



UNIVERSITY
OF ILLINOIS
SYSTEM

GENERAL POLICY

The information in this brochure is a summary of the state of Illinois' travel guidelines. For more detailed information, visit Section 15: Travel of the BFPP Manual and the Business Travel section of the OBFS website.

Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official University business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.

Travel requests must be approved in advance by the employee's supervisor or department head.

NOTE: *These guidelines apply to all University of Illinois System travel, regardless of funding source.*

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BUSINESS TRAVEL GUIDE

TRANSPORTATION

All travel must be by the most direct route, using the most economical mode of transportation, taking into consideration travel time, costs, and work requirements.

Air/Rail Travel

Travelers are expected to purchase the least expensive logical fare via the most direct route. Airline tickets should be purchased as soon as department authorization is received, preferably a minimum of three weeks prior to departure.

Taxi, Ride Share, or Car Service

Taxi, ride share, or standard car service costs are reimbursable however, airport or hotel shuttle service (when less expensive or free) should be utilized whenever possible. Gratuities should not exceed 20% of the fare. Upgraded services such as limousines, chauffeur, premier, etc., or surge pricing, will be reimbursed at the standard fare.

Rental Vehicles

The University of Illinois System receives discounted rates on rental vehicles from National and Enterprise. Damage waiver and limited liability protection is included for business rentals only. Optional insurance coverage is not reimbursable. In the event of an accident, contact local law enforcement, the car rental company, your supervisor, and your university motor pool or transportation office.

Personal Vehicles

Mileage is reimbursed at the rate established by the U.S. General Services Administration (GSA) at the time of travel. Visit the Business Travel section of the OBFS website for the current rate.

When in travel status, employees must subtract commute mileage from the total business mileage if the trip occurs on a regular workday and begins or ends at a location other than the employee's primary worksite.

Parking

Hourly parking, airport parking, and rail station parking will be reimbursed. Employees will not be reimbursed for parking facilities located at their primary worksite.

TRAVEL AGENCIES

Through a competitive solicitation, the University of Illinois System has negotiated contracts with travel agencies to accommodate the various needs of all universities. The contracted agencies offer competitive booking fees and may book a single group trip that exceeds the current bid limit. Airline tickets, hotel reservations, ground transportation, and destination tours may be booked through a contracted travel agency.

LODGING

Employees should always request the state government rate when traveling within Illinois and the government or lowest available rate when traveling outside of Illinois. Carry your university ID to identify yourself as a state of Illinois employee.

Reimbursement is limited to the single room rate.

MEALS

Per diem is a daily meal allowance and includes taxes and tips. To be eligible for per diem, University of Illinois System employees must be on approved business travel that includes an overnight stay. Per IRS guidelines, per diem is not provided for same-day travel. The cost of meals purchased is not reimbursable.

Domestic Travel

Per diem amounts for domestic travel may not exceed maximum daily allowances established by the state of Illinois; currently \$28.00 for travel within Illinois and \$32.00 for travel outside of Illinois.

International Travel

The maximum amount of meal and incidental expenses for international travel is established by the U.S. Department of State. Operational units have the authority to reduce reimbursement payments based on availability of funds, specific requirements of funding sources, or reasonableness. Operational units may require travelers to submit receipts for meal expenses.

REIMBURSEMENT

Business travel expenses are reimbursed to the individual who incurred them. Employees should not pay for out-of-pocket for anyone else's expenses. Expenses can be covered if using a university issued TCard.

An expense report (ER) is required for out-of-pocket expenses or to reconcile a university Travel card (TCard) transaction.

To avoid being reported as taxable income to the recipient, ERs must be submitted in the Chrome River system within 60 days from the return date of travel.

Reimbursable Expenses

- Toll, parking, ferry, bridge, and tunnel fees
- Baggage transfer and handling
- Laundry and dry cleaning when on travel status for at least seven consecutive days
- Passports and visas for employees only
- Registration fees for conference, seminars, etc.
- Business center fees such as computer use and photocopying
- Ground transportation such as shuttle service, taxis, rental cars (including gas), or mileage for personal vehicles
- Reasonable tips
- Airplane parking/tie-down, hangar rental, and landing fees
- Collision damage waiver coverage for international vehicle rental

Non-Reimbursable Expenses

- Alcoholic beverages
- Coat check
- Commuting expenses between a residence and official headquarters
- Domestic motor vehicle rental insurance
- Expenses for another traveler
- Flight/trip cancellation insurance
- Lost/stolen cash or personal property
- Personal entertainment such as movies, mini bar, spa/health clubs, tours, etc.
- Personal items such as toiletries, luggage, clothing, etc.
- Repairs, towing service, etc., for a personal vehicle
- Traffic citations, parking tickets and other fines
- Wait time charges for ride share services