GENERAL POLICY

The information in this brochure is a summary of the state of Illinois' travel guidelines. For more detailed information, visit Section 15: Travel of the BFPP Manual and the Business Travel section of the OBFS website.

Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official University business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.

Travel requests must be approved in advance by the employee's supervisor or department head.

NOTE: These guidelines apply to all University of Illinois System travel, regardless of funding source.

The information in this Business Travel Guide is current as of November 2019.
TRANSPORTATION

In accordance with the travel regulations established by the state of Illinois, all travel must be by the most direct route, using the most economical mode of transportation, taking into consideration travel time, costs, and work requirements.

Air/Rail Travel
Travelers are expected to purchase the least expensive logical fare via the most direct route. Airline tickets should be purchased as soon as department authorization is received, preferably a minimum of three weeks prior to departure.

Taxi, Ride Share, or Car Service
Taxi, ride share, or standard car service costs are reimbursable however, airport or hotel shuttle service (when less expensive or free) should be utilized whenever possible. Gratuities should not exceed 20% of the fare. Upgraded services such as limousines, chauffeur, premier, etc., or surge pricing, will be reimbursed at the standard fare.

Rental Vehicles
The University of Illinois System receives discounted rates on rental vehicles from National and Enterprise. Damage waiver and limited liability protection is included for business rentals only. Optional insurance coverage is not reimbursable. In the event of an accident, contact local law enforcement, the car rental company, your supervisor, and your university motor pool or transportation office.

Personal Vehicles
Mileage is reimbursed at the rate established by the U.S. General Services Administration (GSA) at the time of travel. Visit the Business Travel section of the OBFS website for the current rate.

When in travel status, employees must subtract commute mileage from the total business mileage if the trip occurs on a regular workday and begins or ends at a location other than the employee’s primary worksite.

PARKING
Hourly parking, airport parking, and rail station parking will be reimbursed. Employees will not be reimbursed for parking facilities located at their primary worksite.

TRAVEL AGENCIES
Through a competitive solicitation, the University of Illinois System has negotiated contracts with travel agencies to accommodate the various needs of all universities. The contracted agencies offer competitive booking fees and may book a single group trip that exceeds the current bid limit. Airline tickets, hotel reservations, ground transportation, and destination tours may be booked through a contracted travel agency.

REIMBURSEMENT
Business travel expenses are reimbursed to the individual who incurred them. Employees should not pay for anyone else’s expenses unless that employee has been designated in the role of travel arranger.

An expense report (ER) is required for out-of-pocket expenses or to reconcile a University Travel card (T-Card) transaction.

To avoid being reported as taxable income to the recipient, ERs must be submitted in the Travel and Expense Management (TEM) system within 60 days from the return date of travel.

Reimbursable Expenses
• Toll, parking, ferry, bridge, and tunnel fees
• Baggage transfer and handling
• Laundry and dry cleaning when on travel status for at least seven consecutive days
• Passports and visas for employees only
• Registration fees for conference, seminars, etc.
• Business center fees such as computer use and photocopying
• Ground transportation such as shuttle service, taxis, rental cars (including gas), or mileage for personal vehicles
• Reasonable tips
• Airplane parking/tie-down, hangar rental, and landing fees
• Collision damage waiver coverage for international vehicle rental

Non-Reimbursable Expenses
• Alcoholic beverages
• Coat check
• Commuting expenses between a residence and official headquarters
• Domestic motor vehicle rental insurance
• Expenses for another traveler
• Flight/trip cancellation insurance
• Lost/stolen cash or personal property
• Personal entertainment such as movies, mini bar, spa/health clubs, tours, etc.
• Personal items such as toiletries, luggage, clothing, etc.
• Repairs, towing service, etc., for a personal vehicle
• Traffic citations, parking tickets and other fines
• Wait time charges for ride share services