

## Internal Governing Policies

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### #111 - Travel

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**Approved:** August 19, 2019

**Monitor:** Vice President for Business Affairs

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By statute, the University must comply with travel regulations promulgated by the [State of Illinois Travel Regulation Council](#) and with other applicable state requirements. In sum, the Higher Education Travel Control Board, 80 Ill. Adm Code 2900, mandates that all travel shall be by the most economical mode of transportation available; State vehicles shall be used when most economical; and, allows for a different mileage reimbursement rate if a traveler uses a privately-owned vehicle when a State vehicle is available. Therefore, if a Fleet vehicle is available but not used, the traveler will only be reimbursed at the Fleet rate, not the IRS optional rate. Similarly, if carpooling is available, it must be used.

The exception(s) to this Fleet rate rule is for those whose designated work headquarters is not at EIU's main campus, for anyone with a documented accommodation as approved by the Human Resources Department and for anyone working under an externally funded grant or contract.

When a privately-owned vehicle is used, the driver is required to file a statement that he/she is duly licensed and carries at least the minimum insurance coverage required by the [Illinois Vehicle Code](#). The [Application for Travel](#) contains this certification.

Only allowed incurred expenses relative to the transaction of official University business will be reimbursed subject to applicable statutes, regulations, and availability of funds.

All University-related travel by a University employee must be approved by the appropriate supervisor, Vice President and President prior to travel by completing an [Application for Travel](#). Exceptions to this requirement are granted for the President's in-state and out-of-state travel, Vice Presidents' in-state travel, Athletic Department personnel, admissions staff recruiting and continuing education instructors, who by nature of their employment are required to make frequent trips, often with little advance notice. These travelers are required to file an annual [Application for Travel](#) and certify that he/she is duly licensed and carries at least the minimum insurance coverage required by the [Illinois Vehicle Code](#).

It is the responsibility of the traveler to initiate the travel approval process at the earliest possible time to allow receiving the necessary approvals prior to travel.

Any request for exception to completing individual travel applications shall document how the department will comply with these requirements, and shall be routed through the appropriate Dean or Vice President for approval by the President.

As deemed necessary, the Vice President for Business Affairs shall issue additional regulations concerning travel which shall be approved by the President.