



Additional Information for Travel Pre-Approval Form

Name: _____ NetID: _____

Review the University's [Business Travel Guide](#) prior to making travel arrangements.

CONFERENCE/WORKSHOP/SEMINAR INFORMATION

Event Name: _____
Event Dates: _____
Event Website: _____
Talk/Poster Title: _____

TRAVEL INFORMATION

Is there any international travel occurring? ☐ Yes ☐ No
- Per University policy [15.1.5 International Travel Insurance](#): All employees traveling internationally, must enroll in international travel insurance. Failure to enroll in international travel insurance may result in non-reimbursement of travel expenses. Enrollment confirmation is required before travel commences. Enrollment application must be attached to applicable expense report. ([International Travel Insurance Enrollment & Fees](#))
- Unit Executive Officer approval is also required for international travel. Please complete the [LAS International Travel Request](#).

Will There Be Personal Travel: ☐ Yes ☐ No

*This includes start/end trip from alternate location than Champaign-Urbana.

If Yes, Dates of Personal Travel: _____

Per [University policy 15.1.3](#) - The University will not reimburse personal time, including but not limited to lodging, per diem, taxi/Uber/Lyft. If you have personal time included in your travel, please include comparable travel itineraries (airfare, Uber/Lyft, etc) to mimic that of conference travel dates to/from Champaign-Urbana only. The University will reimburse the least expensive rate between the actual travel receipt and comparable receipts.

- ☐ **Taxi/Uber/Lyft/etc: Upgraded fares are not reimbursable** (Uber Black, Lyft Lux, etc).
By checking the box, I acknowledge; I am aware of the University policy regarding upgraded fares. If I obtain an upgraded fare, I will obtain a standard fare comparable receipt and will be reimbursed for the standard rate fare only.
- ☐ **Car Rental:** The University has contracts with National & Enterprise, please see link.
By checking the box, I acknowledge; I am aware of the University's contract with National & Enterprise. If I use a different car rental, I will not be reimbursed for Optional Damage Waiver (DW, LDW, CDW).
- ☐ **Airfare:** The University will only reimburse Economy flights.
By checking the box, I acknowledge; I am aware of the University's policy on airfare and if I purchase upgraded seats, Business/First Class options, I will get a comparable estimate for an economy flight from a travel site.

FUNDING

(TT Faculty & Students: \$2,500 / academic year --- Specialized Faculty & Academic Professional: \$2,000 / academic year with EO approval)

Have you obtained external funding from Event Host? ☐ Yes ☐ No

Dept Supported Funding: _____ Faculty: 1-200250-583000-583121 / Student: 1-200250-583000-583120

Account to charge overage to (if applicable): _____

If your costs will exceed the department allotment; please advise if the excess will be paid by an external source, grant or discretionary fund. For travel on grants/contracts funds, travel must be related to the sponsored research; proof and justification of expense must be provided. Verify funds are available and seek pre-approval for grants controlled outside of the Department of Statistics.

You are encouraged to apply to multiple funding sources (host travel funds, etc). **It is fraudulent to claim reimbursement from two sources for the same expense.** If you receive travel funding, you are implicitly promising that any funds you receive will be used for the purpose for which they were approved, and that you will not be reimbursed from any other source for the covered expenses.

AFTER TRAVEL IS COMPLETE

The following items must be turned in to stat-business@illinois.edu:

- Travel Reimbursement Form
- Conference/Workshop/Seminar Program or website with proof of participation
- Receipts – original or digital
 - Lodging receipts must be itemized
 - Airfare receipts must show complete itinerary with proof of expenses

UNIVERSITY POLICIES:

- Please refer to the [Business Travel Guide](#), while planning your trip.
- University Payables requires proof of participation in business travel and proper justification for expenses, conference/workshop/seminar programs provide reliable proof and business justification for expenses as required. Not providing these items at time of reimbursement request may delay the entering of the reimbursement into the system as time will be needed to research and provide this information independently.)
- Reimbursement request submitted more than 60 days after an expense is incurred may be reported as taxable income unless a reasonable justification for the delay is submitted and it is approved by UPAY through the reimbursement process.

I acknowledge that all the information submitted via the Pre-Approval form and this form are accurate. I have read the University policies and understand that not abiding by said policies could mean my reimbursement won't be processed.

Traveler's Signature

Date