



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

EMPLOYEE TRAVEL

[TOP](#)

- a. These travel regulations are issued by Northeastern Illinois University and are consistent with The Governor's Travel Control Board regulations, promulgated by the Illinois Travel Regulations Council, the Illinois Higher Education Travel Control Board and the Policies of the Board of Trustees. The Council has the authority to oversee travel by all employees of the State of Illinois. These rules are to be followed by all University employees.
- b. These travel regulations establish maximum dollar limits for reimbursement of approved expenses. Fiscal agents of locally held funds reserve the right to set limits below the established maximums.
- c. **Definitions**

(1) Headquarters

The campus at 5500 North St. Louis Avenue, Chicago, Illinois 60625 has been designated as the official headquarters for all employees of Northeastern Illinois University except for the following:

The official headquarters for those employees assigned to the Center for Inner City Studies is 700 East Oakwood Boulevard, Chicago, Illinois 60653.

The official headquarters for those employees assigned to the Chicago Teachers' Center is 770 North Halsted, Chicago, Illinois 60622.

The official headquarters for those employees assigned to El Centro is 3119 North Pulaski Road, Chicago, Illinois 60641.

(2) University

As used herein, University shall mean Northeastern Illinois University.

(3) Chicago Metropolitan Area

The counties of Cook, Lake, McHenry, Kane, DuPage, and Will are considered the "Chicago Metropolitan Area".

(4) Foreign Travel

Foreign travel is defined as travel outside the fifty United States, Puerto Rico, and the Virgin Islands.

(5) Local Travel

Local travel is defined as travel within the Chicago metropolitan area where living expenses are not involved, i.e., travel expenses consisting of only transportation and incidentals (mileage, parking, tolls, etc.).

(6) Commuting Expense

The cost of one round trip between residence and headquarters on any given day, regardless of mode of transportation

(7) 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 business.

[TOP](#)

For more information contact:
[Controller's Office](#)



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

AUTHORITY TO TRAVEL

[TOP](#)

- a. The *Travel Authorization Request and Encumbrance* form (1036) is the document that serves as the official authorization for travel on University business and encumbers the funds to be utilized.
- b. Traveler completes all applicable data fields on the form, signs the form and routes it for approvals to:
 - (1) **Department Chairperson, Director, or Advisor.**
 - (2) **Fiscal agent or alternate.**
 - (a) If no University funds are requested, the fiscal agent is bypassed.
 - (b) If University funds are requested and the fiscal agent and the Chairperson, Director, or Advisor are one and the same, that person will sign approval in both places provided on the form.
 - (3) **Dean, Director, Assistant Vice President or Associate Vice President.** In those instances where the traveler is a department head approval on the Dean/Director/Associate Vice President level is required. In those instances where the traveler is a Vice President, presidential approval is required.
 - (4) **Vice President.** In those instances where the traveler is a Dean, Director or Associate Vice President (reporting to a Vice President), vice presidential approval is required. Travel by a Vice President needs presidential approval.
- d. Once all required approvals have been obtained, the document is forwarded intact to the travel desk of the Controller's Office for additional processing.
- e. Out-of-state travel by University personnel must be authorized by the appropriate vice president.

f. Foreign travel by University personnel must be authorized by the President 30 days prior to travel.

[TOP](#)

For more information contact:
[Controller's Office](#)



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

LOCAL TRAVEL

[TOP](#)

- a. In the case of local travel, it is recognized that a formal *Travel Authorization Request and Encumbrance* form may not always be practical. Therefore, while all travel on official business must be authorized by the traveler's supervisor in advance, the travel desk will not require the *Travel Authorization Request and Encumbrance* form for local travel involving only transportation and incidental charges. All *Travel Vouchers* must be supported with appropriate receipts.
- b. Travel claims for faculty teaching at extension locations must meet the following criteria:
 - (1) Round trip mileage is generally computed between the assigned campus and the extension site.
 - (2) However, if a faculty member lives in the vicinity of an extension site, only the additional mileage to and from that site (mileage beyond the assigned campus/home round trip) may be claimed.
 - (3) The *Travel Voucher* must include an attachment listing all sites visited with complete addresses.
- c. Expenses associated with commuting between an employee's residence and headquarters are not reimbursable. Meals, lodging, and per diem are not reimbursable at headquarters or at residence. Mileage expenses, parking fees, etc. associated with state business, which are in excess of commuting expenses, are reimbursable at headquarters.
- d. "Travel through headquarters" has been made if:
 - The employee stops at his/her usual work site, the site where the employee spends a majority of his or her time or the site designated on form T.A-2 as required by the State Finance Act [30 ILCS 105/12-3], regardless of time of day.

- The employee stops within the headquarters city to take up another mode of transportation or change vehicles.
- If an employee lives in the vicinity of an extension site, only the additional mileage to and from that site (mileage beyond the assigned campus/home round trip) may be claimed.

[TOP](#)

For more information contact:
[Controller's Office](#)



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

ALLOWABLE TRANSPORTATION EXPENSES

a. Guidelines

- (1) Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance. Transportation may include fares and expenses such as baggage transfer, official telephone calls in connection with items classified as transportation, and reasonable tips. However, service fees for all Chicago/Springfield flights and Amtrak tickets booked through a travel agency and/or through any on-line system will **not** be reimbursable expenses. Employees who wish to avoid paying service fees personally can make reservations through airlines and Amtrak directly.

ATA	United Airlines	Amtrak
(800) 435 9282	(800) 241-6522	(800) USA-RAIL (General Reservations)
(877) 726-0815		(217) 753-2013 (Springfield Station)
		(312) 588-1075 (Chicago Station)
www.ata.com	www.united.com	www.amtrak.com

- (2) A flat \$16.00 Government Fare applies to Amtrak travel for the Chicago/Springfield route in each direction. Employees traveling on Amtrak for the Chicago/Springfield route will be eligible to claim a maximum reimbursement of \$16.00 each direction **regardless if a higher priced Business Class ticket is purchased.**
- (3) Reimbursement for taxicab fares incurred in the efficient and economical pursuit of the University's business will be allowed. All taxicab fares in excess of \$10 per trip shall be accompanied by a properly completed taxi company receipt indicating the amount paid. When transportation by airport limousine is available and convenient, it shall be used in lieu of a taxi.
- (4) Where the nature and location of the 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 the *Travel Voucher*.

- (5) Transportation between place of lodging and place of business while on travel status at a temporary duty station away from home shall be allowed as a transportation expense, but only the additional mileage in excess of the distance between the traveler's home and headquarters.
- (6) Reimbursement of expenses between the residence and the official headquarters of any individual subject to these regulations shall not be allowed.

b. Routing of Travel

- (1) All travel shall be by the most direct route. Travel by other routes may be allowed when official necessity is satisfactorily established. The responsibility of ensuring use of the most direct routes of travel possible, and for allowing use of other routes under certain circumstances belongs with the fiscal agent.
- (2) In case an individual travels by an indirect route or interrupts travel by direct route only because it is more convenient, the extra expense shall be borne by the traveler. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and economical route.

c. Mode of Travel

All travel shall be by the most economical mode of transportation available, considering travel time, costs, and work requirements.

d. Accommodations on Airplanes and Trains

(1) Airplane Accommodations

- (a) Travel on airplanes shall ordinarily be coach class.
- (b) Reimbursement for first class accommodations on commercial air carriers shall be explain on the *Travel Voucher* and shall be permitted when any one of the following conditions exist:
 - (i) Regularly scheduled flights between authorized origin and destination points provide only first class accommodations.
 - (ii) Space is not available in less than first class accommodations in time to carry out the purpose of the travel.
 - (iii) The University authorizes or approves the use of first class accommodations as necessary for the conduct of the mission for reasons of the traveler's health.

(2) Train Accommodations

- (a) Sleeping car accommodations: one standard roomette will be allowed when night travel is involved.

- (b) Parlor car and coach accommodations: coach accommodations should be used whenever possible. In the event that a parlor car is approved by the University, one seat will be allowed.
- (3) Arrangements for the procurement of air or train accommodations through the University travel agency are the responsibility of the traveler. However, all tickets obtained on behalf of the traveler, which are delivered to the travel desk, will be released only when all proper authorizations have been completed.
- (4) A University employee traveling on University business who plans to claim reimbursement after completion of the trip, must use the University approved travel agency for airplane and train tickets in all cases except when the traveler is willing to pay for the ticket and be reimbursed on a *Travel Voucher* after completion of the trip. The airline or train ticket must serve as documentation for expenses incurred and should be submitted along with all other receipts and the *Travel Voucher* upon completion of the trip. However, service fees for all Chicago/Springfield flights and Amtrak booked through a travel agency and/or through any on-line system will **not** be reimbursable expenses.

e. Use of Privately Owned Vehicles

- (1) The use of privately owned vehicles for University business is permitted.
- (2) When an individual rendering service to the University uses privately owned vehicles in the conduct of official business outside official headquarters area, payment will be \$0.445 per mile. When transportation by a privately owned vehicle is authorized or approved, distances between points traveled will be as shown in official mileage guides or on official state of Illinois maps. Any substantial deviations from distances shown in the standard mileage guides shall be explained on the *Travel Voucher*. Where no guides or maps are available, odometer readings may be used. Travel within and in the near vicinity of a city may be reported as mileage in and around such city. When claiming mileage within a city, complete addresses must be listed on the *Travel Voucher*.
- (3) Reimbursement for the cost of vehicle parking fees and bridge, road, and tunnel tolls shall be allowed. The fee for parking a vehicle at a common carrier terminal, or other parking area, shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.
- (4) When the use of public transportation is a reasonable alternative, the mileage payment shall not exceed the cost of using public transportation. A reasonable alternative exists when the cost of travel, taking into account transportation, time and per diem expenses, would be less if public transportation were used.
- (5) Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of the individuals and their respective employing agencies shall be stated on the *Travel Voucher*.
- (6) When using a private vehicle, the employee must be in compliance with Illinois revised statutes, chapter 625, paragraph 5/7-203 regarding liability insurance. To wit: that the driver has met the minimum auto insurance bodily injury requirements in amounts not less than \$20,000 per person, \$40,000 per accident for personal injury, and not less than \$15,000 property damage per accident. The driver also must have a valid driver's license.

f. Use of Rented Vehicles

Where emergencies require the use of a rented vehicle, the most economical vehicle available and suitable for the conduct of the University's business shall be obtained. In these circumstances, the actual cost may be charged and a full explanation for the use of a rented vehicle will be provided with the *Travel Voucher*. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.

(**NOTE:** Vehicles rented by a traveler while traveling under these regulations must be charged to travel expenses.)

[TOP](#)

For more information contact:
[Controller's Office](#)



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

LIVING EXPENSES

[TOP](#)

Personal living expenses shall be reimbursed on the basis of a per diem allowance or living expenses incurred allowance. A *Travel Authorization Request and Encumbrance* form must be on file with the travel desk for a traveler to be eligible for personal living expenses.

a. Per Diem Allowance

- (1) The per diem allowance must be used when the travel period is overnight or exceeds 18 hours. The per diem allowance provided in these regulations represents the maximum amounts allowable and is given in lieu of the expenses allowed on the basis of living expenses incurred.
- (2) The per diem allowance for travel on official business consists of the following three elements and may be authorized or approved within the following maximums:
 - (a) \$28.00 to cover the cost of meals within the state. \$32.00 to cover the cost of meals out of state. Receipts need not be submitted to support this allowance.
 - (b) The actual cost of accommodations not to exceed the following daily:

For Cook County: 10/1/06 – 11/30/06	\$173.00 plus tax
12/1/06 – 4/30/07	\$138.00 plus tax
5/1/07 – 6/30/07	\$169.00 plus tax
7/1/07 – 8/31/07	\$141.00 plus tax
9/1/07 – 9/30/07	\$173.00 plus tax

For Chicago metropolitan
area other than Cook County

as (defined in Section 1.c(3)).....\$ 80.00 plus tax

For Selected Cities within the state.....\$ 70.00 plus tax

Selected Areas/Cities

- Champaign/Champaign, Urbana
- Kankakee Bourbonnais/Bradley, Kankakee
- LaSalle/LaSalle, Peru
- McLean/Bloomington, Normal
- Macon/Decatur
- Madison/Collinsville
- Peoria/Peoria
- Rock Island/Rock Island
- St. Claire/Belleville, Fairview Heights
- Sangamon/Springfield
- Tazewell/East Peoria, Pekin
- Winnebago/Rockford

For all other areas within the state.....\$ 60.00 plus tax

Out of state

Washington, D.C: 10/1/06 – 11/30/06	\$195.00 plus tax
12/1/06 – 5/31/07	\$188.00 plus tax
6/1/07 – 8/31/07	\$162.00 plus tax
9/1/07 – 9/30/07	\$195.00 plus tax

(also includes the cities of Alexandria, Falls Church, and Fairfax and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland)

For all other travel out of state \$110.00 plus tax

For all travel out of country actual reasonable

University employees may be reimbursed for hotel expenses within the Chicago metropolitan area if attendance is required by the President or Vice President and if one of the following circumstances occurs:

- The employee has a special role in the conference that requires early arrival or staying late at the conference site.
- The cost of commuting between the conference and headquarters or the conference and the employee's residence would be greater than the lodging expense.

Receipts are to be submitted with *Travel Vouchers* to support accommodation expenses claimed.

The per diem allowance for foreign travel may not exceed the daily maximums for domestic travel. The traveler, when completing the voucher for foreign travel, must provide the exchange rate on the face of the document if U.S. dollars are converted into foreign currency.

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. (To view a listing of State of Illinois preferred hotels, toll-free reservation numbers & internet addresses, and lodging exceptions [Click Here](#). In the Table of Contents under the heading Lodging, click the link of your choice.) However, a person requiring 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 or 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.

(c) Reimbursement for "special expenses" as provided in Section 5.c.

(3) Day Defined:

In computing the per diem in lieu of living expenses incurred for continuous travel of more than eighteen hours or when a night's lodging is required, midnight-to-midnight will be the unit. For fractional parts of a day at the commencement or ending of such continuous travel constituting a travel period, one fourth of the dollar allowance for a calendar day will be allowed for each period of six hours or a fraction thereof. Such six hour periods are midnight - 5:59 a.m., 6:00 a.m.- 11:59 a.m., noon - 5:59 p.m. and 6:00 p.m. - 11:59 p.m. For example, an employee on the per diem basis commencing travel at 10:00 a.m. would be eligible for three fourths of the dollar allowance for the first day of travel.

b. Living Expenses Incurred

When a night's lodging is not required, or for travel of less than eighteen hours during the same calendar day, the per diem allowance is not permitted, however living expenses shall be allowed on the basis of living expenses incurred. Maximum amounts per meal, which can be allowed to an individual traveling within the state on the basis of living expenses incurred, are as follows:

Breakfast.....	\$ 5.50
Lunch.....	5.50*
Dinner.....	<u>17.00</u>
TOTAL	\$28.00

Maximum amounts per meal, which can be allowed to an individual traveling out of the state on the basis of living expenses incurred, are as follows:

Breakfast.....	\$ 6.50
Lunch.....	6.50*
Dinner.....	<u>19.00</u>
TOTAL	\$32.00

**Reimbursement applicable to overnight travelers only*

To receive reimbursement for breakfast expense incurred during the same calendar day as commencement of travel, departure from the place at which official travel begins must be prior to 6:00 a.m. To receive reimbursement for dinner expense incurred during the same calendar day as arrival at the place at which official travel ends, such arrival must be after 7:00 p.m. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

It is not necessary for such traveler to submit receipts with *Travel Vouchers* to support this per meal allowance for food.

In addition, such traveler may receive reimbursement for "special expenses" as provided in Section 5.c.

c. Special Expenses

Reimbursement for reasonable miscellaneous other expenses incurred shall be allowed to a traveler who is on either the per diem or living expenses incurred basis and if they have been incurred in connection with official duties. The following are examples of special expenses for which reimbursement may or may not be given:

Reimbursable

- *Stenographic and typing services*
- *FAX (facsimile) service on official business*
- *Storage and handling of baggage*
- *Hire of conference room for official business*
- *Telephone calls on official business including calls of three minutes or less to announce safe arrival or delay/change in plans or to secure lodging*
- *Laundry and dry cleaning if on travel status for at least seven days*

Non-Reimbursable

- *Traffic and parking tickets*
- *Entertainment*
- *Alcoholic beverages*
- *Coat check*
- *Late check-out and room guarantee charges*
- *Meals for other state employees or officers*

If separately claimed, all special expenses shall be itemized on the *Travel Vouchers*. Receipts are required for any special expense that individually exceeds \$10.00. The cost of meals for other persons incurred in connection with official University business and while on travel status shall be allowed up to the maximum per meal allowance provided in these regulations. The traveler shall indicate in detail on the *Travel Voucher* why the expense occurred and for whom, and certify that the claim does not include alcoholic beverages.

d. Time of Departure and Arrival

The date and hour of departure from and arrival at the place at which official travel begins and ends, and points at which temporary duty is performed shall be shown on the *Travel Voucher* where such arrival or departure affects the allowance or other travel expenses. Other points visited shall be shown on the voucher; time of arrival and departure need not be shown.

When due to the traveler's personal convenience or through the taking of leave there is an interruption of travel or deviation from the direct route, any reimbursement allowed shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See Section 4.b.)

e. Conferences, Board of Trustees Meetings, etc.

Conferences recognized by the University as approvable for reimbursement are usually regional or national seminars, conferences, or conventions, which relate to the activities of the University. When an employee attends a recognized conference in the conduct of official agency business and obtains overnight accommodations at the hotel or motel where the conference is being held, or at a hotel or motel where conference officials arrange for accommodations, the individual may be reimbursed for room cost in an amount greater than the maximum room allowance provided for in Section 5.b. if the room rate is the lowest available at that hotel or motel or at a hotel or motel in the immediate vicinity of where the conference is being held irrespective of whether conference officials made arrangements. However, it must be asserted in writing on the *Travel Voucher* that the traveler stayed at the hotel or motel where the conference was held; or where the conference officials arranged for accommodations; or at a hotel or motel in the immediate vicinity of where the conference was held and rates (including transportation) did not exceed rates for the lowest available conference arranged accommodations.

When attending a conference on official University business, the program or brochure giving details of the conference must be submitted with the *Travel Voucher* in order to obtain reimbursement for meals and registration fees. The program must contain what meals and other living expenses are included in the registration fee, if any.

When the cost of meals for approved conferences within the state of Illinois is an integral part of the registration fee, the per diem traveler shall deduct the following amounts from the "cost of meals and other travel expenses" allowance or the living expenses incurred traveler shall deduct the following amounts from the per meal allowance.

	Deduct
(1) If breakfast is included in the registration fee.....	\$ 5.50
(2) If lunch is included in the registration fee.....	\$ 5.50
(3) If dinner is included in the registration fee.....	\$17.00

When the cost of meals for approved conferences outside the state of Illinois is an integral part of the registration fee, the per diem traveler shall deduct the following amounts from the "cost of meals and other travel expenses" allowance or the living expenses incurred traveler shall deduct the following amounts from the per meal allowance.

	Deduct
(1) If breakfast is included in the registration fee.....	\$ 6.50
(2) If lunch is included in the registration fee.....	\$ 6.50
(3) If dinner is included in the registration fee.....	\$19.00

f. Registration Fees

When registration fees must be paid in advance in order to attend an approved conference, they may be submitted on a *Direct Payment Voucher* charging the 1200 line item contractual services.

When registration fees of \$50.00 or less are not paid in advance, they should be claimed on a reimbursement basis along with all other travel expenses on a *Travel Voucher* after completion of the trip charging the 1290 line item travel.

Registration fees exceeding \$50.00 are not properly reimbursed on a *Travel Voucher* and, therefore, must be charged to line item 1200 contractual services on a *Direct Payment Voucher*.

The original receipts are to be submitted to support registration fees being claimed. In the absence of original receipts the front and back copy of the canceled check documenting payment shall be submitted.

g. No Allowance at Official Headquarters

No travel expenses shall be allowed an employee either at official headquarters or at the place of residence from which the employee commutes daily to official headquarters.

[TOP](#)

For more information contact:
[Controller's Office](#)



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

EXCEPTIONS

[TOP](#)

a. Requesting Exceptions to Travel Regulations

Exceptions may be requested by submitting a written justification to the Vice President for Finance and Administration who in turn will make a recommendation to the President. The President may then request that such exceptions be approved by the Illinois Travel Regulations Council when deemed in the best interest of the University. Reimbursement for the expenses will not be made until approval has been received.

b. Special Exceptions

Illinois Travel Regulations Council will review each voucher for travel reimbursement involving a special exception and may approve such exceptions to the above rules when necessary to meet special circumstances or when they are deemed to be in the best interest of the University. Such exceptions shall be submitted in writing and apply only to one instance or event. Approval is based upon a review of the circumstances of the exception in relation to economic factors and feasibility.

c. Refund of Disbursements

Amounts disbursed for travel reimbursement claims, which are in conflict with the regulations, shall be refunded to and deposited in the fund from which payment was made.

[TOP](#)

For more information contact:
[Controller's Office](#)



TRAVEL REGULATIONS

Effective Date: 10/01/06

Prior Date: 10/01/05

- [Employee Travel](#)
- [Authority to Travel](#)
- [Local Travel](#)
- [Allowable Transportation Expenses](#)
- [Living Expenses](#)
- [Exceptions](#)
- [Travel Vouchers](#)

TRAVEL VOUCHERS

[TOP](#)

a. Preparation of *Travel Vouchers*

- (1) All claims for the reimbursement of travel expenses shall be prepared in accordance with these regulations.
- (2) The purpose of the travel shall be indicated on the *Travel Voucher*.
- (3) The *Travel Voucher* shall show in the space provided the dates of travel, the points of departure and destination, mode of transportation, and the cost of the transportation secured. When a privately owned vehicle is used, the *Travel Voucher* shall also show the rate of reimbursement, mileage, and amount of reimbursement. If the distance traveled between any given points is greater than the usual route between these points shown on a map, the reason for the greater distance shall be stated.
- (4) The *Travel Voucher* shall be supported by a copy of the *Travel Authorization Request and Encumbrance* form if foreign travel is included, showing the amount of reimbursement authorized.
- (5) *Travel Vouchers* shall be supported by receipts in all instances for railroad and airplane transportation, for lodging, and all other items so specified.
- (6) If the travel expenses exceed more than ten percent of the travel encumbrance, a *Travel Authorization Request and Encumbrance* form increasing the amount of expenses must be submitted.
- (7) The *Travel Voucher* shall be prepared electronically using the *Travel Voucher* published in the Downloadable Form section of the Controller's Office Resources web site at

<http://www.neiu.edu/~finanaff>. The voucher shall be signed by the individual who has incurred the expense.

- (8) Each *Travel Voucher* must contain a certification by the traveler that the document is correct, just, and in compliance with state statutes.
- (9) Individuals submitting *Travel Vouchers* are personally responsible for their accuracy and propriety. Any misrepresentation may be cause for disciplinary or legal action.

b. Approval and Submission of *Travel Vouchers*

- (1) The *Travel Voucher* is used by faculty and staff to claim from University funds reimbursement of expenses incurred as a result of official business-related travel supported by an approved *Travel Authorization Request and Encumbrance* form.
- (2) The *Travel Voucher* is to be prepared by the traveler electronically within thirty working days after conclusion of the travel. Upon completion of the *Travel Voucher* by the traveler, the document should be saved, if desired, printed, and routed to the appropriate fiscal agent for approval. Should the fiscal agent be the traveler, the individual will indicate approval by signing in both places provided for on the voucher, then approval on the Dean/Director/Assistant Vice President/Associate Vice President level is required. In those instances where the individual on the Dean/Director/Associate Vice President level is the traveler, respective vice presidential approval is required. In those instances where the traveler is a Vice President, presidential approval is required. Faculty members who travel for the purpose of supervising student teachers and staff members who deliver and pick up equipment and/or supplies on a routine basis may submit their *Travel Vouchers* immediately after the term is completed.
- (3) Once all required approvals have been obtained, the traveler submits the *Travel Voucher* to the travel desk of the Controller's Office for processing. When the validity of the *Travel Voucher* has been established, expense checks are drawn on University funds to reimburse the traveler.

Travel Vouchers that are not prepared in accordance with these regulations or not properly supported by original receipts when required shall be returned to the originator for correction.

Reimbursement checks will be issued within ten working days of receipt of an accepted *Travel Voucher*.

c. Items Billed Directly to the University

Direct billing to the University is not permitted except for authorized transportation arrangements made through the official travel agency of the University.

[TOP](#)

For more information contact:
[Controller's Office](#)