

TRAVEL EXPENSE REIMBURSEMENT

Food Science and Human Nutrition

Name: _____ UIN: _____ Date: _____

E-mail: _____@illinois.edu Telephone #: _____

I do

I do not hold an appointment with University of Illinois

Purpose of travel: _____

Destination/Dates: _____

CFOP: _____ % or \$: _____

CFOP: _____ % or \$: _____

Approved Travel ID#: _____

I would like reimbursement for:

Airfare	Per diem	Hotel	Registration	Mileage (personal vehicle)	*Will need full street addresses for mileage calculations	
Rental car (please attach written justification with department head preapproval)	Bus/taxi/shuttle* *Complete log on last page	Other: _____	Depar	headquarters		
			Returned:	headquarters	home – city: _____	

I authorize the travel as proposed above on the listed FOP(s).

Printed Advisor Name: _____ Advisor Signature: _____
(required for all student travel)

My airplane ticket or lodging was purchased with a T-Card by:

Michael Drugan

Other _____

I purchased my registration using a P-Card or T-Card:

Name on Pcard: _____

I am not requesting transportation reimbursement because I traveled by:

University car

carpool

PLEASE COMPLETE TRAVEL DIARY WITH DETAILS OF TRAVEL.

ATTACH ORIGINAL RECEIPTS PER UNIVERSITY POLICY.

Travel Diary. Please account for **each day** you were traveling, even if no reimbursement is requested for each day. On the days with no reimbursement request, simply enter the date and leave the rest of the row blank. Include time of departure and arrival, and check any meals that were included in the conference costs. **Per diem rates will be calculated for all meals not checked.**

Date	From (Street Address, City, State, Country)	Time Initial time entry should be the time you <u>left for travel</u>	Arrive (Street Address, City, State, Country)	Time Final time entry should be the time you <u>returned from travel</u>	Mileage (personal car only)	Conference Hotel? *Registration & conference information needs to be included with RAT form.	Meals provided by conference or sponsor
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner

Other Expenses (Registration fees not previously paid, Taxi/Shuttle service, etc.)

If telephone calls appear on your lodging bill, please indicate whether the calls were business or personal.

Date	Expense	Amount

Date	Expense	Amount

Travel Diary (page two) Traveler's Name _____ Dates of travel _____

Date	From (Street Address, City, State, Country)	Time Initial time entry should be the time you <u>left for travel</u>	Arrive (Street Address, City, State, Country)	Time Final time entry should be the time you <u>returned from travel</u>	Mileage (personal car only)	Conference Hotel? *Registration & conference information needs to be included with RAT form.	Meals provided by conference or sponsor
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		_____ a.m. _____ p.m.		_____ a.m. _____ p.m.		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner

Other Expenses (Registration fees not previously paid, Taxi/Shuttle service, etc.)

If telephone calls appear on your lodging bill, please indicate whether the calls were business or personal.

Date	Expense	Amount

Date	Expense	Amount

Transportation services such as Uber, Lyft, taxi, etc.

Date	Vendor	Start Time	End Time	Business Justification – if this is transportation to a business related meal, please add who the meeting was with and why the meeting had to be held during a meal. (Charges for wait times, special vehicles, non-business transportation, etc. will not be reimbursed)
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	
		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	

University Policy (Illinois Administrative Code, Section 3000.300, Illinois Department of Central Management Services Travel Update 17-03):

University policy states that “All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other means of conveyance.” Ride sharing services such as Uber and Lyft have become a popular mode of transportation for University business travel. Employees are required to use the lowest cost of service that a car sharing service provides such as “UberX” and “Lyft Standard”. Employees may not be reimbursed for rides obtained through the prime service options such as “Uber XL”, “UberSELECT”, “UberBLACK”, “UberSUV”, “UberLUX”, or “LyftPlus”. Employees should be aware that both services charge more during times of high demand. Uber’s “Surge Pricing” and Lyft’s “Prime Time” can go into effect any time there are a large number of users. Both ride sharing services will let you know in advance when prime or surge pricing is in effect. Rides obtained during these higher cost times are not reimbursable.