WHAT TO KNOW BEFORE YOU TRAVEL

**Complete a Travel Application** — this is an estimate of the expenses.
If travel is out-of-country, Vice President and President MUST approve before travel.

All travel must be by the most economical mode of transportation:
Flying or Driving??? Comparison worksheet on web site [http://www.eiu.edu/purchase/travel.php](http://www.eiu.edu/purchase/travel.php)

**Purchase airfare prior to 21 days of departure.**
Foreign air travel funded with federal (grant) dollars MUST be done on US air carriers, unless special conditions for a waiver are met. For details on the Fly America Act go to [http://www.tvlon.com/resources/FlyAct.html](http://www.tvlon.com/resources/FlyAct.html)

**Rental Car versus Taxi or Shuttle:**
Be prepared to explain why rental car is needed. If rental car is requested please send supporting documentation for justification.
The fuel option should be declined. **Decline all extra insurance.**

Other than the conference hotel rate, obtain the lowest available lodging rate, when making the reservation. **Always ask for the government rate.**

If parking at airport, park in safest, economical lot.

Know what expenses are reimbursable and what expenses are NOT reimbursable.

If you have any questions please contact Deb Smith at 581-7745