

TRAVEL NEWS

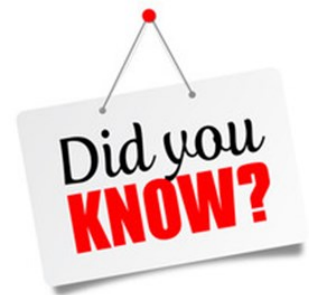
JANUARY
2018

Mileage Rate Increase

Effective January 1, 2018, the reimbursement rate for an employee using their personal vehicle for business purposes increased to \$.545 per mile. The Comptroller's website has been updated with a new travel voucher to reflect this increase. Please inform department travelers of the rate increase and provide them with the updated travel voucher or the link to the new voucher on the Comptroller's website, <http://travel.illinoisstate.edu/forms/>.

Did you know....

- The State of Illinois has set maximum lodging rates for all university travel and any amounts in excess of the allowed rate need to be reported to the HETCB for final approval. If not approved, the traveler must reimburse the university.
- Transportation should be the most economical mode available considering costs, travel time, and number of persons traveling together.
- Travel vouchers must be signed by the traveler and fiscal agent in ink.
- All original receipts need to be attached to the travel voucher and must include proof of payment.
- Meals/Per Diems are based on times of travel and need to be reduced for any meals provided while on travel status.
- Carla and Margaret are always willing to answer your travel questions and provide training to any employee/department on travel policies and how to fill out travel vouchers.
- All information on allowable travel reimbursements, current forms, and travel services can be found on the Comptroller's Travel website.



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