

F9: Employee Group Travel

Effective Date: 6/11/03

Prior Data: 2/21/03

[Fiscal Agent Handbook Index](#) | [Travel Index](#)

Purpose and Scope	Authority and Responsibility	Reference
Comments	Process: <i>Travel Authorization Request and Encumbrance (TARE)</i>	Guidelines
Process at Check-out	Process: <i>Travel Voucher</i>	Questions

Purpose and Scope

The purpose of this procedure is to establish guidelines for University employees who take advantage of lower hotel rates during group travel.

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Authority & Responsibility

- The traveler is responsible for securing appropriate supervisory approval and submitting all travel forms to the trip coordinator.
- The trip coordinator is responsible for researching and requesting the room reservations; and preparing and forwarding the *Requisition* to the Office of University Budgets, and, if the University is paying for the reservations via Purchase Order; forwarding all travel documents to the travel clerk.

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Reference

Governor's Travel Control Board Rules (www.state.il.us/cms/employee/travel/) Section 2800.260, Items Directly Billed

[M14: Travel Authorization & Encumbrance, 1036, Fiscal Agent Handbook](#)

[M 15: Travel Voucher, Fiscal Agent Handbook](#)

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Definitions

Group Travel: A group of University employees, students, non-employees lodging at the same hotel for University related business.

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Guidelines

- Hotel rates must be lower than normal University rate and/or NEIU must receive free use of conference rooms or other hotel services due to the number of rooms reserved as a group.
- Hotel expense paid from one account number.

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Process: *Travel Authorization Request and Encumbrance (TARE)*

Traveler:

- Completes and obtains approvals on the *TARE* form as usual including the estimated room charge.
- Subtracts the estimated room charge from the total reimbursement.
- Submits the *TARE* to the travel clerk.

Travel Clerk: Processes each *TARE* as usual.

Trip Coordinator:

- Researches rates for the room reservations.
- Obtains a contract or confirmation number.
- Prepares two *Requisitions* requesting *Purchase Orders* (one listing employees and one listing University guests).
- Notes the confirmation number and/or attaches the contract to the *Requisition*
- Submits the *Requisitions* to the Office of University Budgets.

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Process at Check-out

Traveler: Pays for all food and incidental charges.

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Process: *Travel Voucher*

Traveler:

- Fills out *Travel Voucher* including the cost of the room.
- Subtracts the room cost from the total reimbursement.
- Submits *Travel Voucher* to the trip coordinator.

Trip Coordinator:

- Attaches a copy of the *PO* to each *Travel Voucher*.
- Forwards all *Travel Vouchers* to the travel clerk.
- Submits a final list of employee travelers and a final list of University guests with the *Travel Vouchers*.
- If received, forwards the invoices to Accounts Payable.

Travel Clerk:

- Processes all *Travel Vouchers*.

Account Payable:

- Processes the hotel invoices when received.

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Questions

Consult the travel clerk on extension 5128 or email: G-Trejo@neiu.edu with any questions.

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Comments

Send your comments and suggestions to [Loretta K. Pienta](#)

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