

TIPS & TRICKS

General

- Please type entries into forms, do not handwrite.
- Please print your receipts and forms and drop them off to Jennifer Vaisnoras in office 1066 or her mailbox in the front office. Do not email them.
- Be sure to make sure you are setup in TEM
- Be sure to provide a detailed purpose/justification for reimbursements.
- Do not abbreviate conference names, associates, institutions, etc...
- Reimbursements must be requested within 60 days of the purchase date. The only exception is when travel is booked in advance.
- Receipts must show a payment transaction/proof of payment. It is helpful to include a copy of your bank/credit statement showing the transaction as well.
- TEM can only be accessed when you are connected through a UIC network. You can install Virtual Private Network (VPN) to access TEM from outside a UIC network at <http://acc.uic.edu/service/vpn>. Note that you must be on the UIC network to install VPN.
- If you purchase something out of pocket the tax paid is not reimbursable.
- Students are no longer required to use the "Request for Research Travel Funds" form

Travel

- Food receipts do not need to be submitted as you will receive per diem instead.
- Conferences require the cover page of the conference program showing dates and location.
- If you book your flight and/or hotel through a travel site such as Expedia, UIC Payable requires you contact that vendor to obtain a detailed itinerary/breakdown of those purchases.
- If you are traveling beyond the dates of a conference for personal time YOU must provide documentation of what the airfare would have been if you only attended the dates of the conference. You will be reimbursed the lesser amount.
- If you are flying to a different location after a trip rather than Chicago, you must provide documentation of what the flight cost would have been to return to Chicago. You will be reimbursed the lesser amount.
- For international travel, you will be reimbursed at the current conversion rate OR you may provide bank/credit card statements showing what you paid in US dollars and will be reimbursed that amount.

Business Meals

(these are meals when you are conducting university business with others over a meal, this is not to be confused with per diem when you are traveling)

- You must provide a detailed/itemized receipt showing what was ordered. Meal receipts without this cannot be reimbursed.
- Tips cannot exceed 20%.
- Alcohol is not reimbursed and should be requested/paid on a separate bill.

Program Advances

- Requests for advances, replenishments and closeouts should be emailed to Jennifer Vaisnoras.
- It is prohibited to pay your participants prior to the program advance being approved.
- If you are not using MTurk to pay participants, then you must provide a tracking spreadsheet AND receipts as proof of payments to your participants when closing out the advance.
- If you have remaining funds at closeout, they must be returned to UIC's Cashiers Office using the Program Closeout Extra Funds form. Provide that receipt with your closeout request.
- An employee (faculty or student) may have only one outstanding program advance at any given time. Any outstanding advances must be closed before a new one can be opened.
- Undergrad students are not eligible to take out program advances nor those who are not paid by the university in holding a regular appointment.
- One-Time Advance - Program advances for studies completed within 30 days must be closed promptly upon completion of the study. Program advances not closed within 60 days of the end of the study may be reported as taxable income to the employee in accordance with IRS regulations. Advances not closed within 90 days may be deducted from the employee's wages and the employee risks not being allowed future advances.
- Revolving Advance (you can replenish an existing advance) - Program advances for studies lasting longer than 30 days may remain open for 6 months. However, expense reports must be submitted monthly to replenish or partially close the advance. However, expense reports must be submitted monthly to replenish or partially close the advance.
- In accordance with IRS regulations, advances must be closed within 60 days of the end of the study; otherwise, the total amount of the advance will be processed as taxable income. If advances are not closed within 90 days, the University may deduct the amount of the advance from the pay of the faculty or staff member who opened the advance (payee).