

All college related travel will:

- a. Remain within the overall department budget.
- b. Receive prior approval of supervisor on the Overnight Travel Planner form when traveling overnight.
- c. Be reimbursed at the cost of the most economically appropriate means of conveyance as determined by the supervisor,
- d. Require submission of the claims within 30 days after the trip is completed,
- e. Receipts are required for all meeting expenses,
- f. Substantiate mileage by supplying a trip planner (i.e., Mapquest, Yahoo maps, etc.) printout from starting address to destination address. Trip odometers can still be used as long as it concurs with the trip planner printouts.
- g. *Mileage will be reimbursed at an amount not to exceed the state of Illinois rates.
- h. *Only meals incurred during overnight travel will be reimbursed at an amount not to exceed the IRS standard meal rates. (With the exception of business meals conducted with another party.)
- i. An attempt should be made to obtain the state rate for lodging whenever staying within the state.

*** See Travel Planner Information and Overnight Travel Planner Below**

Travel Planner Information

All employees will use the Overnight Travel Planner form to obtain prior approval from their immediate supervisors for overnight travel.

In addition, Board Regulation 2.1.3 has been revised effective July 1, 2003, to incorporate the state mileage and federal IRS meal rates as the maximum rates of reimbursement to be used by Carl Sandburg College employees.

The current rates are:

Mileage (State rate) \$.50 per mile (effective 1/1/2010)

Meals (Federal rate) \$ 7.00 per Breakfast
\$ 11.00 per Lunch
\$ 23.00 per Dinner
\$ 5.00 per Incidentals

Higher amounts are sometimes allotted for “high cost” areas. See the following links for details: [Per Diem Rates](#) and [Meals and Incidentals Expense Table](#)

In Illinois, Cook and Lake Counties are \$71 per day; DuPage is \$61 per day; Sangamon and Kane counties are \$56. All other Illinois Counties are \$46 per day.

IMPORTANT: Receipts are REQUIRED for all meals reimbursed and we will only reimburse for the maximum amounts listed above.

Lodging – An attempt should always be made to obtain the State Rate for lodging within Illinois.

In all instances, travel expenses should not exceed the department budget.

