

HEP Travel Guidelines

Submit a Travel Approval Request Form before your departure (minimum 2 weeks before departure preferred). Include an estimate of travel expenses; overestimate or round up if you don't know an exact total.

The HEP Business Office can purchase flights, lodging and conference fees. Provide your preferred itinerary; you are eligible for economy seating only.

- OR -

You can purchase flights, lodging and conference fees with your personal credit card, but you cannot request reimbursement until after your trip. The airline carrier (operated by or code-shared) **must be** a US-American Flag Carrier.

Rental Car

Domestic: You must use the University of Illinois car rental code for National or Enterprise. Necessary insurance will be automatically included. **Do not** accept any further insurance as it will not be reimbursed. Code for both vendors: XZ62053

International: Accept and pay for the Collision Damage Waiver Insurance. The University will reimburse the cost of the insurance. However, they will not reimburse for any damage to the vehicle.

University policy: <https://www.obfs.uillinois.edu/travel/car-rental/>

Reimbursement

Submit your receipts to the HEP Business Office immediately after your trip (electronic and/or paper) and ask to initiate the reimbursement process. Receipts must show proof of payment. Once the request is complete in the Travel Expense Management (TEM) system, you will be asked to submit it. You can only submit in TEM while in the University network or if you use a VPN from a remote location:

<https://webstore.illinois.edu/Shop/product.aspx?zpid=2600>

TEM Resource page: <https://www.obfs.uillinois.edu/tem-resources/>

Per Diem & Mileage

Daily Per Diem: \$28 in-state \$32 out-of-state International rates vary
You must lodge overnight to be eligible for per diem. Provide date and time you left, and date and time you arrived back in Urbana/home.

Mileage: You are eligible to receive \$0.58/mile when using your personal car, however, the limit is the equivalent of what a University car rental or flight (for longer trips) would have been (i.e. – Trips to Fermilab are limited to \$75)

Car Rental: U of I vehicles are available by request in the HEP Business office. You cannot rent a University vehicle on your own. You must go through Brandy and she will procure the necessary signatures.

Vehicle Rental Information: <https://www.fs.illinois.edu/services/transportation-automotive/car-pool>

Notes

If you submit your reimbursement request more than 60 days after the end of your travel, TEM will ask you to justify this delay. These expenses are now tax deductible same as income.

Never purchase tickets for colleagues using your personal credit or debit card. The reimbursement request may be denied, or at best very difficult and time consuming.

You cannot be reimbursed for a receipt that carries someone else's name.

Try to choose the least expensive options for travel. Be as economically viable as possible.