

The Travel Expense Form is furnished to assist you in keeping a record of your travel expense and to aid us in preparing your Travel Voucher. Please fill out the form carefully, as the Business Office requires complete information (**especially departure and arrival times**) to comply with the State Travel Regulations in paying your claim. Requests for travel reimbursement should be submitted within two weeks of travel. Please submit your final request immediately following the last class meeting.

The heading is self-explanatory, and should be completed to reflect the address where your mail would normally be received. If it is a campus address, please state; room number, building, and whether it is UIUC, UIC, and the city.

Transportation: Enter the date and times of departure and arrival, and the names of the cities from which and to which each “leg” of the trip was made. Under “mode of travel” indicate whether travel was by University Air, Commercial Air, Taxi, Car Rental, University car, Personal Car or Train. Car insurance is not required to be purchased by the driver of a University or a Rental Car as the University already covers liability insurance for these. The mileage should reflect the mileage as listed in official mileage guides or an official State of Illinois map. If mileage exceeds official mileage, a brief explanation such as “and vicinity” is required. (Chapter 9, U of I Business Procedures Manual). **Travel by personal car for traveler’s convenience, may be reimbursed at the rate of 51 cents per mile, starting July 1, 2011.** A receipt must accompany any claim for taxi fare over \$10.00. Car-pooling is encouraged as an energy conservation measure.

The State of Illinois has negotiated rates that are lower than the maximum lodging allowance, with many hotels throughout the State of Illinois. Employees should review the HETCB Web site for available hotels and special rates, and attempt to obtain this lower rate before reserving a room at the maximum allowance.

Lodging and Meals: The rates that can be claimed for hotels or motels can be found at the following site: <http://www.obfs.uillinois.edu/travel/reimbursement-rates/>

Receipts for all claims for lodging must be attached to the expense report for inclusion with the Travel Voucher and must show a zero balance due. Miscellaneous expenses associated with travel to an extramural course are also reimbursed. The maximum amounts allowable for meals on travel 18 hours or more are as follows:

In State/Out of State

Per Diem (travel status 18 hours or more)	\$28.00	\$32.00
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Receipts should be obtained when miscellaneous expenses such as parking fees, telephone calls (business only), taxis, or toll road fees exceed \$10.00

For additional Information or assistance in claiming reimbursement of travel expenses contact Online & Continuing Education @ 333-3061.