

EMPLOYEE TRAVEL AND EXPENSE REPORT - INSTRUCTIONS

The Illinois Institute of Technology's Business and Travel Expense Policy can be located on the Controller's Office website: [IIT Finance | Controller's Office](#). This policy and its related documents (i.e., procedures and forms) apply to all University faculty and staff of all colleges, divisions, departments and units regardless of the source of funds supporting the travel.

The Employee Travel and Expense Report form is to be used for both travel and miscellaneous employee expense reimbursements. One form should be used per business trip, except for those expense reports submitted by the Kent College of Law for the reimbursement of bills paid on behalf of clients. This form must be submitted within 60 days of a traveler's return or of incurring the expense(s).

Individuals should neither gain nor lose personal funds while conducting business on behalf of the University; therefore, only actual expenses will be reimbursed. Please note that it is the responsibility of each traveler, as well as the supervisor approving the expenses, to comply with the provisions of the Business and Travel Expense Policy.

Whenever possible, travel expenses should be paid using the University P-Card.

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE TRAVEL AND EXPENSE REPORT FORM

The Employee Travel and Expense Report form is available to all university faculty and staff through the Controller's Office website: [IIT Finance | Controller's Office](#).

The university travel form is an EXCEL document. Please complete all sections of the form per instructions below.

1. **Name** – insert full name of traveler
2. **Banner ID** - employee "A" number (located on the employee ID badge)
3. **Address** – address of traveler
4. **Department** - department name
5. **Telephone** – department telephone number
6. **Destination** – enter location/destination of trip (i.e., city state, country)
7. **Reason for Travel or Description of Purchase/Expense** – business reason for travel and why it is allocable to the fund/project or description of purchase/expense, as applicable
8. **Domestic (Acct 7401) or Foreign Travel (Acct 7408)** – check the appropriate box
9. **Dates** – insert each date of travel covered in this section
10. **Air/Rail/Etc.** – list the cost of transportation
11. **Per Diem** - if a traveler decides to use the per diem rates for meals, rather than actual expenses, they will need to provide a copy of the rate in effect at the time of travel. These rates are established by the U.S. General Services Administration (GSA) and are listed on the GSA website at <http://www.gsa.gov/perdiem/>.
12. **Personal Auto Mileage** - use of a personal automobile will be reimbursed at the effective IRS rate posted at the time of travel. Please note that when a personal vehicle is used for a business trip, the current business mileage rate covers all costs of operating the vehicle including:

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- a. Gasoline
- b. Oil
- c. Insurance
- d. Repairs

Receipts for tolls and parking fees are reimbursed separately and not included in the business mileage rate. Please note that business mileage does not include the normal commute to and from work.

13. **Mileage Rate** – effective rate posted by the IRS at the time of travel
14. **Other Travel Expense (A)** - includes expenditures for hotels, meals at actual cost, car rental, parking, tolls, taxis, conferences/events, registration, etc., listed on the date the expense was incurred
15. **Other Business Expenses (list below)** - report all other out of pocket expenses not related to travel as other business expenses, indicating the account to be charged. Attach all invoices that support non-travel expenses to this form.
16. **Total** – auto calculated
17. **Less Prepaids and P-cards** - because the travel and expense report is intended to reflect the total cost for a trip; list all expenses, including advances and those items paid with a Pro-card, as well as those items prepaid by IIT for each category.

Expenses charged to a University P-Card are recorded on the travel report as *prepaid expenses* and should be accompanied by a photocopy of the receipt, as these original receipts are to be maintained by the department for audit purposes.

18. **Total prior to advance and 3rd Party** – auto calculated
19. **Special Instructions** – list any special mailing or pick-up instructions in this box
20. **Amount**
 - a. **Total Expense Prior to Adv/3rd Party** - auto calculated
 - b. **Less: 3rd Party Payment** - provide the amounts paid by a third party, if applicable
 - c. **Less: Employee Travel Advance** - provide the amount paid with a cash advance, if applicable
 - d. **Cash Advance Date** - list date the cash advance was obtained, if applicable
 - e. **Net Due Employee** – auto calculated
 - f. **Net Due IIT** - If there is a “Net Due IIT” amount, attach a check to this form payable to the “Illinois Institute of Technology”
21. **Fund/Org/Account/Program/Amount** – identify the appropriate FOAP for the “Net Due Employee” amount(s) within the boxes in the lower left section of the form
22. **Employee Signature/Date** – under the certification section of the form the individual requesting reimbursement must personally sign the travel and expense report.
23. **Approvals**
 - a. **Department Head** – approval (Name/Signature/Date) by the budget manager and/or department head is required prior to submitting the form to the Controller’s office
 - b. **Budget Manager** – approval (Name/Signature/Date) by the budget manager and/or department head is required prior to submitting the form to the Controller’s office
 - c. **Controller’s Office** – once completed the form and all required attachments should be forward to either the Controller’s Office or Grant and Contract Accounting, as appropriate

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Documentation is required for the reimbursement of all expenses associated with business related activities. All supporting documentation for travel should be segregated by travel expense category and taped to an 8 and ½ by 11 sheet of paper and attached to this form. Please provide itemized receipts for meals so that food and beverages are easily identified. Refer to IIT's travel policy for requirements.

Original detailed receipts documenting proof of payment are required for all expense reimbursements, excluding per diem for meals. Photocopies of receipts will not be accepted except for third party sponsored travel, when the original receipts must be supplied to the sponsor for reimbursement or when expenses charged to a University P-Card are recorded on the travel report as *prepaid expenses*.

Proof of attendance should be supported by an agenda or similar document, as well as transportation boarding documents. Online receipts are required for reservations and registrations made through the internet. The online receipt is typically received via email when the reservation is completed.

***Note:** For your personal security, please black out your personal credit card number on all detailed receipts.

***Note:** If expenses are charged to a sponsored program, the terms of the grant or contract will take precedence if more restrictive than University policy. If you have questions, please contact Grant and Contract Accounting (GCA).

Foreign travel charged to a federal grant requires the use of a U.S. flag air carrier for international travel in accordance with the Fly America Act. Please review the IIT Employee Travel and Expense Report, located on the Controller's Office website: [IIT Finance | Controller's Office](#) for further details.

Please note that alcohol charges are *unallowable* on all sponsored projects.

Reimbursements will be directly deposited to the bank checking account on file within the Banner payroll system. Deposits will coincide with the biweekly payrolls. For those who do not have an account number on file or who opt out of this option, a check will be mailed to your current home address.

If you have any questions, please contact Donna Taylor, Accounts Payable Manager at extension 75914, or John Kirsits, Associate Controller at extension 73332.