



College of Public Affairs and Education

UNIVERSITY OF ILLINOIS SPRINGFIELD

Subject: Travel Arrangement and Reimbursement Requests

Category: Accounting

Effective Date: 08/16/2024

Contact: Business Administrative Associate

Procedure

- 1.) Upon learning that business travel is required, the traveling faculty or staff member will complete the [“Travel Arrangement Request Form”](#), which has all of the information needed for administrative staff to make travel arrangements efficiently.
- 2.) If faculty members would like to use award funds besides their Annual Faculty Development funds, such as Pearson Award, Spencer Award, or University Scholar Award funds, this needs to be indicated on the Travel Arrangement Request Form.
- 3.) The faculty/staff member will submit the completed Travel Arrangement Request Form to the administrative staff responsible for travel arrangements as follows:
 - a. College staff: CPAE Administrative Aide or Administrative Assistant (back up)
 - b. Schools & Department faculty & staff: Unit Administrative Aide
- 4.) ***Travel arrangements that require purchasing will only be made by Administrative staff between approximately July 15th* and May 1st each fiscal year.***
****The July 15th date may vary depending on when the budget is finalized at the beginning of each fiscal year.***
 - a. Due to the closing of the previous fiscal year and the opening of the upcoming fiscal year, faculty & staff will need to make their own travel arrangements which require purchasing between May 1st and July 15th and request reimbursement.
 - b. Per UPAY regulations, travel purchased with state funds must be completed in the fiscal year in which the travel was purchased. Therefore, travel purchases for trips to be made in the subsequent fiscal year need to be purchased with local funds or faculty/staff will need to make their own travel purchases and request reimbursement in the next fiscal year.
- 5.) Except in cases outlined in 4.a & 4.b above, if the faculty member prefers to have travel arrangements made on their behalf, administrative staff can make the travel arrangements outlined in the completed Travel Arrangement Request Form and will communicate the travel confirmations to the faculty/staff member once travel has been arranged.

- 6.) Travelers must obtain a comparison for personal or upgraded travel at/before the time of purchase.
 - a. Personal travel.
 - i. Personal travel can be travel that starts or ends in a personal location, extends the date of travel beyond the conference or meeting time, or that deviates from the direct route.
 - ii. If a traveler wishes to include personal travel in a business trip, the traveler must include screen shots or other documentation of the cost of the cost of airfare/travel for the time period of the business travel and to/from the business travel location.
 - b. Upgraded travel.
 - i. Only basic travel class expenses will be reimbursed.
 - ii. If a traveler purchases business class, UberXL, UberComfort, UberBlack, or other upgraded travel options, then the travel will only be reimbursed for the basic class of travel and the traveler must provide a screen shot or other documentation to show the basic cost of the travel. If this cannot be provided, the expense will not be reimbursed.
- 7.) Faculty and staff traveling abroad must enroll in the [travel health insurance program as required by the University of Illinois System](#).
- 8.) If travel arrangements must be changed or cancelled, the faculty/staff member will notify their travel arranger immediately and will coordinate with the responsible staff to make necessary changes.
- 9.) Requests for reimbursement of expenses made during travel, such as ground transportation, parking, per diem, or personal car mileage, must be made within 10 days of the last day of travel.
 - a. Faculty/staff may submit their own request for reimbursement using Chrome River or college staff may initiate the reimbursement request for them. Faculty/staff requesting that college staff initiate the reimbursement request must [add the college staff member as a delegate in Chrome River](#).
 - b. If the traveler is requesting that administrative staff initiate the reimbursement request in Chrome River, the traveler must complete the [Travel Reimbursement Form](#) detailing the expenses to be reimbursed:
 - i. Per Diem: The date & time of departure and the date & time of return, plus any meals provided
 - ii. Mileage: The departure address(es) and the destination address(es) and the dates of travel.
 - iii. Other expenses - must include electronic copies of receipts. Receipts must have the vendor's name, date, itemized purchases (if applicable), and the total including any taxes and tips paid