

COPE

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 COPE Activity	Amt.
Total Reimbursable Expenses)				

Name _____ Chapter _____ Date Submitted _____

Address _____

UPI Sec/Treas _____

comments – if required: _____

Attach All Receipts – submit as soon as possible
 This Expense Requisition Form is for **COPE ONLY**

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. (This is currently \$.50.5 per mile.) Usually this is transportation to and from airports or on in-state trips. **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 or Financial Secretary.

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). 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. **You must submit either credit card receipts with the restaurant name and date imprinted on it; or register/computer receipts with the restaurant's name and date with the food itemized.**

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 or Financial Secretary.

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 attached to the report.* 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.