

Internal Governing Policies

#111 - Travel

Approved: April 19, 2000

Nomenclature changes: July 9, 2014

Monitor: Vice President for Business Affairs

By statute, the University must comply with travel regulations promulgated by the [State of Illinois Travel Regulation Council](#) and with other applicable state requirements.

Only those 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 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](#) or certify that he/she is duly licensed and carries at least the minimum insurance coverage required by the [Illinois Vehicle Code](#).

Privately-owned vehicles may be used on State business when authorized by the account manager. 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.

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's Council.

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