

## Online & Continuing Education TRAVEL EXPENSE FORM

Return to: Online & Continuing Education  
201 Vermilion Development Building  
901 West University Avenue  
Urbana, IL 61801                      Campus MC 260

Date: \_\_\_\_\_

Name \_\_\_\_\_ Phone: Business \_\_\_\_\_ Home \_\_\_\_\_

E-mail Address \_\_\_\_\_ Course Name & Number \_\_\_\_\_

Street \_\_\_\_\_ Position \_\_\_\_\_

City \_\_\_\_\_ Purpose of trip \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ UIN - University Identification/Banner Vendor number (if UI Employee) \_\_\_\_\_

Campus Address \_\_\_\_\_ Mail Code \_\_\_\_\_

(Attach receipts for all hotels, convention registration, official conference lodging documentation [required as of July 1, 2004], as well as miscellaneous items above \$10.00.)

DATE	DEPARTED FROM / ARRIVED AT	TIME (DEPARTED / ARRIVED)	MODE OF TRAVEL	AUTO TRAVEL 51¢ per mile		LODGING EXPENSES	MEALS or PER DIEM	MISC. EXPENSES	
				MILES	AMT			ITEM	AMT
Sub-Totals									

After your travel expense record is processed, you will receive a voucher that must be SIGNED BY YOU.  
Please indicate if you would like to:

\_\_\_\_\_ pick it up here at Online & Continuing Education

\_\_\_\_\_ send the voucher to your Campus Address

\_\_\_\_\_ send the voucher to your Home Address

**After you sign the voucher, you may send it to *University Payables*, Illini Plaza, Suite 210, 1817 South Neil Street, Champaign, IL 61820, Mail Code: 660.**  
**If approved, reimbursement will be issued within 2 weeks of receipt of voucher to the employee's bank account established with the OBFS, University Payroll Services.**  
**Employees not set up for direct deposit will received reimbursement through Paycheck Plus debit card (if applicable) or via a paper check to the address indicated on the voucher.**