee shall absorb the excess cost. Employees should be prepared to provide identification and proof of State employment to obtain State lodging rates.

Section 3000.420 Conference Lodging

Conference lodging charges or lodging at official meeting hotels when pre-approved by the Agency Head in excess of the maximums allowed in Appendix A, Reimbursement Schedule are considered exceptions to this Part. Policies regarding conference lodging may be established by the Travel Control Boards for their respective jurisdictions.

Section 2.7 Conference Lodging For Official Meeting.

The Chancellor has granted pre-approval for conference lodging and official meeting lodging. Individuals attending a conference or official meeting may be reimbursed for the room cost in an amount greater than the maximum allowance provided in the Reimbursement Schedule if the room rate is the lowest available at the conference hotel or motel or at a hotel or motel in the immediate vicinity of where the conference is being held. Employees are always obligated to secure the least costly lodging available in accordance with Section 3000.410 of the Travel Regulations Exhibit A.

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.

Section 3000.430 Employee Owned or Controlled Housing

The Travel Control Boards may establish policies and procedures for obtaining reimbursement for use of employee owned or controlled housing while on travel status.

Section 2.8 Employee owned or Controlled Housing

Reimbursement for using employee owned or controlled housing **while on travel status for official University business** may be made to employees at a rate up to a maximum of 75% of the applicable daily lodging allowance rate for the area **or the actual costs incurred, whichever is less**, subject to unit head or delegate approval. The daily rate claimed for reimbursement cannot exceed the per day amount computed for the monthly mortgage installment or rental payment. If requested by the external or internal auditors, it will be the traveler's responsibility to demonstrate with sufficient documentation the computation of their actual daily housing costs.

SUBPART E: PER DIEM - MEALS

Section 3000.500 Per Diem Allowances

- a) The per diem allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rules annually to determine necessary adjustments.
- b) Per diem shall be paid for travel, which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.
- c) Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., noon, and 6:00 p.m. The traveler shall be allowed one-fourth of the allowance for each period of 6 hours or fraction thereof.
- d) Meal allowance and per diem may not be mixed on the same trip or day.

Section 3000.510 Meal Allowances

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.
- b) The meal allowances are given when a traveler is not eligible to receive per diem. Receipts need not be submitted to support these.
- c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- d) **Lunch is not a reimbursable expense.** The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and meals purchased for non-State officers and employees.
- e) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after the close of business, but before 6:30 p.m. dinner reimbursement is allowed if the traveler would not be eligible for per diem.

Section 2.9 Registration Fee

If a registration fee is charged, descriptive material with sufficient detail must be provided showing what expenses, including meals, are covered. Meal expenses included in a registration fee or billed directly to the University must be deducted from the per diem allowance.

Registration fees exceeding \$50.00 in amount cannot be reimbursed on a Travel Expense Voucher, but must be charged to contractual services on a separate Invoice Voucher.

SUBPART F: MISCELLANEOUS RULES

Section 3000.600 Reimbursable and Non reimbursable Expenses

- a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
 - 1) Hire of room, exhibit space, set up, and such for official business.
 - 2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
 - 3) Storage and handling of baggage.
 - 4) Taxis including reasonable tips.
 - 5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
 - 6) Telephone calls to secure lodging.

- b) Examples of non reimbursable expenses are:
 - 1) Alcoholic beverages.
 - 2) Coat check.
 - 3) Entertainment.
 - 4) Late check-out and room guarantee charges.

- 5) Meals for other State employees or officers.
- 6) Parking tickets or other traffic tickets.
- 7) Tips incurred beyond those specifically provided in this Part.
- 8) Transportation to procure meals except as provided in Section 3000.610.

Section 3000.610 Expenses Related to Transportation

- a) Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters is allowed.
- b) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time, and meal expenses would be less if a common carrier were used.
- c) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany or be noted on the travel voucher.

Section 3000.620 Receipts Required

Itemized receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.00. Lack of receipts is an exception to this Section and shall be addressed in accordance with policies established by the respective Travel Control Boards. Agency Heads and/or Travel Control Boards may require receipts for lesser amounts.

Section 2.10 Receipts Requirement

If, for any reason, the original--or in the event of the loss of the original, a duplicate (copy) of the receipt--is absolutely unobtainable, the traveler must submit an [Expense Certification Form](#) along with the Travel Expense Voucher. Reimbursement requests for travel arrangements made on the Internet must be documented with the final receipt provided by the Internet business after the actual purchase. The receipt must include the name of the traveler, detailed itinerary, itemized amounts, total paid, and form of payment.

Section 3000.630 Meals for Other Persons

Meals purchased for non-State employees while on travel status and in connection with State business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher. Agencies are responsible for proper monitoring of claims under this Section.

Section 2.11 Business Meals – Including Employee(s) and Non-Employee(s)

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. 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. Itemized meal receipts are required.

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.siuc.edu/~purchase/forms/entertainexpfm.pdf>

SUBPART G: EXCEPTIONS

Section 3000.700 Exceptions to the Rules

The Travel Control Boards shall establish policies and procedures for granting exceptions to this Part. The Boards shall report quarterly to the Legislative Audit Commission on exceptions granted.

Section 2.12 Exception Report

The University will complete and submit an Exception Report to the Higher Education Travel Control Board, on a quarterly basis, for exceptions to the travel regulations promulgated by the Travel Regulation Council. The University will reimburse the traveler prior to the Board's review; however, if the exception is disallowed, the traveler must repay to the University the amount which was denied.

Section 3000.710 Board-Agency Rules

The Travel Control Boards and agencies may establish travel rules for their respective employees which may be more restrictive than those established by the Council. Agencies which set such policies shall do so with the advice of the appropriate Travel Control Board. However, reimbursement for auto mileage may not be less than the rate promulgated in 5 U.S.C. 5707(b)(2).

Section 3000.720 Non required Travel

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

Travel Expenses Related to Grants and Contracts

Section 3.1 Grants and Contracts

Travel expenses to be charged to externally sponsored grants, or to contracts made with the University for research, instruction, or public service, must be in full compliance with the specific terms and restrictions in the grant or contract as well as these Travel Regulations. Responsibility for such compliance shall be borne primarily by the university fiscal officer of the account established to administer the grant or contract.

Group Travel

Section 4.1 Guidelines for Group Travel

Group travel is defined as student field trips and other travel by groups such as athletic teams, musical band, debate team, and similar activities, where travel expense is to be paid by the University for a group which includes staff (employees) and students. Expenses related to group travel involving University staff (employees) and students must be divided between the travel expense for the employees (CUSAS Code 1291 or 1292) and contractual services for non-employees (CUSAS Code 1286). Costs may be distributed between employee travel and non-employee travel, using either of the following methods:

- A. On the basis of the average cost for all travelers multiplied by the number of travelers in each category.
- B. On the basis of the actual cost incurred by each traveler.

In either instance, information should be provided which identifies the University staff (employees) and non-employees (students) for which travel expense reimbursement is being requested.

Section 4.2 Required Documentation

Each Travel Expense voucher or Invoice Voucher must be accompanied by the necessary receipts and documentation as required for normal travel-expense vouchers. Student group meal expenses, which are reimbursable to one individual, must be supported by adequate receipts.

Section 3000. Appendix A Reimbursement Schedule

The following rates are effective for the Travel Control Boards.

<u>Type of Reimbursement</u>	<u>Rate</u>
<u>Mileage</u>	
Auto	\$0.505 (Effective 7/1/08)
Plane	\$0.85
<u>Per Diem-Meals</u>	<u>In State</u> <u>Out-of-State</u> (Including Hawaii and Alaska)
Breakfast	\$ 5.50 \$ 6.50
Lunch	\$ 5.50 \$ 6.50
Dinner	\$17.00 \$19.00
Per Diem	\$28.00 \$32.00
<u>Lodging</u>	
<u>Chicago – Cook County</u>	
October 1, 2008 – November 30, 2008	\$218.00 plus tax
December 1, 2008 – April 30, 2009	\$157.00 plus tax
May 1, 2009 – June 30, 2009	\$209.00 plus tax
July 1, 2009 – August 31, 2009	\$177.00 plus tax
September 1, 2009 – September 30, 2009	\$218.00 plus tax
<u>Chicago Metro Counties</u> – DuPage, Kane, Lake, McHenry, and Will	\$80.00 plus tax
<u>Major Downstate Area Counties</u>	\$70.00 plus tax
Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	
<u>Other Counties in Illinois</u>	\$60.00 plus tax
<u>Out of State</u>	\$110.00 plus tax
(Includes Alaska, Hawaii, and United States Possessions and Territories)	
<u>Washington DC</u>	
October 1, 2008 – October 31, 2008	\$233.00 plus tax
November 1, 2008 – June 30, 2009	\$209.00 plus tax
July 1, 2009 – August 31, 2009	\$165.00 plus tax
September 1, 2009 – September 30, 2009	\$233.00 plus tax
(also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties Montgomery and Prince George's in Maryland).	
<u>Out of Country – Foreign</u>	Per Diem Method or Actual (Receipt) Method