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To: MCN Faculty & Staff

From: Melissa Bevins

Date: January 6, 2011

Re: Travel Vouchers

Attached are a sample travel voucher and some "rules" from the Travel Vouchers web site. Diane and I would like to make it easier for you to get reimbursed for your expenses when you travel and get your payment back in a timely manner.

Some of the major things I would like to highlight are:

- ✓ Travel vouchers must be submitted to the Comptroller's office within 60 days or the reimbursement will be considered taxable.
- ✓ **DO NOT** pay for anyone else's travel or expenses! It becomes a major hassle to complete the travel voucher and get the money divided between the parties.
- ✓ Receipts are required for transportation, lodging, taxis, and all other business related expenses in excess of \$10. You can put a conference fee on your voucher if it is over \$50. Just put it on a separate line of the voucher and label it "conference fee".
- ✓ Using Suzi Davis to schedule your transportation is a much easier way of going than setting up your own travel because they will direct bill the university. If you do find a much cheaper rate with someone else, you can put it on your credit card, but we will need a receipt with the paid amount and your name clearly showing on the original credit card statement showing the charge for airfare.
- ✓ Receipts should clearly indicate vendor, date, itemized purchases, and a total amount spent.
- ✓ If required receipts are not available, a statement, signed by the traveler, certifying the amount paid will be accepted.
- ✓ Lodging reimbursement requests must be accompanied by an itemized receipt. Tax on lodging is reimbursable and should be included in the lodging expense. **If you share a room with someone, ask the hotel to split the billing between the two parties so you have a receipt for your part of the room bill only.**
- ✓ Use the "Other Expenses" column for business phone calls, taxi fares, baggage storage and handling, car rentals, tolls, and parking fees. Tips for taxi's and baggage handling are reimbursable. Collision damage waiver and personal accident insurance on rented vehicles are not reimbursable. Neither is reimbursement for taxi fare to dinners or personal business.

If you have any questions regarding filling out a voucher or travel requirements, please feel free to contact Diane or me. We'd rather have you ask than not and not be able to get reimbursed for something or have it take longer to get your money back.

Thanks for your help! ☺

Travel Voucher Tips and Help

When to Use a Travel Voucher:

- ONLY to reimburse a University employee for business travel expenses.
- Travel expenses for non-employees must be reimbursed by invoice-voucher.

Completing a Travel Voucher

- Provide the name of the conference, date and place the conference was held in the “Purpose of Travel” box.
- Provide the traveler’s UID number, name, and address (campus address if possible). For out of state travel, include the traveler’s job title.
- Provide the points of departure and destination, including city and state, dates and times of arrival and departure. **If meals or per diem is not claimed, times of arrival and departure are not required.**
- Provide your headquarters. In most cases this will be Normal IL.
- Provide auto mileage, when applicable, for the most direct route to your destination. Expenses due to deviations for convenience are borne by the traveler. Mileage in and around a city of destination may be claimed as such.
- If the traveler is claiming mileage, the vehicle license plate number and the state in which it is registered should be listed.
- AMTRAK FARES – Reimbursement is limited to the negotiated State of Illinois fares. Between Springfield and Chicago - \$17 one way. Between Bloomington and Chicago - \$11 one way. Between Macomb and Chicago - \$18 one way. These fares are not available on the internet so you must call or ask for the fares at the Amtrak ticket office.
- Lodging reimbursement requests must be accompanied by an itemized receipt. Tax on lodging is reimbursable and should be included in the lodging expense.
- Conference lodging charges or lodging at official meeting hotels when pre-approved by the Agency Head in excess of the maximums allowed on the Reimbursement Schedule are considered exceptions. Please indicate on your travel voucher that the rates charged are for conference lodging.
- Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after the close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.
- If a conference fee includes a meal, the meal or per diem allowance shall be reduced by the actual value of the meal or the amount of the applicable meal allowance shown in the Reimbursement Schedule, whichever is less. Attach a copy of the conference schedule to the back of your travel voucher. Be sure the dates of the conference are on the schedule.
- When an employee *must* purchase a meal at a conference as an expense separate from the conference fee and the amount is in excess of the meal allowance shown in the Reimbursement Schedule, the employee may request an exception to the Part, seeking reimbursement for the actual cost. However, if the exception is granted, the employee's meal or per diem allowance shall be reduced by the applicable meal allowance shown in the Reimbursement Schedule.

- Use the "Other Expenses" column for registration fees, business phone calls, taxi fares, baggage storage and handling, car rentals, tolls, and parking fees. Tips for taxi's and baggage handling are reimbursable. Collision damage waiver and personal accident insurance on rented vehicles are not reimbursable. The University does not assume responsibility for theft or loss experienced by employees while on business travel.
- Telephone calls on official business are reimbursable including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
- **Receipts are required for transportation, lodging, taxis, and all other business related expenses in excess of \$10, except for meals.**
- **Required receipts must be stapled to the back of the voucher. Receipts should clearly indicate vendor, date, itemized purchases, and a total amount spent.**
- **If required receipts are not available, a statement, signed by the traveler, certifying the amount paid will be accepted.**
- **Sales tax is not reimbursable.** Contact the Comptroller's Business Office for the University tax exempt number.
- Vouchers for international travel must indicate the monetary exchange rate that was current at the time of travel, and be prepared in U.S. dollars. For help in converting currency, try this web page: www.xe.com/ucc/.

Please Note:

- **Only a faculty/staff employee's personal expenses may be listed on their travel voucher.**
- **Student expenses paid for by a faculty/staff employee must be reimbursed to the faculty/staff on an invoice-voucher.**
- A student includes both undergraduate and graduate students who can be an undergraduate and/or graduate assistant receiving 50% appointment as UTA and/or GA.
- If a faculty/staff employee pays for another faculty/staff employee's expenses, each employee will submit a travel voucher for their own portion of the travel expenses. It will be the responsibility of the non-paying employee to reimburse the employee who incurred the expense.

Reimbursable and Non-reimbursable Expenses

Reimbursable Expenses

- Hire of room, exhibit space, set up, and such for official business.
- Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
- Storage and handling of baggage
- Taxis including reasonable tips
- Telephone calls on official business including calls of **three minutes** or less to announce safe arrival or delay-change in plans. Business calls should be noted on the travel voucher.
- Telephone calls to secure lodging
- Business-related internet access (put in the Other Expenses column of the travel Voucher)
- Meals purchased for non-employees while on travel status and in connection with State business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.

Non-reimbursable Expenses

- Alcoholic beverages
- Coat check
- Entertainment
- Late check-out and room guarantee charges
- Parking tickets or other traffic tickets
- Meals for other State employees or officers (they must submit their own travel expenses on their own travel voucher)
- Tips incurred beyond those specifically provided in this Part.
- Transportation to procure meals