

Travel Reminders and Travel Voucher Completion Tips

Travel information can be found by going to IMSA's website and selecting "Quick Links" dropdown then selecting "Employee Portal" then "Travel". Also, please contact me (Jim Farrell) or Maria Magana directly with any travel related questions.

Lodging

Employees are required to contact hotels from the *Preferred Hotel Listing* link and request the state rate when seeking lodging. This also lists the maximum lodging rate as per county. When unable to get the state rate for the area or when lodging out-of-state, employees should try to get the best price for lodging by contacting a minimum of 3 hotels (contact 5 hotels for Chicago & the D.C. area). Include a note to this effect on your travel voucher – "Contacted 3 hotels in the area for best rate." Also, include notes in the comment section for exceeding rate allowances, such as "only hotel in area," or "overall travel was less expensive due to proximity and not needing car rental," etc. Please include notes that support the lodging decision in the comment section of your purchase order as well, whether it is a reimbursement to the employee or if the payment is directly to the hotel. Include notes such as "Achieved state rate of \$70.00", or "Staying at approved conference hotel", or "contacted 3 hotels in the area for best rate". **The quotes you obtain need to be included along with the travel voucher or purchase order if we are not reimbursing an individual.**

Conference Hotel Stay

Attach a copy of the brochure, web page printout, or registration form that indicates that the hotel is an approved conference hotel selection.

Car Rentals and Insurance

Avoid travel if possible, try to use conference calls and webinars. If travel is required, remember to use IMSA vehicles and share rides to keep travel costs down. Car rentals are less expensive for long trips than personal mileage reimbursement. Consider public transportation such as Metra. Travel by the least costly method at all times when conducting state business.

We now have an agreement with Hertz Rent a Car through Oct 19, 2019. Please see the document related to this for greater detail and car rental protocol. When selecting a car rental company (out of state), please continue to contact 3 agencies for best rate. Notate this info on the travel voucher in the comment section and also on the purchase order in the comment section. **Employees should always decline the loss/collision damage waiver insurance coverage offered.** See "Vehicle Rental on IMSA Travel Status" link regarding the insurance policy for car rentals. Counter items such as GPS will be at the traveler's expense and will not be reimbursed by the State. **Please refuse the fuel pre-payment option as this is not allowed. Include the quotes along with the travel voucher or purchase order that is paying for the car rental.**

Mileage Reimbursement

Please attach a MapQuest (or similar) driving detail using street addresses to your travel voucher. All travel should be by the most direct route.

Headquarters/Travel through Headquarters

Defined as the corporate city limits of the employee's designated headquarters, regardless of whether or not the employee made a stop or changed modes of transportation.

- An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage.
- An employee whose travel includes travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage.

Per Diem (overnight/extended travel) and Meal Allowances

Please include the Per Diem Calculator whenever on travel status and claiming per diem. Remember to back out any meals that have been provided, whether or not you chose to eat them. The daily per diem rate will be reduced accordingly. Per diem rates are calculated from start/end times and are based on each “quarter” of the day (12am-6am, 6am-12pm, 12pm-6pm, 6pm-12am) at the rate of \$7.00 per quarter for in-state travel; \$8.00 per quarter for out-of-state travel.

Breakfast Allowance (not applicable if claiming per diem)

If an employee is on travel status at or before 6:00 am and works ten (10) consecutive hours, he/she would be eligible for a breakfast allowance. The employee must leave headquarters or residence (if reporting directly to destination) at least two (2) hours before the start of the employee’s regular work day (\$5.50 in-state and \$6.50 out-of-state).

Dinner Allowance (not applicable if claiming per diem)

If an employee is on travel status and arrives at headquarters or residence at or after 7:00 pm, he/she would be eligible for a dinner allowance. The employee must work ten (10) consecutive hours and arrive back at least two (2) hours after the end of the employees regular work day for this to be applicable (\$17.00 in-state and \$19.00 out-of-state).

****Note:** there is no allowance for lunch reimbursement. The per diem amount given is for calculation purposes only.

Air Travel and Baggage Reimbursement

Employees may choose to book air travel via an IMSA Airfare Pcard. Please contact me for card information and instructions for creating the purchase order when the need arises. The UATP card (direct bill) still exists and may only be used if there are issues with the Pcard. These are great options to keep out-of-pocket travel costs down. Please create purchase orders prior to booking airfare. Include a detailed itinerary that shows the payment information when turning in the purchase order. *Note: Early check-in fees are considered “extra” and may not be reimbursed.*

Employees may only be reimbursed for one bag per person per flight. Exceptions to this policy will be considered on a case-by-case basis under one or more of the following conditions:

- The employee requesting the exception was on travel status for at least five (5) consecutive days; and/or
- The employee was required to transport work materials (trade show materials, audit files, e.g.), provided that: (a) this was the most economical way of transporting these materials; and (b) estimates as to the cost of shipping are attached to the request.

Travel Voucher Submission

Please be sure to turn in your approved travel voucher and all necessary paperwork within 3 weeks of your return date. All dates of travel must be reflected (even if no expenses were incurred) and all signatures must be original.

Receipts

Please keep proper receipts for all reimbursable items and attach them to the travel voucher on a separate 8x11 sheet of paper. Credit card/bank statements showing the traveler’s name may be attached as proof of payment as well. Receipts are necessary for proper reimbursement of travel expenses.

Multiple Trips

All trips on travel vouchers should be for a single month, unless a trip begins in one month and extends to the next month. For example, if a traveler begins a trip on Sep 28th and returns on Oct 2nd, this would need to be submitted on one travel voucher to provide a complete picture of this “single” trip and so that the per diem may be calculated correctly. Multiple “day” trips may be added to one travel voucher as long as they all occurred within the same month.

“Extra” Expenses

Any upgrades, early check-in fees, counter items or any extra expenses not necessary for the purpose of State travel will be at the traveler’s expense and should not be included on the travel voucher for reimbursement.

Using Travel Points

Using “reward points” to pay for airfare or lodging etc is not a reimbursable expense per the IOC. If no money was spent (credit card, check, cash receipt), then no reimbursement can be made.