

<b>Volume F1:</b> Finance & Administration	<b>F1.08.2</b> <b>Group Travel Involving Students</b>  <b>Effective Date:</b> 01/20/2016 <b>Last Revised:</b> 06/14/2023	<b>Responsible Office:</b> Controller
<b>Chapter 08:</b> Travel		<b>Responsible Officer:</b> Controller's Office

## POLICY STATEMENT

Northeastern Illinois University (the "University") will reimburse appropriate expenses for University group travel involving students.

## PURPOSE OF THE POLICY

This policy communicates the fiscal and administrative controls and procedures for group travel situations involving students.

## WHO IS AFFECTED BY THIS POLICY

Students, faculty, and staff.

## DEFINITIONS

**Foreign Travel:** Travel outside the United States, the U.S. possessions, and territories (American Samoa, Guam, Midway, the Northern Mariana Islands, Puerto Rico, The U.S. Virgin Islands, and Wake Island).

**Expense Report (formerly Group Travel Voucher):** A four-part form used to reconcile and request reimbursement of expenses incurred as a result of official University-sponsored group travel.

**List of Travelers Form:** A four-part form used to list and identify all individuals traveling prior to the trip as well as to confirm that the travelers went and whether they received any funds once the trip has been completed.

**Spend Authorization (formerly Student Activity Travel Authorization Request and Encumbrance (SA-TARE) Form):** Serves as the official request for students and faculty and/or staff to travel on University-sponsored business when traveling as a group. The form must identify the purpose of the trip, the trip leader, the total estimated cost of the trip, source of funds to pay trip expenses, and required signatures.

**Part of Spend Authorization (formerly Travel Advance Form):** Used to request a cash disbursement prior to the trip so that the trip leader has funds to pay anticipated expenditures. The Travel Advance request is optional and is considered a personal liability of the trip leader. It cannot be used for conference registration fees nor can it be used for payment to the official University travel agency for air and rail fares, or to purchase transportation in advance of the trip. There is a minimum advance amount of \$50 and the maximum amount is based on the amount estimated on the Spend Authorization.



## REGULATIONS

[Illinois Higher Education Travel Control Board Regulations](#)  
[Illinois Department of Central Management Services, Travel Guide for State Employees](#)  
[Northeastern Illinois University Travel Regulations](#)  
[Illinois Wage Payment and Collection Act](#)

### **AUTHORITY TO TRAVEL**

These travel regulations apply to all University-sponsored group travel involving students. The group must designate a trip leader. A faculty or staff trip leader must be an employee of the University. A student trip leader must be enrolled at the University prior to and during the actual trip. All completed and approved authorizations must be submitted prior to the departure date of the trip. Please refer to the University Travel Regulations for allowable expenses and reimbursement requirements.

Foreign Travel charged to a grant also requires approval from the Office of Research and Sponsored Programs.

The Spend Authorization must be routed to the following individuals for approval:

- \$4,999.99 and below – Financial Manager. If traveler is Financial Manager, approval must be from Vice President
- \$5,000 and Above – Vice President. If traveler is Vice President, approval must be from President

## PROCEDURES

### **I. AUTHORIZATION AND PRE-TRIP PLANNING**

The designated group trip leader will be responsible for submission of the following in Workday:

- Travel Plan (See Guidelines below for other pre-trip planning considerations.)
- Spend Authorization
- List of Travelers Form
  - Form is submitted without travelers' signatures prior to trip

### **II. POST TRIP REQUIREMENTS**

Within 30 days of completion of travel, the trip leader will submit the following in Workday:

- Proof (a receipt) of any unused Travel Advance returned to the University through the Cashier's Office prior to submission of the Expense Report. *The employee will not be granted any further travel advances until the repayment is made. The University reserves the right to collect payment in accordance with the Illinois Wage Payment and Collection Act.*
- Expense Report with all original receipts and proof of repayment of Travel Advance.
- List of Travelers Form with "wet" signatures of attendees and trip leader

## GUIDELINES

Special consideration should be taken while planning a trip abroad. Traveling to countries with travel warnings may pose an increased risk to the University and its travelers due to an increase in unpredictable



circumstances. It is recommended that foreign travelers check the following websites for daily news, safety reports, and security alerts:

- Overseas Security Advisory Council (OSAC) of the U.S. Department of State at [www.osac.gov](http://www.osac.gov)
- Unity Resource Group at [www.crisisresponse.info](http://www.crisisresponse.info)

## AUTHOR REFERENCE

Illinois State University: University Risk Management  
Northern Illinois University: Travel Advance – Policy and Procedures

## HISTORY

Formerly Fiscal Agent Handbook Policy F4: Group Travel, effective dated 07/02/2003  
Formerly Fiscal Agent Handbook Policy F5: Travel Advance, effective dated 05/01/2007  
Formerly Fiscal Agent Handbook Policy F6: List of Travelers, effective dated 02/17/1999  
Formerly Fiscal Agent Handbook Policy F8: Student Activity Travel Authorization Request & Encumbrance, effective dated 07/01/20003

## RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Board of Trustees Regulations – Section V. Administrative Affairs](#)  
[University Policy F1.08.1 Travel Regulations](#)

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Accounts Payable	773-442-5146	<a href="mailto:accountspayable@niu.edu">accountspayable@niu.edu</a>

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.