

TO: ICR Students
RE: Travel Reimbursements
DATE: February 14, 2014
FROM: David Ivy [Business Office] and Angharad Valdivia [ICR Interim Director]

The Business Office of the College of Media wants to clarify procedure regarding requests for reimbursements from students who have been promised funding from ICR, the Grad College, etc. The office needs appropriate supporting documentation (receipts, invoices, etc.), especially originals and not unacceptable copies. As well, items are not being turned in on time. Students need to bear in mind the following when they ask the office assistant of ICR to process a reimbursement for them through University Payables' Travel and Expense Management (TEM) system –

1. **Acceptable travel expenses** for conference or research trips include -
 - a. Airfare and other transportation (train, bus, shuttle, taxi, mass transit, etc.)
 - b. Personal vehicle mileage (we'll need a Google Maps or similar print-off to turn in to Payables to confirm your mileage, though)
 - c. Lodging (*but* - personal charges for room service, movies, etc. cannot be reimbursed)
 - d. Conference registrations
 - e. Incidental expenses (photocopies needed, Internet access, A/V rental for presentation, etc.)
2. **Acceptable documentation** to turn in would include –
 - a. **ORIGINAL** receipts, invoices and hotel check-out folios – *get them and hang on to them*. If you like, you can keep copies of those for yourself, but *we need the original copies for reconciling our accounts* (the university requires this, and the auditors expect to find them in our files).
 - b. If you receive a receipt via email, *print that off and turn it in*.
 - c. If you do not receive a receipt but can prove you paid for something with a credit card, *turn in a copy of your credit card statement with those lines highlighted*. This is **strictly** a last resort.
3. **Unacceptable documentation** is not limited to but will include –
 - a. Photocopies of original receipts (see 2.a. above)
 - b. Scanned copies of original receipts (same difference as photocopies – they're not the originals)

- c. Hand-written receipts by you (this does NOT prove to Payables you actually paid someone)
4. **Useless documentation we don't need** is not limited to but will include –
- a. Food receipts
- If your trip was only one day long, we can't reimburse you for meals (university rules – this even applies to professors).
 - If your trip was two or more days, we can reimburse meals *but we'll do so by giving you per diem, which does not require turning in food receipts*. Per diem is \$24 per day for in-state travel, and \$32 per day for out-of-state travel.
5. **Students need to turn expenses in a timely fashion.** *Any expense you are asking to be reimbursed for needs to be turned in within **ONE MONTH** of when you paid for it - **PERIOD**.* This will allow us time to process your reimbursement and get you paid before two months roll around. It also allows us to keep our accounts current.

Should any students have questions regarding reimbursements, please ask a member of the Business Office. We'll be glad to assist you.

Dave Ivy

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