



# Travel Training - Know Before You Go

This document contains important information for travelers and those making travel arrangements and filling out paperwork.

For help or questions about the content of this training contact: [SIUEAcctsPay@siue.edu](mailto:SIUEAcctsPay@siue.edu)

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## Means of Transportation



All means of transportation should be the most economical option available.

### Airplane Travel

#### Airline Tickets:

Employees are expected to book the **Lowest Logical Airfare** available at the time of booking (including baggage and basic seat selection fees).

This is defined as the most economical fare that meets the business need while adhering to the reasonableness and efficiency guidelines outlined below.

To prevent unnecessarily difficult travel schedules, the following describes what constitutes an "unreasonable" flight:

- **Layovers:** Travelers are not required to book flights with more than **one layover** (for domestic travel) or **two layovers** (for international travel).
- **Time Windows:** Flights should be booked within a **standard window (6:00 AM to 10:00 PM)**. Employees are not required to select a lower-cost fare if it necessitates a departure before 6:00 AM or an arrival after 10pm local time at place of arrival.
- **Duration:** A lower-cost fare may be declined if it increases the total travel time (including layovers) by more than **3 hours** compared to the most direct option.

#### Seat Selection:

Travelers may select the lowest fare that allows seat selection at booking time. Keep in mind this should **ONLY** be the base seat selection amount, do not choose ones that have an upcharge.

For example, Southwest Choice Fare allows you to pick a "free" seat at booking and is now an acceptable option.

- The Basic Fare option is no longer required due to associated travel complications.

Comparable fares on other airlines with seat selection at booking would be:

- American- Main
- Delta- Main Classic
- Southwest- Choice
- United- Economy Non-Refundable

- Other airlines TBD as used

If the lowest fare with seat selection at booking is not available DO NOT automatically upgrade to the next higher fare (i.e. First Class, Business Class, Premium Economy, etc.).

Check other airlines to determine the most economical form of transportation and attach this cost comparison documentation (screen shots) to the travel voucher.

**Itinerary:** You must submit your flight itinerary with your travel voucher.

**Deviations from Itinerary:** Traveler is responsible for deviations in itinerary for personal convenience.

**Insurance:** No type of insurance is reimbursable by the University.

**Using Personal Funds:** If using personal funds to purchase your tickets, please ensure that you have prior approval from your administrative officer.

- One reason for the traveler to purchase his/her own ticket could be to take advantage of a package deal where family members are going along. (Personal expenses cannot be charged to a P-card)
- Remember, the University will only reimburse expenses for the employee

### **Traveling to the Airport**

The traveler may choose a taxi, rideshare, or shuttle to/from the airport if it is the most economical mode available (considering allowable mileage and airport parking reimbursement).

### **Parking at the Airport:**

Short Term Airport Parking is allowable only for **same day trips**.

For other than same day trips, Long Term or Economy Parking is recommended.

The cost of Intermediate Parking (currently \$18/day) is the maximum reimbursable amount.

### **Getting Around at your Destination**

When the travel involves flying, it is recommended that a taxi, rideshare, or shuttle be considered during the out-of-town stay. **Keep in mind, transportation to get meals is not a reimbursable expense.**

If a rental car is used, then the travel voucher should indicate that it was the most economical means of transportation available. Please provide cost comparison.



**Fiscal officers, deans/directors have the authority to reduce travel allowances based on the availability of their specific funds.**

### **Train Travel:**

When traveling by train, you must choose the most economical (coach class) and direct option.

## Rental Vehicles

Taxi, rideshare, or shuttle should be your first choice of transportation while at your destination.

If a rental car is used, then the travel voucher should indicate that it was the most economical means of transportation available.

For local travel, the University's Transportation Services Department should be contacted to either provide a vehicle or arrangements for a rental vehicle. The traveler's department will be charged through the Internal Billing process.

Whenever a rental car is used, the traveler is responsible for obtaining the least expensive model, and must always provide justification on, or attached to, the travel voucher.

We do not reimburse car insurance unless the traveler is out of the country and insurance is a mandatory charge.

## Table of Allowed and Non-Allowed Rental Car Add-Ons

Allowed Items	Non-Allowed Items
CFC - Customer Facility Fee	LDW - Loss Damage Waiver
ERF - Energy Recovery Fee	LIS - Liability Insurance Support
SSU - State Surcharge	PAI - Personal Accident Insurance
TBS - Tire Battery Surcharge	PEC - Personal Effects Insurance
VLF - Vehicle License Recovery Fee	SLP - Supplemental Liability Protection
TPS - Toll Purchase Service	CDW - Collision Damage Waiver
TPD - Toll Purchase Device	TP - Theft Protection
FPO - Fuel Purchase Option (bring car back empty)	GPS - Global Positioning System
	RAP - Roadside Assistance Program

### Personal Vehicles

If a personal vehicle is driven, mileage claimed must be for the most direct route and is reimbursable at the rate on the most current travel voucher found on the Account Payable webpage. Traveler must certify that he/she is duly licensed and carries adequate insurance.

When claiming mileage, use Google Maps or MapQuest only. We do not accept odometer readings.



**Mileage between home and destination is allowed only if traveler drives directly to/from destination without driving to the work site.**

**Fiscal officers, deans/directors have the authority to reduce travel allowances based on the availability of their specific funds.**

### Valet Parking

Valet parking is not reimbursable unless it is the only option available.

### Driving vs. Flying

If driving instead of flying (outside of Illinois or Missouri), then attach cost comparison documentation (screen shots) to the travel voucher.

## Domestic Travel

### In-State vs. Out-of-State Travel

In-state vs. out-of-state travel is determined by your destination.

Traveling to Lambert International Airport in St. Louis in order to fly to an Illinois destination such as Chicago is considered in-state travel.

Traveling from your Missouri residence to an Illinois destination is considered in-state travel.

### Lodging Rates



**When making reservations the traveler should request the lowest available lodging rate. This may be the conference rate or the "state employee's rate."**

### Single Occupancy Rate Reimbursement

The state will reimburse only the single rate on a hotel room. If additional guests such as the traveler's family were in the room, the traveler is responsible for determining what

the single rate would have been.

### **Maximum Lodging Rates**

The University is required by statute to use federally established lodging rate maximums. Lodging rates should be checked before booking a hotel to ensure the traveler is within the state allowance. See the [Travel Guidelines](#) for current rates.



When the rate is over the maximum allowed for that area, a justification for the overage must be provided, or the extra will be deducted from the travel voucher.

**State of Illinois Special Rates:** <https://cms.illinois.gov/employees/travel/preferredhotel.html>

### **Extra Day**



The Preferred Hotel List is updated each fiscal year. The hotels listed one year may not be on the list the next year.

For Domestic travel, an individual may travel one day prior to and/or one day after a conference, meeting or workshop depending on the start/end time of the event and available flights. Foreign travel may allow two days depending on flight and distance.

### **Lodging Payments**

#### **Receipt Balances**

Always check to see if the lodging receipts show a zero balance. If they show a balance due, supply information regarding how the bill was paid.

- This will help prevent the University from reimbursing a traveler for lodging which is later going to be billed to the University directly.

#### **Submit Conference Brochure/Registration Form**

For all conferences (seminars, workshops, etc), the Illinois Higher Education Travel Control Board (IHETCB) is requiring travelers to submit a copy of a brochure or registration form which indicates the hotel where the conference was held and any other recommended hotels.

This information must be attached to the travel voucher for ALL conferences regardless of the room rate.

If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If conference hotel documentation is not provided or if non-conference lodging is over the maximum lodging allowance, the excess amount is placed on a Lodging Exception Report and

is subject to approval at the quarterly IHETCB meeting.

Amounts disallowed by the IHETCB must be refunded to the University by the traveler.

**AirBnB:** All fees and service fees must be included with nightly rate to determine base rate.

### All Other Lodging

For all other lodging (other than at a conference, seminar, workshop), if the lodging rate (before taxes) paid is greater than the allowable rate, please include one of the following statements as justification on the voucher:

- No alternative (least costly room available in area)
- Required location (selection necessary to conduct University business)
- Least total cost (ground transportation makes alternative lodging uneconomical)

### Per Diem Rates

Per diem is used when a trip last more than eighteen hours. The traveler receives per diem based on how many quarters of each day he/she is in travel status. Refer to the table below to determine the quarters:

1st Quarter 12:00 am - 5:59 am	2nd Quarter 6:00 am - 11:59 am
3rd Quarter 12:00 pm - 5:59 pm	4th Quarter 6:00 pm - 11:59 pm

### Per Diem Adjustments

Per diem must be adjusted if a meal is provided with hotel fees or with registration for a conference, seminar, etc.

A continental breakfast will not be considered a meal for reimbursement purposes unless there is an optional charge for it at the time of registration.

Provided meals should be deducted from the per diem at the following rates:

M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
\$68	\$16	\$19	\$28	\$5	\$51.00
\$74	\$18	\$20	\$31	\$5	\$55.50
\$80	\$20	\$22	\$33	\$5	\$60.00
\$86	\$22	\$23	\$36	\$5	\$64.50
\$92	\$23	\$26	\$38	\$5	\$69.00



**When attending a conference, the traveler should submit the schedule of events or registration form with the travel voucher to verify the dates and any provision for meals.**

### One Day Trips

Meals may not be charged on P-Cards.

On a one-day trip (18 hours or less) the traveler may be eligible for breakfast if he/she left at or before 6:00 am, and can claim dinner only if he/she is out on travel status until 7:00 pm or later. (Per diem rules apply for trips longer than 18 hours.)

Lunch is never a reimbursable expense on a one-day trip. Meals on a one-day trip are reimbursed according to the U.S. General Services Administration website.

**GSA.gov** <http://gsa.gov/travel> to find the rates of reimbursement for a one-day trip.

## International Travel

### Types of International Travel

Employees Only	Faculty & Students	Students Only
Conferences, meetings, research, and recruitment	Faculty-Led Short-Term Programs (1 week to 4 or more weeks)	Study Abroad Semester-Based Programs (1 or more semesters)

### Travel with a Student Program



For travel with a student program, it is imperative to contact the Office of International Affairs and work with a study abroad advisor to organize the trip.

### Office of International Affairs:

Contact us: <http://www.siu.edu/international/about/contact.shtml>

Student Success Center Room 0300

Campus Box 1616,

Edwardsville, IL 62026 U.S.A.

Tel: (618) 650-3785

## Before Leaving for Any International Travel

Visit the [Export Controls website](#).

- Contact the Director of Export Controls at 618-650-2476 or email [twakela@siue.edu](mailto:twakela@siue.edu) to ensure compliance with export control regulations.

Contact Risk Management at 618-536-2101 or [visit their website](#) to review your insurance options and register your trip.

Risk Management can answer the following questions and more:

- Who should I contact, before traveling, to register my trip in case there is an emergency?

- Are there temporary insurance options to cover me if I become ill, injured, or hospitalized while traveling abroad?
- How do I find out if the country I am visiting is subject to trade or economic sanctions imposed by U.S. laws or regulations or countries of war? If the country I am traveling to is under travel alerts/warnings can I still continue with my plans to travel there?

## Reimbursement of International Travel Costs



Traveler may request reimbursement for the cost of a visa and inoculations only if mandatory and properly documented.

## International Lodging and Per Diem Rates

Please use the [U.S. State Department Foreign Per Diem website](#) to obtain the lodging and per diem rates for international travel. Rates vary by country/city/date and are updated monthly.

On the Per Diem website, you'll be prompted to select a country.

Once the country is selected, you will see a table of cities and their rates. (see below) If you do not see the town to which you are traveling, use the "Other" city name.

The screenshot shows the 'Office of Allowances' website with a table of 'Foreign Per Diem Rates In U.S. Dollars' for Japan, published on 02/01/2020. The table lists various cities in Japan with their respective lodging and per diem rates.

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
JAPAN	Akashi	01/01	12/31	288	154	442	N/A	02/01/2019
JAPAN	Amagasaki	01/01	12/31	288	154	442	N/A	02/01/2019
JAPAN	Asahikawa	01/01	12/31	108	89	197	N/A	02/01/2019
JAPAN	Ashiya	01/01	12/31	161	161	322	N/A	02/01/2019
JAPAN	Awashima	01/01	12/31	302	208	510	View	02/01/2019
JAPAN	Beppu	01/01	12/31	185	110	295	N/A	02/01/2019
JAPAN	Fukui	01/01	12/31	89	76	165	N/A	02/01/2019
JAPAN	Fukuoka	01/01	12/31	194	176	370	N/A	02/01/2019
JAPAN	Fukuyama	01/01	12/31	89	83	172	N/A	02/01/2019

**Maximum Lodging Rate:** This includes taxes and mandatory fees – unlike for domestic travel.

**M & IE Rate:** Meals & Incidental Expenses. This is the allowable per diem.



# Travel Expense Voucher Form Instructions

**Use:** To request reimbursement for expenses incurred while traveling on behalf of the University. Must be submitted within 60 days of end of travel to avoid taxation on your reimbursement.

**Access:** Access the form here: <http://www.siu.edu/its/ais>  
Click on AIS Edwardsville E-Forms and then Travel Expense Voucher.

## **Department Contact and Billing Information Section:**

Provide basic contact information for who to contact in case of questions or problems

Department Name      Department Contact Name (can be traveler, preparer or fiscal officer)

Email                      Phone                      Box

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BP                              List the Budget Purpose(s) that is/are to be charged.

Object                        The object code that needs to be charged.

FY                              Fiscal year that the travel occurred in. Required if a state (72xxxx BP) account is being charged.

Amount                        The dollar amount that the Budget Purpose(s) is/are to be charged. If multiple Budget Purposes are listed, the sum of all amounts should equal the total reimbursement amount.

## **Traveler Information Section:** Provide information about the traveler and trip

Banner ID (800#)      Email                      Phone      Last Name                      First Name                      MI

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Purpose of Trip:              Trip purpose

Date of Event:              Start and end dates of trip

Transportation Used:      Check all that apply

Registration:                Check Yes if Registration was required for event and attach copy

## **Itinerary Information Section:** Provide detailed itinerary information about the travel.

Date:                              Date travel item occurred.

Departed From:              Place Departure city and state. Abbreviate if needed

Departed From Time:      Time of departure

Arrived at Place:              Arrival city and state. Abbreviate if needed

Arrived at Time:              Time of arrival

Auto Mileage: If personal automobile is used, note the number of miles driven between the places of departure and arrival. The reimbursement rate typically changes on July 1st. For travel prior to July, use the earlier version of the Travel Expense Voucher. Amount will auto calculate

Trans: Cost of transportation (airfare, rental car etc)

Lodging: Cost of lodging

Meals/Per Diem: Enter the allowable meals or per diem amounts to be reimbursed

Other Expenses-Item: Any other allowable expenses (uber/taxi/parking/tips etc)

Other Expenses-Amt: Itemize the amounts for the above items

Line Totals: No entry- calculated

Totals: No entry- calculated

AP Use Only boxes: Leave Blank

*Page 2 Banner ID and Traveler Name are auto-populated from Page 1*

**Expense Justification Information Section:** Provide justification for the items listed under Other Expenses. Also, use this section to provide additional information and details of the travel as needed.

Date: Date from Page 1

Expense Item: Item from Page 1

Amount: Amount related to item

JPMC\*: Check box if receipts are uploaded to JPMC

Pcard Transaction #: Please ensure accuracy. We will use this to pull your receipts directly from JPMC

Justification: Any other notes needed

**Add Screenshots section:** Click on Add Screenshots button to add an additional page to capture screenshots of travel itineraries, receipts, or other pertinent information needed for travel verification.

Before pasting the screenshot, click "Edit" in the toolbar to ensure what you paste fits within the page outline. After pasting, click "All tools" in the toolbar and then scroll up to continue entry on the previous pages.

**NOTE:** According to Sec 5.2 (Items Billed Directly) in the "Travel Guide for University Employees", all charges billed directly to the University must be itemized and footnoted as such. Please provide the JPMC transaction number and signify if you have uploaded receipts. Attach any receipts NOT uploaded to JPMC.

Amount Not Allowed: Leave blank unless: 1) Need to deduct itemized expenses that were paid by the University OR 2) There is a need to deduct an amount from the total due to departmental policy. If a number is entered, it should be entered as a positive number.

Amount of Request: Do not enter any data. This is a calculated number.

**Less Travel Advance:** Leave blank unless you received a travel advance from the Bursar's Office. The Travel Advance should be entered as a positive number. If the traveler has made a partial reimbursement to the Bursar's Office, the amount of the partial reimbursement should be reflected in the amount entered here (i.e., travel advance – partial reimbursement = amount entered). The amount entered should not be more than the Net Amount of Request.

If the travel advance is more than the Net Amount of Request:

- 1) Make a notation of the difference in the Justification section  
AND
- 2) Enter on the Less Travel Advance line an amount up to, but not greater than, the Net Amount of Request. This amount will carry down to Amount Due University line. A check payable to the University will then be generated and will be sent to the Bursar's Office.
- 3) The difference between the actual travel advance and the amount entered on Less Travel Advance line equals the amount that the traveler must repay to the Bursar's Office.

**Amount Due Traveler:** Do not enter any data. This is a calculated number. If this is a positive amount, a check or ACH will be generated to the employee.

**Amount Due Univ. (Attach check)** Do not enter any data. This is a calculated number. If there is an amount in this field, a check will be generated payable to the University and forwarded to the Bursar's Office to be applied to the travel advance.

**Administrative Approval Section:** Acquire the appropriate administrative approvals.

**Traveler Signature/Date:** Traveler must sign and date the reimbursement request.

**Fiscal Officer Signature/Date/BP:** The fiscal officer or delegate must sign and date the form by the correct Budget Purpose. If more than one Budget Purpose is being charged for the expense, the fiscal officer for each Budget Purpose must sign and date the form. If the fiscal officer is responsible for more than one of the Budget Purposes being used, they only need to sign once.

**Additional Approval (when appropriate)**

If the fiscal officer is the traveler, the signature of the fiscal officer's departmental chair or unit officer must sign and date the form.

**Routing:** **PREFERRED:** Save completed form, acquire all necessary digital signatures, attach supporting documentation and email to [SIUEAcctsPay@siue.edu](mailto:SIUEAcctsPay@siue.edu)

If necessary, paper vouchers can be sent to Accounts Payable, Box 1003, but Please do not submit both ways



**Processing of a supplemental Travel Expense Voucher will not be allowed unless there is sufficient documentation to indicate that the original Travel Expense Voucher was processed incorrectly.**

## Other Notes about Completing the Voucher

### Items Paid *by* Another Employee:

Please type the name of the payer and the amount on the voucher. Also include a copy of itemized receipts.

### Items Paid *for* Another Employee:

Please indicate the names of other employees whose expenses were paid by you (e.g. for taxi fares, hotel, or rental car). (Meals for other state employees are not reimbursable)

### What to Attach to the Voucher

Prepaid Items paid with a P-Card (Receipts should be uploaded to JPMC), such as copies of registration fees or airline tickets (even if not requesting reimbursement).

Any expense in excess of \$10.00 must have a receipt attached. This includes items such as public transportation and prepaid expenses. If receipt for over \$10.00 has been lost, a signed written statement needs to be provided by traveler with amount, what it was for, and that it was lost.

Copy of Registration Form: We recommend paying registration fees with a P-Card. If a P-Card is not used then registration fees can be reimbursed on a travel voucher. Regardless of payment method copies should be attached behind the travel voucher.

Cost comparison documentation showing that the mode of travel chosen was the most economical option.

Conference brochure showing hotel information, complimentary meals, etc.  
Hotel receipts with a zero balance.

Shuttle/Taxi receipts and/or Rental Car Receipts and justification.

## Submission Deadlines



**By State regulation travel vouchers must be submitted promptly, preferably within 30 calendar days, but not later than 60 days, upon completing the travel.**

**Late vouchers must have Vice Chancellor approval.**

**Per IRS publication rr-103-106 section 1.62-2(g)(2)(i) travel expense vouchers submitted after 60 calendar days will be considered taxable income. Late travel vouchers should include the Travel-Late Submission Exception Request. These requests are reviewed on a case by case basis. You will be notified if the request is denied and therefore taxable. You will still receive your full reimbursement.**

### Additional Approvals

**Traveler and fiscal officer/delegate are the same** — the fiscal officer’s administrative officer must also sign the travel voucher.

**Grant Accounts** — a representative of the Office of Research and Projects must also sign the voucher.

**Late Submission** — a travel voucher substantiated later than 60 days from the completion of travel must also be approved by the traveler’s Vice Chancellor.

### Reimbursement Details

Employees who are enrolled in Electronic Direct Deposit for payroll will automatically also have travel/business expense reimbursements deposited electronically.

If your payroll is deposited into more than one bank account, your travel/business expense reimbursements will be deposited into your residual (remaining) bank account.

We will send notification of the electronic transfer to your siue.edu email address.

### Reimbursable vs. Non-Reimbursable Expenses

Reimbursable expenses are those items which are reasonable and necessary. The table below shows you a list of reimbursable and non-reimbursable items:

Reimbursable	Non-Reimbursable
Room exhibit space including special set-up	Alcoholic beverages
Laundry and dry cleaning if on travel status for at least 7 consecutive days	Coat check
Storage and handling of baggage	Entertainment
Automobile tolls and parking fees	Movies
Meals purchased for non-state employees while on travel status and in connection with state business. The travel voucher should include who and why, stay within the allowed amount and be approved by a Vice Chancellor. Meals should not include alcoholic beverages. Meals are not allowed on P-card.	Late check-out and room guarantee charges

Reimbursable	Non-Reimbursable
Internet connection if for official business only	Transportation to procure meals except when the nature and location of work at a temporary location are such that they cannot be procured at the location.
Tips on allowable taxi charges	Meals for other state employees
	Parking tickets or traffic tickets
	Tips on personal meals.
	Valet parking - unless it is the only option available.
	Cancellation fees due to traveler's preference or personal convenience.
	No type of insurance is reimbursable by the University, except Foreign Travel with a student group.
	Commuting expenses (Travel between your home and main work location).

## FAQ

### **Is there a difference between student and faculty travel vouchers?**

Yes. Students will receive a refund using an Accounts Payable Invoice Distribution Form (APID), whereas employees and graduate assistants will use a Travel Expense Voucher. The Travel Expense Voucher can be used behind the APID as support for calculating student reimbursements.

### **Do I need receipts for everything except per diem?**

Yes. All receipts need to be attached to the voucher. Receipts paid for by the traveler should be originals. Receipts paid with a P-Card need to be uploaded to JPMC.

### **What do I do if a receipt has been lost?**

A signed written statement needs to be provided by the traveler with the amount, what it was for, and that it was lost.

### **If all expenses of a trip are paid with a Pcard and the traveler does not owe money back to the University nor is the traveler due a reimbursement, is a travel voucher needed?**

No.

### **What needs to be done if a traveler is not a U.S. Citizen?**

Nothing additional.

**Is a student traveler eligible for per diem?**

Students on travel status are allowed per diem amounts and must follow the same travel guidelines as our employees do.

**Can a taxi be used to/from Lambert St. Louis International Airport?**

The traveler may choose a taxi or ride share as transportation to/from the airport if it is the most economical mode available comparable to mileage and airport parking reimbursement.

**If a family member drives the traveler to/from the airport can mileage be claimed?**

In this instance, round trip mileage can be claimed when departing and round trip mileage can be claimed again when returning.

**Can I pay for another traveler's meal?**

No. Each traveler must claim their own per diem.

**Can I get a rental car when I travel?**

A rental car must be the most economical mode of transportation. A justification is required on the Travel Voucher. Attach cost comparison (screen shots) of what a taxi or shuttle would have cost. Insurance is not a reimbursable expense.

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## Travel Voucher Website and Resources

SIUE Accounts Payable: <http://www.siue.edu/ap/index.shtml>

AP Travel Voucher Guidelines: <https://www.siue.edu/accounts-payable/travel-moving-guidelines/index.shtml>

Contacts: Travel and Employee Reimbursement

Barb Hack - Accounts Payable

618-650-3309

[bhack@siue.edu](mailto:bhack@siue.edu)

[SIUEAcctsPay@siue.edu](mailto:SIUEAcctsPay@siue.edu) (for Travel Voucher submission)