Travel Reimbursement Instructions

Please fully complete this form, enclose ORIGINAL RECEIPTS* and submit to: TBH-Business Service Center, 105 TBH, MC-614

For complete policy on Employee Business Travel go to: https://www.obfs.uillinois.edu/travel/

1. **Questions**, please contact Shirley Meyers at sgmeyers@illinois.edu
2. For **Time of Departure and Return** please include the time you left your house and returned home.
3. **CFOPAL**. Please provide the CFOPAL you want to use to reimburse your travel to. If there is more than one, please list it and tell what percentage or amount you want us to use from each Fund.
4. For the **Purpose** of Travel, please be specific and provide as many details as you can.
5. For **Expenses**, please list all expenses you had during your travel that you need to be reimbursed.
6. **Mileage** the rate that employees may be reimbursed for the use of their personal passenger vehicle while on approved system business is $0.575 per mile (as of January 1, 2020). Please list total mileage traveled (round trip, one-way etc.)
7. **Plane/Bus/Rail**, list the amount you spent and copy of receipt that shows you paid.
8. **Rental Car & Fuel**. Please provide receipt that shows how much you paid. Rental Car policies can be found here: https://www.obfs.uillinois.edu/travel/car-rental/
9. **Parking and/or Tolls**. Please list all separately the parking and/or tolls you incurred on your travel.
10. **Taxi**. Please list per day the amount you spent on a Taxi, attach receipts. Please make sure to attach full receipt for UBER and Lyfts. 
11. **Lodging**. Please attach the itemized bill that shows the breakdown of your room rate and taxes per day. If Lodging was a Conference Hotel, please provide proof that venue was a conference hotel and attach to this form.
12. **Other/Misc/Notes**: Please include items that do not fit into one of the other categories.

For any expense, if you are missing a receipt, please provide a copy of your bank statement or credit card statement.

*You can upload JPEG, PDF, PNG, OFD, and TIFF files of your receipts directly into Chrome River via the internet or mobile app! The Business Office will continue to assist drafting of expense reports, but this allows you to file receipts in your e-Wallet directly – saving keeping track of receipts and handing them off to the Business Office.
# Travel Reimbursement Form

**Full Name:** ___________________________  **UIUC Email:** ___________________________

**Date of Departure:** ___________  **Time of Departure:** ___________

**Date of Return:** ___________  **Time of Return:** ___________

**UIUC Status,**  
check one:  
- Employee ____  
- Student ____  
- Student Employee ____  

**CFOPAL to use:**  
- Chart 1  
- Fund  
- Organization  
- Program

**Purpose:** Please provide a detailed reason for expense and benefit to the University, please supply Who, What, When, Where, & Why.

<table>
<thead>
<tr>
<th>Date(s);</th>
<th>Description of Expense (List receipts individually)</th>
<th>Amount</th>
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**Expenses**

If yes, please indicate which meals were PROVIDED by the conference, host or hotel.

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<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
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**Are you requesting Per Diem?**  
- Yes _______  
- No _______

If yes, please indicate which meals were PROVIDED by the conference, host or hotel.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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**Total** $__________  

(Attach additional sheets as needed)

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**REIMBURSEMENTS SUBMITTED TO UNIVERSITY PAYABLES AFTER 60 DAYS MAY BE TAXABLE.**

**PLEASE SUBMIT THIS FORM TO THE SESE BUSINESS AFFAIRS OFFICE WITHIN TWO WEEKS OF COMPLETED TRAVEL.**