

## General

- Please **type** entries into reimbursement forms, do not handwrite
- Do not email reimbursement requests, please deliver them to Jennifer printed one sided only to 1066 or 1009 mailboxes.
- Be sure to provide a detailed purpose/justification for reimbursements, such as you were a presenter at a research conference, meeting with others for research collaboration, etc... **Be as detailed as possible; we are relying on you to tell us this information.** This is the #1 reason the university rejects reimbursement requests.
- Do not abbreviate conference names, associations, institutions, etc...
- Receipts must show a payment transaction/proof of payment in your name. It is helpful to include a copy of your bank/credit statement showing the transaction as well.
- Students are no longer required to use the "Request for Research Travel Funds" form.
- Reimbursements must be requested within 60 days of the purchase date. The only exception is when travel is booked in advance.
- If you purchase something out of pocket the tax paid is not reimbursable.
- Reimbursements for just poster printing and/or conference registration is considered a miscellaneous reimbursement, so please use that form and not the travel reimbursement form.
- Membership fees and software purchases should NOT be purchased out of pocket as they are prohibited from being reimbursed. Contact Jennifer to purchase these items.

## TEM (Travel & Expense Management System)

- You must be setup in TEM in order to have a reimbursement processed. Please see Jennifer to do this. Do not attempt to create an expense report/reimbursement on your own
  - Check this website to see if you can login- <https://travelexpense.admin.uillinois.edu>
- You also must designate a proxy in TEM; that person will actually go into TEM and process the reimbursement paperwork for you. If you do not follow this step, your reimbursement will not be processed.
  - Since our proxy is constantly changing, I will let you know who to designate at the time request the reimbursement.
- Please check your TEM account often as you could have received a rejection and/or having an expense report waiting to be submitted. Please contact me for rejection and resubmission guidance.
- 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.

## Travel

- Food receipts do not need to be submitted as you will receive meal per diem instead.
  - Visit the following website for more information on per diem
  - <https://www.obfs.uillinois.edu/bfpp/section-15-travel/travel-reimbursement-and-per-diem>
- 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.
- Your name must be on the receipt of the lodging bill. If you split the costs with someone, then ask the lodging vendor to list both your names and separate the charges.
- You must pay for your own expense to receive reimbursement. Do not allow someone else to pay for your lodging or airfare and then wire transfer the money for your portion. UIC Payables is rejecting these reimbursements
- It is not allowable for UIC students or employees while in travel mode to pay for meals of other UIC students or employees and submit for reimbursement. They and you would instead be eligible for meal per diem reimbursements.
- Do not rent a car on your own as UIC has approved and contracted car rental vendors.
- Reimbursements for just poster printing and/or conference registration is considered a miscellaneous reimbursement, so please use that form and not the travel reimbursement form.

### **International Travel**

- 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.
- All UIC students who travel outside the U.S. and its territories on UIC-related or authorized travel must enroll in the ITS travel roster and obtain the University of Illinois System's comprehensive insurance plan (Gallagher) or equivalent insurance approved by the UIC Study Abroad Office.
- All faculty or staff traveling internationally with UIC students must also enroll in the university's ITS travel roster and obtain the Gallagher insurance policy or equivalent insurance approved by the UIC Study Abroad Office.
- Visit the following website for more information and reach out to the Business Manager, Jennifer Vaisnoras for full details.
  - <http://oge.uic.edu/international-travel-safety-enrollment/>

### **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 participants are paid more than \$199 for participant as a one-time payment OR total during a calendar year then reporting to IRS is required and the participant must be paid via a check not cash, MTurk, gift card, etc...
- **The custodian of the advance is fully responsible for the accurate organization, record keeping and tracking of their program advance, not the department.**
- 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).