

REGULATION ON TRAVEL/MEETING EXPENSE NUMBER 2.1.3

All college-related travel, including grant-supported projects, will:

- a) Remain within the overall department budget.
- b) Receive prior approval of your supervisor on the overnight travel planner form below when traveling overnight.
- c) Be reimbursed at the cost of the most economically appropriate means of conveyance as determined by your supervisor.
- d) Require submission of the claims within 30 days after the trip is completed.
- e) Detailed receipts are required for all expenses, including meals with maximum amounts to apply per day.
- f) Substantiate mileage by supplying a trip planner (e.g., MapQuest, Google maps, etc.) printout from starting address to destination address. Trip odometers can be used as long as it concurs with the trip planner printouts.
- g) Mileage will be reimbursed at an amount not to exceed the state of Illinois rates.*
- h) Only meals incurred during overnight travel will be reimbursed at an amount not to exceed the GSA per diem rate (with the exception of business meals conducted with another party).*
- i) An attempt should be made to obtain the state rate for lodging whenever staying within the state.

*See the travel planner information and overnight travel planner below.

Travel planner information

Use the overnight travel planner form to obtain prior approval from your immediate supervisors for overnight travel.

Travel will incorporate the state mileage and federal IRS meal rates as the maximum rates of reimbursement to be used by Sandburg employees.

Current rates

- Mileage (state rate): IRS rate.
- Meals (federal rate) standard rate: \$68 (effective October 2024)

Higher meal and hotel amounts are sometimes allotted for high-cost areas. View gsa.gov/perdiem for more info. In Illinois, Cook and Lake Counties are \$92 per day; DuPage is \$80 per day. All other Illinois Counties can be located at gsa.gov/perdiem.

IMPORTANT: Detailed receipts are **required** for all meals reimbursed, and reimbursements are for only the maximum amounts listed for specific area of travel.

Lodging

An attempt should always be made to obtain the state rate for lodging within Illinois. In all instances, travel expenses should not exceed the department budget.

Sandburg overnight travel planner

(Complete prior to traveling outside the district.)

Name _____ of _____ person _____ making _____ request:
 _____ Purpose of trip:
 _____ To:

Date: _____

Mode _____ of _____ transportation:

**Cost estimates:

- | | |
|-----------------|-----------------------|
| • Mileage _____ | • Registration _____ |
| • Hotel _____ | • Taxi _____ |
| • Meals _____ | • Miscellaneous _____ |
| • TOTAL _____ | |

Signature: _____

Approval: _____

_____ (budget manager signature)

Cabinet officer approval:



_____ (cabinet officer

signature)

Charge to:

A copy of this request needs to be returned to the budget manager at least 14 days before your date of travel.

**State of Illinois guidelines apply to mileage, and IRS standard meal rates apply.

Original: 1/95

Reviewed: 1/26

Revised: 7/03, 1/07, 7/09, 1/10, 7/16, 1/17, 4/18, 7/18, 7/19, 1/21, 1/22, 7/22, 1/23, 1/24, 10/24, 1/25, 1/26