

**TRAVEL REIMBURSEMENT INFORMATION**

Return this form along with original receipts to: **Bobbi Vance, B106a Newmark Civil Eng Lab, MC-250  
205 N. Mathews Ave, Urbana, IL 61801**

Name: \_\_\_\_\_ UIN/SSN: \_\_\_\_\_

Office address: \_\_\_\_\_

Destination: Champaign, IL

Purpose of trip: National Science Foundation EFRI-RESIN Workshop at I-Hotel

Account Number: 1-486362-251008-191200

Arrived at Champaign - Date: \_\_\_\_\_ Time: \_\_\_\_\_ am pm

Departed Champaign - Date: \_\_\_\_\_ Time: \_\_\_\_\_ am pm

**TRANSPORTATION**

attached original paid receipt (must show proof of payment)

Was your transportation pre paid by the University?                      yes                      no

_____ Commercial Plane	_____ Flight Price if purchased by you
_____ Personal Car	_____ Round trip mileage if claiming reimbursement
_____ Rental Car	_____ Cost of Rental Car if purchased by you
_____ Bus/Rail	_____ Cost of Bus/Rail if purchased by you
_____ University Vehicle	
_____ Rode with someone else	_____ Name of person

if transportation was paid by other source name the affiliation \_\_\_\_\_

**MEAL REIMBURSEMENT**

\*No meal reimbursement allowed for one day travel\*

Requesting meal per diem (circle one):                      yes                      no

Provide the date and any meals **not paid by you**

Date \_\_\_\_\_ breakfast lunch dinner (circle the meal or meals provide)

Date \_\_\_\_\_ breakfast lunch dinner (circle the meal or meals provide)

Date \_\_\_\_\_ breakfast lunch dinner (circle the meal or meals provide)

**LODGING ACCOMMODATIONS**

**Lodging receipts must have a 0.00 balance or proof of payment.**

if shared room please list the **name of the person or persons** \_\_\_\_\_

Was this conference lodging \_\_\_\_\_ yes                      \_\_\_\_\_ no

**MISCELLANEOUS EXPENSES**

ITEM	COST
_____	_____
_____	_____
_____	_____

**\*\* see back for additional information \*\***

## Employees Responsibilities:

Employees are personally responsible for ensuring that their travel arrangements meet travel regulations and that their claims for reimbursement are accurate. Improper or inadequately support travel claims cannot be paid and may delay the reimbursement process.

Reimbursement forms should be returned to the CEE Business office preferably within 30 calendar days, but no later than 45 calendar days.

If the travel reimbursement form is not submitted to University Payables within 60 days of the completion of travel, the reimbursement is considered taxable income.

### **Reimbursable Expenses**

Examples of reimbursable expenses are:

Transportation charges, such as airfare, rail, or bus tickets

Per diem allowances for meals

Lodging

Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees

Baggage transfer and handling, including reasonable tips

Business telephone calls and a personal call home to announce "safe arrival"

Hire of room for University business

Laundry and dry cleaning if on domestic travel status for at least 7 consecutive days

Passports and visas (employees only)

Registration fees, if the purpose of travel is attendance at conferences or official meetings

Business Services, such as computer use, facsimile, and photocopying

Taxis and shuttles, including reasonable tips

Airplane parking/tie down, hanger rental, and landing fees

Employee travel reimbursement requests with expenses associated with one-day student field trips as long as the following three requirements are met:

- 1) The trip starts and ends at the campus;
- 2) The trip is part of the course requirements for every student in the course
- 3) The trip is completed in one day.

### **Non-Reimbursable Expenses**

Examples of non-reimbursable expenses are:

Alcoholic beverages

Coat check

Collision damage waiver insurance for motor vehicle rental (this expense is allowable for foreign travel)

Commuting expenses between an employee's residence and their headquarters

Personal Entertainment charges such as movies, spa/health clubs, sightseeing, tours, etc.

Keys locked in personal automobile

Late check-out and room guaranteed charges

Living expenses at official headquarters

Non-University related expenses

Parking tickets or other traffic fines

Personal automobile accident insurance

Spouse/family travel expense unless specific prior approval is provided in a grant or contract

Tobacco products

Towing of a personal automobile that is being used for University business travel

Travel insurance (exceptions may be requested for foreign travel)

Receipts are not required for expenses \$10.00 and less (i.e., tips, luggage handling, highway tolls, etc.). Although receipts are not required, these expenses must be itemized and documented on the form.

### **Missing, Lost or No Receipts**

If the traveler does not have a required receipt, one of the following processes must be followed:

Obtain a duplicate original receipt from the hotel or vendor.

Complete the Missing Receipts Affidavit Form,

including information on the type of expense, the date, the vendor, line item amounts and an explanation of what happened to the receipt (missing, lost, never issued, etc.).

The traveler must certify that the amount requested on the missing receipts affidavit is exactly the amount that was paid for the item(s) that were purchased.