

Event/Meeting \_\_\_\_\_  
 Location \_\_\_\_\_  
 Date \_\_\_\_\_

**UNIVERSITY PROFESSIONALS OF ILLINOIS**

**~ EXPENSE REQUISITION FORM ~**

**11 E. ADAMS ST. - SUITE 1106 - CHICAGO, IL 60603-6303 - [312]663-5916**

**CODES: T=TRAVEL; M=MILEAGE; P=PARKING; H=HOTEL; F=FOOD; O=OTHER**

DATE	CODE	MILEAGE	DESCRIPTION OF ACTIVITY	AMT.
<b>TOTAL REIMBURSABLE EXPENSES</b>				
<b>..... L</b>				

Name \_\_\_\_\_ Chapter \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

UPI Sec/Treas \_\_\_\_\_

comments – if required: \_\_\_\_\_

\_\_\_\_\_

*Tape All Itemized Receipts to 8 ½ x 11 paper (one side only) – submit as soon as possible  
 COPE expenses should be submitted on separate Expense Requisition Form*

# University Professionals of Illinois Expense Reimbursement Guidelines

## Airfare

Maximum of coach rates. Reservations should be made as far in advance as possible to obtain the best available rate.

## Automobile

Automobile mileage is reimbursed at the IRS maximum allowable rate. As of Jan. 1, 2010 the mileage rate is \$ .50 per mile. Usually this is transportation to and from airports or on in-state trips. Automobile mileage is calculated from home to meeting location unless indicated otherwise. **If long trips are made, discounted airfare rates may be paid if lower than the mileage costs.**

## Car Rental

As a rule, car rentals are not covered. Special circumstances that make car rental necessary, require prior approval by the Secretary Treasurer.

## Food

Actual cost of meals (including tips for meal service, baggage and maids) are reimbursable up to the maximum allowable IRS rate (currently \$50 per day). *Itemized* receipts are *required*. The \$50 limit includes any meal charges made to your hotel. This is designed to permit \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner. If a meal is provided by the meeting/conference, that will be deducted from your per diem. **Credit card and or register/computer generated receipts must be itemized with restaurant name and date imprinted.**

## Hotels/Lodging

Actual cost of lodging are reimbursable up to the maximum allowable IRS rate (currently \$150 in Chicago and the surrounding metropolitan area, out-of state, and \$85 in other areas of Illinois). If you are required to stay at a hotel, a copy of your check out bill must accompany your expense report, even if you are on a master billing. Please keep in mind we will deduct from your expense reimbursement items such as movies, laundry, and excess meal charges.

## Meetings

Overnight accommodations for single day meetings require prior approval by the Secretary-Treasurer.

## Parking

Parking while attending a meeting will be reimbursed. Receipts are required for reimbursement.

## Public Transportation

Reasonable expenses will be reimbursed. Receipts should be requested and provided whenever possible (but always when it is \$25 or more)

## Taxi

Taxi fare to and from transportation centers and/or official events will be reimbursed. Receipts are required.

Expense reports should be submitted as soon as possible after the meeting. ***Original receipts should be taped on a 8 ½ x 11 paper (one side only).*** Because of IRS regulations, we do not reimburse for any item of \$25 or more without a receipt. *Always indicate the name of the meeting you are attending.* If these requirements are met, we will be able to process your expenses in a timely manner.