

All college related travel, including grant-supported projects, 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. Detailed receipts are required for all expenses, including meals with maximum amounts to apply per day.
- 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 GSA per diem rate (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.

Travel will 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) \$ .56 per mile (effective 1/1/21)

Meals (Federal rate) standard rate \$55

Higher meal and hotel amounts are sometimes allotted for “high cost” areas. See the following links for details: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

In Illinois, Cook and Lake Counties are \$76 per day; DuPage is \$61 per day. All other Illinois Counties can be located at the link above.

**IMPORTANT:** Detailed receipts are REQUIRED for all meals reimbursed and we will only reimburse for the maximum amounts listed for specific area of travel.

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.

\_\_\_\_\_  
Date

**CARL SANDBURG COLLEGE**  
**OVERNIGHT TRAVEL PLANNER**  
(To be Completed Prior to Travel Outside District)

NAME OF PERSON MAKING REQUEST: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

MODE OF TRANSPORTATION: \_\_\_\_\_

(*) COST ESTIMATES:	Mileage	_____
	Hotel	_____
	Meals	_____
	Registration	_____
	Taxi	_____
	Miscellaneous	_____
	TOTAL	_____

Signature: \_\_\_\_\_

Approval: \_\_\_\_\_  
(Signature of Budget Manager)

Cabinet Officer Approval: \_\_\_\_\_  
(Signature of Cabinet Officer)

Charge to: \_\_\_\_\_

**A copy of this request needs to be returned to the Budget Manager at least 14 days before date of travel.**

(\*) State of Illinois guidelines will apply to mileage and IRS standard meal rates will apply.