

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>

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>

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.**

The National Rental Car Emerald Club program includes extra insurance on the rental. You can join the Emerald Club at no cost on the travel web site, <http://www.eiu.edu/purchase/travel.php>.

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.

See <http://www.eiu.edu/purchase/travel.php> for listing.

If you have any questions please contact Teresa Sims at 581-7748