

SIUC TRAVEL REGULATIONS

Updated: January 20, 2017

Southern Illinois University Carbondale is required to follow the rules established by the Illinois Travel Regulation Council and the Illinois Higher Education Travel Control Board, as well as SIUC policies and procedures. These regulations apply to all employee travel regardless of the source of university funds (state, local, grants).

It is the policy of the State to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. All reimbursements to employees while in travel status are in accordance with Travel Regulation Council rules which can be found at

<http://ilga.gov/commission/jcar/admincode/080/08003000sections.html>

<http://www.ilga.gov/commission/jcar/admincode/080/08002900sections.html>

Accounting Services - Travel is responsible for the reimbursement and payment of travel expenditures. Links to resources for travelers are located on the [Accounting Services – Travel website](#). Travel related questions may be directed to Bonnie Stoffel at (618) 536-2653 or via email at bstoffel@siu.edu

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1. GENERAL TRAVEL POLICIES

A. Authority to Travel and Responsibility of Fiscal Officer

- 1) The University is responsible for maintaining a system of controls over travel expenses to prevent the obligation of funds in excess of budget limitations and to hold travel to the minimum required for the efficient and economical conduct of official SIUC business. All fiscal officers of the University shall ensure compliance by their travelers with the Travel Regulations. Please note that the reimbursement of travel expenses incurred by a fiscal officer requires additional administrative approval.
- 2) 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. Supplemental Travel Expense Vouchers will not be allowed unless there is adequate and sufficient documentation to indicate that the original Travel Expense Voucher was processed incorrectly.
- 3) Travel expenses cannot be reimbursed prior to travel.

B. 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).

C. Designation of Official Headquarters

- 1) The official headquarters of an employee is generally a specified location at which official duties require the largest part of working time.
- 2) A written request for official headquarters at another location must be provided to Accounting Services – Travel in a timely manner, 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.
- 3) 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.

NOTE: Reimbursement for mileage may begin from your home IF all of the following conditions are met:

1. the distance between your home and your destination is less than the distance between headquarters and your destination,
2. your travel does not go through headquarters, AND
3. is not part of your regular commute.

D. Routing

- 1) Trip routing should always be by the most direct route. Deviations for personal convenience will not be reimbursed.
- 2) 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.

E. Review and Correction of Travel Expense Voucher

- 1) All approved Travel Expense Vouchers are to be submitted to Accounting Services – Travel where they will be reviewed and audited for compliance with SIUC policies and procedures, as well as the official travel regulations promulgated by the Travel Regulation Council and IHETCB.
- 2) Any Travel Expense Voucher not in compliance or otherwise having inadequate supporting documentation may be corrected by the Accounting Services– Travel 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 be returned to the department.

F. Exceptions to Travel Regulations

SIUC must report any exceptions to these Travel Regulations to the Higher Education Travel Control Board. Exceptions must be necessary to meet special circumstances or deemed to be in the best interests of SIUC. Exceptions shall generally apply to situations of a non-recurring nature. 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.

2. PROMPT SUBMISSION (WITHIN 60 DAYS)

- A. Travel Expense Vouchers should be submitted within ten (10) business days from the date of travel, or at the end of the month. The travel voucher must be submitted to Accounting Services – Travel immediately after the last fiscal officer/delegate signs the voucher.
- B. IRS Publication 535 indicates that reimbursements to employees for expenses incurred while performing services are not taxable if 1) paid or incurred while performing services as an employee and 2) adequately accounted for within a reasonable period of time. A reasonable period of time is defined as within 60 days after the expenses were paid or incurred.
- C. If the Travel Expense Voucher is not submitted within 60 calendar days of the completion of travel, the amount being reimbursed is considered taxable income to the traveler. The reimbursement amount will be submitted to the Payroll office to be included on the employee's Form W-2 as supplemental wages.
- D. 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.
- E. The 60 day calculation stops –
Single Budget Purpose: the date the fiscal officer signs the Travel Expense Voucher.
Multiple Budget Purposes: the date the last fiscal officer signs the Travel Expense Voucher.

Note: The Travel Expense Voucher must be submitted to Accounting Services immediately after the last fiscal officer signs the voucher.
- F. Instances where it is impossible to submit a reimbursement request within 60 calendar days requires a written justification. Lost or missing receipts and/or inadequate staffing are not reasonable exceptions and will be denied. 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 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.
 - (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).

3. TRANSPORTATION - General

- A. All travel must be by the most economical mode of transportation available considering travel time, costs, number of persons traveling together, 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 Travel Expense Voucher.

Travel Comparison Worksheet: <http://eforms.siu.edu/siuforms/forms/acp0600.pdf>

EXAMPLE: If an individual drives his/her personal vehicle to a distant destination (i.e. 500 miles or more one way) 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. Train travel should be in in coach class only.
- E. Travel insurance is not an allowable expense and cannot be paid, or reimbursed, by the University.
- F. 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 detailed, itemized, receipts are submitted for each portion of the travel "package." Since it is often difficult to obtain such detailed documentation, the use of such "packages" is discouraged.

4. 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 outside of the course of their employment.
- B. Employees driving University owned or rented vehicles involved in accidents while on travel status should report all accidents, no matter how minor, to Travel Service within 48 hours. Travel Service is responsible for completing the necessary forms and submitting them to the Central Management Services Division of Auto Liability.
- C. Auto Liability issues may be directed to the Auto Liability Coordinator at Travel Service.

5. USE OF UNIVERSITY FLEET VEHICLE

- A. University-owned (Travel Service) vehicles should be used whenever most economical and feasible. Specific policies related to the use of these vehicles is available at:
<http://www.pso.siu.edu/travel/services/vehicle-rental/index.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 accident deductible is \$1,000, after which Travel Service or Risk Management will absorb the remaining repair costs.

6. 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 prior permission for a rental vehicle if within 125 miles of the University.
- B. 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, or if the traveler is staying at the conference site, a Travel Exception Request form must be submitted with the Travel Expense Voucher.

- C. SIUC travelers should 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 SIU employee on travel status the expense 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. SIU currently has a contract with National Car Rental. It is the preferred vehicle rental agency, if available, at the travel destination. Benefits of using the contract with National Car Rental include discounted rental fees, free membership in the Emerald Club, and free Loss Damage Waiver. The SIU contract with National Car Rental is located at:
https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=SOUTILUN

7. USE OF PERSONAL VEHICLES

- A. A personal vehicle can be used for University business as long as it is the most economical means of transportation available to conduct University business.
- B. Current licensure and minimum University insurance levels must be carried on personal vehicles used for University business as certified on the Travel Expense Voucher.
- C. Current statutory requirement is \$25,000 coverage for bodily injury or death to any one person in an accident, \$50,000 coverage for bodily injury or death to more than one person in an accident, and coverage of \$20,000 for damage to property of another person.

8. MILEAGE

- A. Mileage cannot be claimed for use of University vehicles or rented vehicles.
- B. Mileage is reimbursed at the rate specified on the [Reimbursement Schedule for Mileage, Meals & Lodging](#) located on the [Accounting Services – Travel](#) website.
- C. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of the individuals should be stated on the voucher.
- D. Various websites on the Internet, such as Google Maps (<https://www.google.com/maps>), can be consulted for the calculations of mileage.
- 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.

9. USE OF PRIVATE AIRCRAFT

Employees wishing to use a privately owned aircraft on University business must submit a written request for approval to their Chairperson. If approved by the Chair, the request must also be approved by the Dean, the Provost, and the Vice Chancellor for Administration and 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 sufficient insurance according to state regulations. Written approval will need to be requested and renewed annually. A copy of the approval will be maintained in Accounting Services - Travel.

10. 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.

****NOTE:** Written justification and propriety approval, by a supervisory level no lower than Vice Chancellor, is required in advance of a first-class ticket purchase.
- 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. The Fly America Act requires international flights to be on U.S. carriers when available.
<http://www.tvlon.com/resources/FlyAct.html>

11. 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 the traveler's lodging is paid by an outside source other than the University, please state this on the voucher.
- D. Accounting Services – Travel requires 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.
- E. 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.
- F. Meals and/or room service cannot be paid for by the University issued P-Card while on travel status.

- G. The lodging receipt must be in the traveler's name or justified as to why it is not.
- H. If a room is shared with another SIU 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.
- I. 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 Illinois Higher Education Travel Control Board and may be denied.
 - 2. Maximum allowed rates by area are on the [Reimbursement Schedule for Mileage, Meals & Lodging](#) located on the [Accounting Services – Travel](#) website.
 - 3. A [Lodging Exception Request](#) must be completed and submitted with the Travel Expense Voucher for any lodging with a nightly rate above the maximum lodging rate established by the State of Illinois.
- J. 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: 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.
- K. 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.
- L. SIU currently has a contract with Club Quarters. It is the preferred provider in those destinations where they are located. <http://www.clubquarters.com/>

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

12. PER DIEM (Domestic)

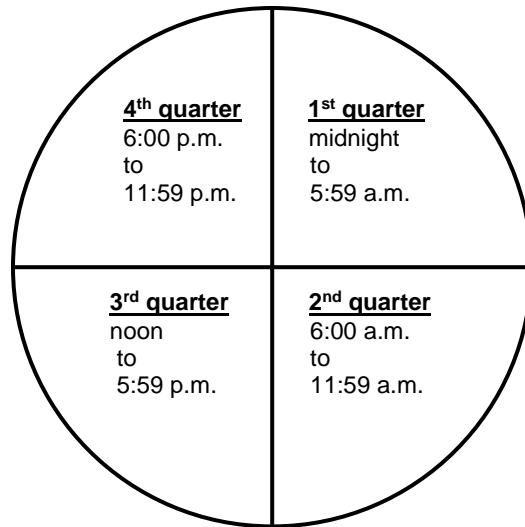
- A. Per diem is a fixed allowance given to SIUC travelers on travel status to cover costs of meals.
- B. Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. (Meal allowances are given when a traveler is not eligible to receive per diem. See Section 13 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 meal allowances on one-day trips or for international travel.)
- 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

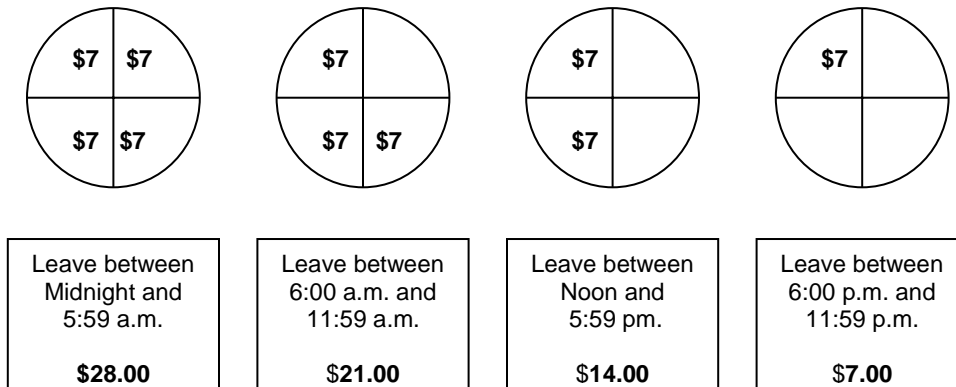
The **Per Diem Calculator** may be used to assist in determining the allowable per diem for domestic travel when meals are provided.

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

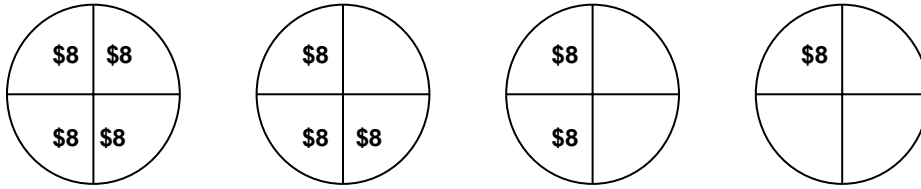
ILLUSTRATIONS (Domestic):



**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)**



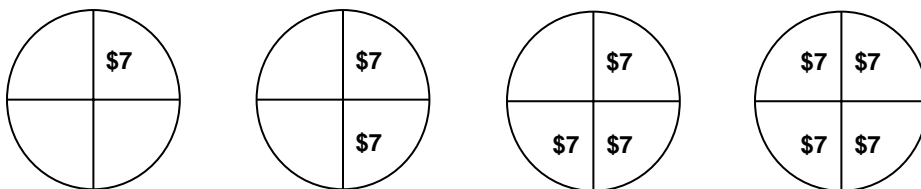
Leave between Midnight and 5:59 a.m. \$32.00	Leave between 6:00 a.m. and 11:59 a.m. \$24.00	Leave between Noon and 5:59 pm. \$16.00	Leave between 6:00 p.m. and 11:59 p.m. \$8.00
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WHEN YOU SPEND THE WHOLE DAY AT YOUR DESTINATION



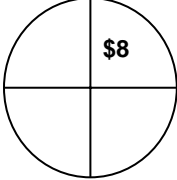
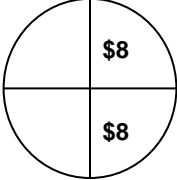
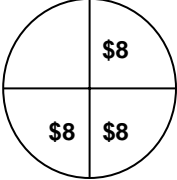
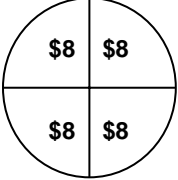
IN-STATE \$28.00	OUT-OF-STATE \$32.00
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**THE DAY OF YOUR RETURN TO HEADQUARTERS OR HOME AND YOUR
OFFICIAL BUSINESS WAS CONDUCTED WITHIN THE STATE OF ILLINOIS
(IN-STATE)**



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
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**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

13. MEAL ALLOWANCES (Domestic)

- A. Meal allowances are given when a traveler is **not** eligible to receive per diem.
- When **travel is less than 18 hours and lodging overnight is not required.**
 - 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.
 - Lunch is **not** a reimbursable expense.
 - 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.
 - 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:
- Breakfast is \$5.50 in-state or \$6.50 out-of-state.
 - Dinner is \$17.00 in-state or \$19.00 out-of-state.

	In State	Out of State
Breakfast (Depart at or before 6:00 am)	\$5.50	\$6.50
Lunch (Not allowable for a 1 day trip)	\$0	\$0
Dinner (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.

14. FOREIGN TRAVEL EXPENSE REIMBURSEMENT

Meal and Incidental Expense Per Diem

University employees on approved business travel are eligible to receive meal and incidental expense (M&IE) per diem reimbursement for the time spent in international travel status. Travel within the United States and its territories must use the State of Illinois in-state and out-of-state per diem rates; however, international per diem rates apply once the employee is onboard the aircraft leaving the U.S. The cost of actual meals purchased while in travel status is not reimbursable and receipts for such meals should not be submitted with the reimbursement request. The University P-Card may not be used for meal purchases while in travel status, except when hosting an allowable business meal and requires the completion of an Entertainment Expense form.

The international M&IE per diem rates are determined by the U.S. Department of State and include meals, taxes, tips, and other incidental travel expenses such as:

- 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:

https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

M&IE Per Diem for days of departure and return is calculated on the quarter method. The M&IE per diem amount is the maximum reimbursement allowed per day.

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.

Lodging

There are two reimbursement methods for approved University employee foreign business lodging costs: the Per Diem method or the Actual Expenses/Receipts method. The employee must choose one of these two methods of lodging reimbursement for the entire trip. The lodging reimbursement request for the trip must be submitted using either the Per Diem method OR the Actual Expenses/Receipts method: the methods may not be co-mingled. The Actual Expenses/Receipts method must be used if lodging is direct billed or paid by a University P-card.

- A. **Per Diem Method** – The foreign travel per diem allowance is a payment in lieu of reimbursement for actual lodging, and is the preferred method for reimbursement of University foreign travel expenses. The per diem amount allowed is determined by the dates of travel to the foreign country that is the travel destination and the maximum lodging rate allowed by the **U.S. Department of State Foreign Per Diem Rates** for those dates.

Note: 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.

- B. **Actual Expenses / Receipt 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 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 Actual Expenses / Receipt method is used, it must be used for lodging reimbursement for the entire trip.**

Note: The Actual Expenses / Receipt method must be used if lodging is direct billed or paid by a University P-card.

Other Foreign Travel Expenses

- A. Currency conversion fees are allowable expenses for foreign travel.
- B. Travel insurance is not an allowable expense and cannot be paid, or reimbursed, by the University.

15. 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 legitimate business purpose of the meeting.

Documentation of Entertainment Expense Form:

<http://eforms.siu.edu/siuforms/forms/prc0400.pdf>

16. REGISTRATION FEE

- A. Registration fees must be declared on the travel expense voucher. If the registration fees are to be reimbursed on a Travel Expense Voucher, they must be entered on a separate line in the Distribution Information section on the Travel Expense Voucher.
- 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.

17. GROUP OR TEAM 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.

18. PREPARATION OF THE TRAVEL EXPENSE VOUCHER

- A. Individuals submitting Travel Expense Vouchers are personally responsible for their accuracy, propriety, and submission of the appropriate receipts or other deemed documentation. All Travel Expense Vouchers must be completed electronically or typed except signatures.
- B. The Employee's AIS Number must be listed on the Travel Expense Voucher in the space provided. The AIS number is shown on the employee's ID card.
- C. If the traveler's mailing address or email address has changed since the last time a Travel Expense Voucher was submitted, the new mailing address/email address must be updated at Human Resources. The Administrative Information System (AIS) obtains the email address for notifications from the Human Resources module of AIS.
- D. For purpose of adequate internal controls, amounts that are reimbursable to a traveler cannot be used to repay non-allowed expenses.
- D. The budget purpose and the fiscal officer's original signature must be on the Travel Expense Voucher.
- E. The traveler must sign and date the Travel Expense Voucher in the certification area of the Travel Expense Voucher. State of Illinois Entrust digital signatures are the only digital signatures acceptable on a Travel Expense Voucher.
- F. When the traveler is the fiscal officer of the budget purpose, the traveler's administrative head must also sign the voucher as propriety approval.
- G. A sufficient explanation of the purpose of the travel must be provided on the voucher.
- H. The departure, destination, and return places and times must be included on the Travel Expense Voucher.
- I. If there is personal time associated with the travel, it must be noted on the voucher as "Personal".
- J. 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.
- K. 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 to ensure that the traveler receives the appropriate allowable reimbursement.
- L. 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.
- M. Itemized receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.
- N. 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.

- O. Miscellaneous travel-related expenses incurred while on travel status (e.g. registration) can be reimbursed on the Travel Expense Voucher by entering the expense amount on a separate line in the Distribution Section with a non-travel object code (e.g. registration uses object code 4818).
- P. Parking at the St. Louis Lambert (STL) airport will only be paid or reimbursed at a maximum of \$15.00 per day. Partial days will be reimbursed at the following rates: .0-6 Hours: \$9.00; 6-12 Hours: \$12.00; 12-24 hours: \$15.00

19. 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
 - 9. Hotel internet charges when used for official business
- 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

20. 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

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

- A. Airfare
- B. Baggage fees
- C. Amtrak
- D. Gas to re-fuel rental car (Not the fuel service option on rental agreements)
- E. Lodging (room, tax, and business expenses only)
- F. Parking
- G. Registration (Up to \$1,500)
- H. Rental Car (see exceptions in #7-Use of Rental Vehicles)
- I. Shuttles

22. 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

PLEASE CONTACT ACCOUNTING SERVICES – TRAVEL IF YOU HAVE ANY QUESTIONS.

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