

Please submit all required documents and original receipts to the MNTL business office within 10 business days of completed university business travel

Required information before travel or reimbursement:

- Does your travel benefit yourself and your research or the grant and the University of Illinois?
- Justification of travel or reimbursement
 - How does your reimbursement benefit the University of Illinois?
 - Acceptable travel justifications must answer, “What? Why? Who? When? Where?”
 - **Example:** Presenting a paper to share research with colleagues at the 2016 Institute of Electrical and Electronics Engineers Conference (IEEE) Sensors Conference October 29 – November 6, 2016 in Orlando, Florida
- Approved Travel Request
 - MNTL <https://my.mntl.illinois.edu/travel>
 - ECE <https://my.ece.illinois.edu/travel>
 - BioE <https://my.bioe.illinois.edu/travel/>

Required information after travel:

- Foreign National Employees must include required documentation listed on the OBFS website
 - <https://www.obfs.uillinois.edu/payments-foreign-nationals/payments-foreign-national-employees/>
- Time spent in travel status
 - What date & time did you leave from Champaign-Urbana for University related travel?
 - What date & time did you arrive to Champaign-Urbana from University related travel?
- Proof of conference proceeding or meeting
 - Invitation or print out showing dates and location of event
- Agenda or schedule of events showing which meals are provided
- Receipt of airfare or note who paid for airfare
 - Economy seating only
 - Flight must be out of Champaign Airport (CMI). Flights which depart an airport other than CMI must have a price comparison for the same dates of travel which show it was the cheaper option. Tolls and mileage will be included when calculating comparison travel costs
- Conference registration receipt or note who paid for registration
 - We are **not** able to reimburse membership fees
- Lodging receipt showing balance of \$0 and proof of conference approved lodging
 - Current Lodging rates – <https://www.obfs.uillinois.edu/travel/reimbursement-rates/lodging-allowance-rates/>
 - Illinois – Chicago (March 1, 2016 – April 30, 2016) **\$160/night**
 - Chicago (May 1, 2016 – August 31, 2016) **\$200/night**
 - Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago **\$70/night**
 - Other downstate Illinois areas **\$60/night**
 - All areas except District of Columbia - \$110/night**
 - District of Columbia –
 - March 1, 2016 – June 30, 2016 **\$226/night**
 - September 1, 2016 – August 31, 2016 **\$174/night**
 - Name and affiliation of person(s) sharing lodging
 - Internet charges are not reimbursable on a grant
- Car rental and gas receipts - <https://www.obfs.uillinois.edu/travel/car-rental/>
 - Students must have prior approval and justification required
 - National or Enterprise are the University contracted providers
 - Do **NOT** accept the Optional Damage Waiver (ODW) for National or Enterprise
 - If excessive mileage is noted, you may not receive a full reimbursement for your car rental
 - GPS or child seats are not reimbursable
 - We will not reimburse premium or luxury cars unless it was a free upgrade and proof is provided
- Parking receipts
- Toll receipts

If you lost a receipt, please provide us with a copy of your bank statement showing proof of payment.

*****Please note the business office is able to pay for your airfare and conference registration as long as we have your approved travel request***

Approved Travel Dates – You are provided one day before and one day after a conference for University travel. Travel status begins when employees leave headquarters, their residence, or other authorized locations to go directly to their destination. Travel status ends when employees return directly to headquarters, their residence, or other authorized locations after completing University business.

<https://www.obfs.uillinois.edu/bfpp/section-15-travel/headquarters-travel-status>

MNTL Travel and Reimbursement Requirements

Per Diem - University employees on approved business travel are eligible to receive meal per diem reimbursement for the time spent in travel status. The cost of actual meals purchased while in travel status is not reimbursable and receipts for such meals should not be submitted with the expense report. <https://www.obfs.uillinois.edu/travel/reimbursement-rates/meal-per-diem-reimbursement-domestic-travel/>

	In-State	Out-of-State
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

Allowable Miscellaneous Expenses

- Toll, parking, ferry, bridge, road, and tunnel fees
- Baggage transfer and handling
- Business telephone calls and a personal call home to announce "safe arrival"
- Laundry and dry cleaning when on domestic travel status for at least 7 consecutive days
- Registration fees for conferences, seminars, workshops, etc.
- Fees for the use of business center facilities, such as computer use, facsimile, and photocopying
- Ground transportation such as shuttle service, taxis, rental cars (including gas), or mileage for personal vehicles

Non-Allowable Miscellaneous Expenses

- Alcoholic beverages
- Coat check
- Collision damage waiver insurance for domestic motor vehicle rental
- Commuting expenses between an employee's residence and official headquarters
- Personal entertainment charges such as movies, mini-bar charges, personal phone calls, spa/health clubs, sightseeing, tours, etc.
- Locksmith charges
- Late check-out and room guarantee charges
- Living expenses at official headquarters
- Non-University-related expenses
- Parking tickets or other traffic fines
- Personal automobile accident insurance
- Spouse/family travel expense
- Tobacco products
- Towing of a personal automobile that is being used for University business travel

If you have any questions regarding University travel, please contact Kelly Foster foster5@uillinois.edu or Tasha Chambers tchambrs@uillinois.edu

You may also consult the University policy manual on reimbursable travel expenditures located here: <https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-allowability-travel-expenses>