

Volume F1: Finance	F1.08.2 Group Travel Involving Students	Responsible Office: Controller's Office
Chapter 08: Travel		Responsible Officer: Controller

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).

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 travelling 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.

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.

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 SA-TARE Form.

REGULATIONS

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



AUTHORITY TO TRAVEL

These travel regulations apply to all University-sponsored Group Travel involving students. Please refer to the University Travel Regulations for allowable expenses and reimbursement requirements.

Foreign Travel must be authorized by the division Vice President and received by the Controller's Office no later than 30 days prior to travel.

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

The Student Activity Travel Authorization Request and Encumbrance (SA-TARE) form must be routed to the following individuals for signature approval:

- \$699.99 and below – Traveler, Financial Manager, Hierarchical Level I
- \$700 - \$1,999.99 – Traveler, Financial Manager, Hierarchical Level I and Level II
- \$2,000 and Above – Vice President Approval
- Out of State Travel – Vice President Approval (regardless of expense amount)
- Foreign Travel – Vice President Approval at least 30 days prior to travel (regardless of expense amount)

PROCEDURES

I. AUTHORIZATION AND PRE-TRIP PLANNING:

The group must designate a trip leader to be responsible for submission of forms authorizing travel, for making the travel plans, and submitting forms for reimbursement after the travel is completed. A faculty or staff trip leader must be an employee of the University. A student trip leader must be enrolled at Northeastern prior to and during the actual trip.

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.
- Unity Resource Group at www.crisisresponse.info. A login is required. Username: U713-85470. Password: hccunity.

The trip leader completes and submits the following forms as a complete package to the Controller's Office:

- Student Activity Travel Authorization and Encumbrance (SA-TARE) Form
- Gold copy of List of Travelers Form
 - Form is submitted without travelers' signatures prior to trip
- Travel Advance Form (if applicable)
 - A Travel Advance will only be approved when submitted with the fully completed and approved SA-TARE and the initial List of Travelers forms.
 - The request for Travel Advance must be received by the Controller's Office at least 10 business days prior to the date the check is to be picked up or mailed.

All completed and approved forms must be submitted prior to the departure date of the trip for domestic travel, and no later than 30 days prior to departure for foreign travel.

II. POST TRIP REQUIREMENTS:

Within 30 days of completion of travel, the trip leader must submit the following to the Controller's Office:

- Group Travel Voucher with all original receipts
- List of Travelers Form (white copy) with signatures of attendees and trip leader
- Reconciled Travel Advance (if applicable)
 - Any unused Travel Advance must be repaid to the University through the Cashier's Office, and proof of repayment must be submitted with the Group Travel Voucher. 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.

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

APPENDIX

- A. Group Travel Voucher
- B. List of Travelers Form
- C. Student Activity Travel Authorization Request and Encumbrance
- D. Travel Advance Form

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	K-Smith3@neiu.edu

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.



APPENDIX A: GROUP TRAVEL VOUCHER

Northeastern Illinois University | **NEIU works**
 GROUP TRAVEL VOUCHER

DOCUMENT NUMBER (TR4 & E)
 T E
 TR4: ADVANCE NUMBER

TRAVELER DATA
 NAME, ADDRESS & ZIP CODE: _____
 SOCIAL SECURITY NUMBER: (X) (X) (X) (X) (X) (X) DEPT PHONE: _____
 DOCUMENT DATE: _____

EXPENSE DETAIL

Date	Receipt Code	Amount	Airfare	Auto. Mileage	Auto. Mileage Rate	Trip Allowance	Lodging	Meals	Other Expenses	Total
Place	Type	Place	Rate	Mileage	Mileage	Per Diem	Per Diem	Per Diem	Per Diem	Amount

EXPENSE SUMMARY

TRAVEL ADVANCE: \$ _____

TOTAL EXPENDITURE: \$ _____

REIMBURSEMENT TO TRAVELER IF ADVANCE IS OVERSPENT: \$ _____

OR AMOUNT OF TRAVEL ADVANCE RETURNED: \$ _____

TOTAL VALUE OF ATTACHED RECEIPTS: \$ _____

NEIU RECEIPT NUMBER: _____

FOR OFFICE USE ONLY

PREPARED BY: _____ APPROVED BY: _____

INITIALS: _____ DATE: _____

TRAVELER REIMBURSEMENT I.D. NUMBER: _____

AGENCY PAYMENT VOUCHER NUMBER: _____

AGENCY FIRM NUMBER: _____

VOUCHER NO. _____

AUTOMATIC PYMT: LOCAL CHECK LOCAL CHECK

MANUAL PYMT: LOCAL CHECK LOCAL CHECK

INVOICE NO. _____

DATE PAID: _____

AMOUNT: \$ _____ CHECK NUMBER: _____

APPROVAL _____ **CERTIFICATION** _____

The budget for the travel expense shown was required by the travel policy of this traveler named to my personal knowledge as an activity by funds available to the institution. The proposed reimbursement of students is of the applicable items of the budget. The above item.

Under title 4, Subchapter 020, Section 12-2 of the Act in Relation to State Property, the above amount is money and just the amount due to the traveler named to my personal knowledge as an activity by funds available to the institution. The proposed reimbursement of students is of the applicable items of the budget. The above item.

FINANCIAL MANAGER: _____ DATE: _____ ADVISOR: _____ DATE: _____

ISSUE: 8/07 DISTRIBUTION: White & Conroy - Travel Desk, Pink - Financial Manager, Gold - Traveler

APPENDIX B: LIST OF TRAVELERS FORM

Northeastern Illinois University | **NEIU works**
 LIST OF TRAVELERS

DATE OF TRAVEL AUTHORIZATION: _____

NAME OF ADVISOR / STUDENT TRIP LEADER: _____

CONFERENCE MEETING PLACE (INCLUDE CITY AND STATE): _____

MEETING DATES (INCLUDES): FROM: _____ TO: _____

IMPORTANT
 TRAVEL AUTHORIZATION REQUEST AND ENCLOSURE, FOR THE TRIP LEADER TO FILE WITH CHECKS AND TRAVEL. ENTER THE REQUEST DOCUMENT NUMBER: _____

LIST OF NEIU STUDENTS THAT WILL BE TRAVELERS	I.D. NUMBER	DATE SIGNED	SIGNATURES OF NEIU STUDENTS	FOR AMOUNT OF MONEY RECEIVED
1				\$ _____ ▲
2				
3				
4				
5				
6				
7				
8				
9				
10				\$ _____ ▲

LIST OF NEIU ADVISORS TRAVELING WITH STUDENTS	I.D. NUMBER	DATE SIGNED	SIGNATURES OF NEIU STUDENTS	FOR AMOUNT OF MONEY RECEIVED
1				\$ _____ ▲
2				
3				
4				\$ _____ ▲

CERTIFICATION UPON COMPLETION OF TRIP

I certify that the above signatures are proper and true, and the amounts are correct, just, and actually paid by me to the traveler.

APPROVAL OF LIST OF TRAVELERS

SIGNATURE OF FINANCIAL MANAGER: _____ DATE: _____

SIGNATURE OF ADVISOR/STUDENT TRIP LEADER: _____ DATE: _____

TOTAL
 \$ _____

1504C 8/07

DISTRIBUTION: WHITE - TRAVEL CONTROL WITH TRAVELER SIGNATURE AT END OF TRIP
 PINK - TRAVELER TRIP LEADER
 GOLD - FINANCIAL MANAGER WITH IT SIGNATURES PRIOR TO TRIP
 GOLD - TRAVEL CONTROL WITHOUT TRAVELER SIGNATURE PRIOR TO TRIP



APPENDIX C: STUDENT ACTIVITY TRAVEL AUTHORIZATION REQUEST AND ENCUMBRANCE (SA-TARE)

Northeastern Illinois University <small>EST. 1859 • 1001 S. WASHINGTON ST. • CHICAGO, ILLINOIS 60607</small>		NEIU	
STUDENT ACTIVITY TRAVEL AUTHORIZATION REQUEST AND ENCUMBRANCE		DOCUMENT NUMBER T_ 91427 <small>DOCUMENT DATE</small>	
TRIP DATA <small>TRAVELER'S NAME</small> _____		<small>ORGANIZATION NAME</small> _____ <small>STATUS (STUDENT/ADVISOR)</small> _____	
<small>NAME OF EVENT</small> _____		<small>MEETING DATES (INCLUSIVE)</small> <small>FROM</small> _____ <small>TO</small> _____	
<small>CITY</small> _____ <small>STATE</small> _____		ITEMIZATION OF PROJECTED TRIP EXPENSES	
<small>REASON FOR ATTENDING</small> _____		<small>TRANSPORTATION</small> _____ ▲	
<small>METHOD OF TRAVEL (CHECK ONE)</small> <input type="checkbox"/> PRIVATE VEHICLE <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> OTHER (SPECIFY) _____		<small>MEALS / PER DIEM</small> _____ ▲	
<small>UNIVERSITY TRAVEL FUNDS REQUIRED</small> <input type="checkbox"/> NO <input type="checkbox"/> YES <small>IF YES, COMPLETE ENCUMBRANCE DATA SECTION</small>		<small>LODGING</small> _____ ▲	
		<small>CONFERENCE / REG. FEE*</small> _____ ▲	
		<small>OTHER (MUST SPECIFY)</small> _____ ▲	
		TOTAL _____ ▲	
ENCUMBRANCE DATA			
<small>TRANSACTION</small> _____		<small>AMOUNT</small> _____	
T <small>TRAVELER REIMBURSEMENT</small> <small>VENDOR I.D. NUMBER</small> _____		<small>SOL NUMBER</small> XXXXXX <small>FUND</small> _____ <small>ORGANIZATION</small> _____ <small>ACCOUNT</small> _____ <small>PROGRAM</small> _____ <small>FORM NUMBER TO BE CHARGED</small> _____	
A <small>AGENCY DOCUMENT NUMBER</small> <small>AGENCY I.D. NUMBER</small> _____		<small>ESTIMATED TRAVELER EXPENSE</small> _____	
<small>DATE</small> _____ <small>CHECK NO.</small> _____ <small>INVOICE NO.</small> _____		<small>TRAVEL AGENCY EXPENSE</small> _____	
CERTIFICATION & APPROVALS <small>TRAVELER (Student Trip Leader)</small> _____ <small>DATE</small> _____ <small>ADVISOR</small> _____ <small>DATE</small> _____ <small>FINANCIAL MANAGER</small> _____ <small>DATE</small> _____ <small>APPROVAL LEVEL I</small> _____ <small>DATE</small> _____ <small>APPROVAL LEVEL II</small> _____ <small>DATE</small> _____		<small>TOTAL AMOUNT ENCUMBERED</small> _____	
		FOR OFFICE USE ONLY	
		<small>ACTION</small> <small>BUDGET CHECK</small> <input type="radio"/> <small>OPERATIONS EC</small> <input type="radio"/> <small>LOCAL EC</small> <input type="radio"/> <small>OVER-RIDE</small> <input type="radio"/> <small>LOCAL EC</small> <input type="radio"/>	
		<small>AUTHORIZED SIGNATURE & DATE</small> _____	

APPENDIX D: TRAVEL ADVANCE FORM

Northeastern Illinois University <small>EST. 1859 • 1001 S. WASHINGTON ST. • CHICAGO, ILLINOIS 60607</small>		NEIU	
TRAVEL ADVANCE		DOCUMENT NUMBER E_	
<small>TRAVELER DATA</small> <small>NAME, ADDRESS & ZIP CODE</small> _____ _____ _____		<small>IMPORTANT</small> <small>TRAVEL AUTHORIZATION REQUEST AND ENCUMBRANCE FORM MUST BE FILED WITH FINANCIAL OFFICE WITHIN THE REQUEST DOCUMENT NUMBER</small> T _____	
<small>TRAVELER'S SSN</small> _____ <small>PHONE EXT.</small> _____ <small>FUND/ORGANIZATION</small> _____			
CERTIFICATION <small>The traveler/borrower hereby certifies that this request for travel advance is made and will be used in the conduct of official university business.</small> <small>In consideration of this travel advance, the undersigned borrower agrees that this advance is a loan which shall be repaid in full by the borrower, or a voucher supporting valid trip expenses for which the advance was used, is submitted within ten days after completion of the travel. Further, the borrower agrees that the university may withhold such amounts as are due to the university from this loan from any future salary that the borrower as compensation or reimbursement or that future student registrations and transcripts may be withheld until repayment is made.</small> <small>The undersigned financial manager agrees that the university may, in the event repayment is not effected from borrower, reimburse the account from which this travel loan is made by direct transfer from the account(s) authorized on the reference travel authorization form.</small>			
<small>TRAVELER / BORROWER</small> _____ <small>DATE</small> _____		<small>FINANCIAL MANAGER</small> _____ <small>DATE</small> _____	
FOR OFFICE USE ONLY			
<small>ACCOUNT NUMBER TO BE CHARGED</small> <small>FUND</small> _____ <small>ACCOUNT</small> _____		<small>ACTION</small> <small>SAFE PAID</small> <input type="radio"/> <small>AUTOMATIC</small> <input type="radio"/> <small>MANUAL</small> <input type="radio"/> <small>CHECK NO.</small> _____ <small>LOCAL CHECK</small> <input type="radio"/> <small>LOCAL CHECK</small> <input type="radio"/>	
<small>VENDOR I.D.</small> _____		<small>AUTHORIZING INITIALS & DATE</small> <small>TRAVEL CONTROL</small> _____	
		<small>INITIALS</small> _____ <small>DATE</small> _____ <small>MGR. APPROVAL</small> _____	
		<small>INITIALS</small> _____ <small>DATE</small> _____	